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DOH-5171 (5/15) OHIP-0061 (5/15)

# NEW YORK STATE DEPARTMENT OF HEALTH

## Office of Health Insurance Programs

### Family Planning Benefit Program Document Checklist

Applicant Name \_\_\_\_\_

Return All Necessary Documents to Provider by \_\_\_\_\_ (10 days from date of screening)

Please see below for examples of documentation you need to provide as a part of the Family Planning Benefit

Program (FPBP) application process. If you have not already provided the required documents, there will be a check mark in the box next to the item. Return required documents to the family planning services provider who screened you, as soon as possible, no later than 10 days from your initial screening. The provider will send them to the New York State Department of Health (NYSDOH) Designated Agent along with your signed and dated application so a determination of your ongoing eligibility for the FPBP can be completed. If you were screened as presumptively eligible for the FPBP, the provider's office must receive this required information including a signed, dated and completed application by the date above. Your family planning services provider can assist you with this application process including collecting your documents and sending them to the NYSDOH Designated Agency.

## Acceptable Forms of Documentation:

**Checked items are still needed to process your application.**

**New York State Residency**

Examples of proof include; paystub(s) with address, lease covering the date of application, signed letter from a landlord, rent receipt or mortgage statement, tax

statements/bills, current bill or other statement, school letter, report card, postmarked envelope, driver's license with current address, magazine, postcard or brochure with a non-removable printed label.

**Social Security Number**

You only need to provide your Social Security Number, or a receipt from the Social Security Administration stating that you have applied for a new number or a copy of an existing number. It is not necessary to provide the Social Security card.

**Proof of Citizenship / Identity / Satisfactory Immigration Status**

See the reverse side of this form, for details of the various forms of acceptable proof. If you are declaring to be a US citizen or national, your SSN will be used to verify your US Citizenship, including identity, through an electronic match with the Social Security Administration's records. Both sides of any immigration documentation need to be copied.

**Proof of Income**

Earned income proof can include (but is not limited to) a signed and dated employment letter, and/or paystubs (for the last 4 weeks). If you are self-employed, you may

provide your most recent signed and dated tax returns (including all schedules) if they are representative of your current income. You may also provide a profit and loss business records statement showing income and expenses for your self-employment.

Unearned income proof can include (but is not limited to) Social Security Administration benefits correspondence, unemployment insurance benefit documents, and/or a signed and dated letter from a family member or other individual who gives you money.

**Other Health Insurance**

If you are covered by other health insurance and you are under age 21, you do not have to provide us with this insurance information. If you are covered by other health insurance and you are age 21 or older, please provide a copy of the insurance card, both front and back, and as much information as you know about the other insurance. You may request good cause authorization in order for us not to bill your other health insurance for family planning services, regardless of your age.

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## Documents that Establish Both Citizenship and Identity

Identity and U. S. citizenship or satisfactory immigration status must be documented if anyone new is applying for health insurance. If you are applying for health insurance and are declaring to be a U. S. citizen or national, if you provide your SSN or proof that an SSN was applied for, Medicaid will verify your SSN and birth information, including identity through an electronic match with the Social Security Administration's records. If the match is not successful, proof of identity and U.S. citizenship status may be required. For the purposes of qualifying as a U.S. citizen, the United States includes the 50 states, the District of Columbia, American Samoa, Swain's Island and, if born on or after certain dates, Puerto Rico, Guam, the U. S. Virgin Islands and the Northern Mariana Islands. (If you provide one of the following, no other document is required for proof of citizenship/identity.)

- U.S. Passport book/card
- NYS Enhanced Driver's License (EDL)

- Certificate of U.S. Citizenship (N-560 or N-561)
- Certificate of Naturalization (N-550 or N-570)
- Native American Tribal Document, Certificate of Degree of Indian blood or other Native American/Alaska native tribal document with photo

## Documents that Establish Citizenship but also require one identity document

- U.S. Birth Certificate
- Report of Birth Abroad (FS-240)
- Certification of Birth issued by Department of State (FS-545 or DDS-1350)
- Final adoption decree showing U.S. place of birth
- U.S. Citizen ID Card (I-197 or I-179)
- Religious/School records
- Military record of service showing U.S. place of birth
- Evidence of qualifying for U.S. citizenship under the Child Citizenship Act of 2000

## Documents that Establish Identity

- State Driver's license or ID card with photo
- U.S. Military card or draft record or U.S. Coast Guard Merchant Mariner Card

- Verified school, nursery or daycare records (for children under 16)
- School ID card with a photo
- ID card issued by a federal, state, or local government agency
- Clinic, doctor or hospital records (for children under 16)

**Current Immigrant Status must be provided for any new person applying or any person renewing whose status has changed in the past 12 months, or you must prove that you are in a satisfactory immigration status.**

## Immigration Status/Identity

- I-766 Employment Authorization Card
- I-551 Permanent Resident Card ("Green Card")

## Immigration Status, but require an additional identity document

- I-94 Arrival/Departure Record
- USCIS Form I-797 Notice of Action
- Evidence of Continuous U.S. residence prior to January 1, 1972.

**These lists are not all inclusive.** If you do not have one of these documents, please contact the New York State Department Of Health Designated Agency for information about other documents that may be able to be used.