

# THE BENEFIT BANK

CONNECTING COMMUNITIES TO RESOURCES

## DOCUMENTS CHECKLIST FOR OHIO BENEFITS

The following list contains the documents that may help you complete your application through The Benefit Bank. You also may need to provide copies of these documents to the benefits office after you complete your application. Any household member who wants to receive benefits must provide his/her Social Security Number (SSN) to the benefits office or must agree to apply for an SSN. You can ask the benefits office for help getting any of the information needed. NOTE: Due to new federal rules, families applying for Medicaid/CHIP and Marketplace health programs do not have to submit paper documents for information that can be confirmed electronically. Please consult the healthcare-related checklist and follow-up documents for further guidance.

### For each applicant

\* See additional Proof of Citizenship and Identity Document for Medical Assistance

- Driver's license or state-issued ID card
- Social Security Card or proof of application
- Insurance cards/documents (auto, life, health)
- Medical verification of pregnancy and due date
- Adoption or custody papers
- Marriage certificate
- School enrollment information
- Child care provider's address and phone number
- Doctor's information for disability verification a document from a government agency verifying disability
- Golden Buckeye*: Certification from the Bureau of Workers' Compensation, Industrial Commission, Bureau of Disability Determination, MR/DD, or a public employee retirement system (FERS, CSRS, VA-100%, OPERS, STRS, SERS, OP&F, or HPRS)

### All household income from **LAST 30 DAYS**:

\*For HEAP, proof for the last three and twelve months

- Pay stubs, W-2 forms, tips, commissions
- Dates of employment, hours worked, and payday
- Odd job income
- Military pay and allotments
- Training Allowances
- Self-employment records and tax forms (Schedules C or F)
- Room and board
- Retirement benefits, 1099 forms
- Child support and alimony/spousal support
- Interest and dividends from bank accounts and other investments
- Gifts from friends or relatives not in household
- Scholarships, grants, fellowships, stipends
- Sick, maternity, and disability payments
- Non-wage income such as union pay, stipends, reparation payments, trust fund payments, and lawsuit proceeds

\*\*If someone has no income, statement from landlord or other person except family members

### All household **CURRENT** assets/resources:

\* Not needed for Ohio Works First, Medical Assistance for Children & Families, and Child Care Subsidies

- Real estate
- Vehicles
- Business assets
- Prepaid funeral expenses and burial plots
- Trusts and life estates

- Valuable personal property
- Statements showing the amount of current bank accounts, stocks, bonds, and mutual funds
- Value of cash on hand

### Immigration information for **each applicant**:

- Green card or Visa (Form I-551)
- Arrival-Departure Documents (Form I-94)
- Employment Authorization card, or other USCIS documentation
- Previous immigration status
- Dates of obtaining immigration statuses
- Social Security Wage Information (Qualifying Quarters)

### Assistance from other agencies or states:

- Cash Assistance
- Food Assistance
- Housing Assistance (i.e. HUD)
- Cash Care Assistance
- Energy assistance benefits (LIHEAP and Weatherization)
- Social Security Administration (SSI, SSDI), Veteran's Administration, and Railroad Retirement Board
- Medicare (bring cards)

### Proof of all **RECENT** expenses:

\*For Food Assistance:

- Utility bills/receipts with name and address of provider or receipts from your landlord
- Rent receipt, lease agreement, or letter from landlord listing rent; landlord's contact information
- Mortgage receipt or contract
- Home insurance and property tax bills/receipts
- Regular monthly medical expenses

\*For Food Assistance, Medical Assistance, and Ohio Works First

- Child, disabled adult or elderly care bills/receipts
- Alimony/spousal support paid
- For Medical Assistance: Unpaid medical bills from the past three months.
- For energy assistance: proof of a crisis: letter of disconnection for utility, letter of eviction for failing to pay utility bill, etc.
- Proof of health insurance and/or Medicare premiums for the past three months
- Proof of child support paid for the past three months