

Document Checklist for KanCare Elderly and Disabled (E&D) Applications

Send documentation WITH the application as proof of anything you claim on the application form. If other items are needed by the eligibility team, you will be notified, however, turning in documentation with the application or soon after submitting the application may speed up the processing time.

Application Section	If you claim these on your application, information that may be needed.	Definitions and Examples
Section A: Primary Applicant	May we contact you by:	Although the application requests information on how to contact by email and text, at this time KanCare only provides official information by mail. They accept information by mail, fax, on-line application, and some information by phone.
Section B: Tell us about...	Immigration Status	P.6. If “yes” is marked for immigration questions, those documents need to be submitted with the application or soon after the application is sent in.
Section C: Medical Bills	Help with medical bills in the past 3 months	Documentation of the medical bills may be requested. Examples of medical bills: Private Health Insurance Premiums, Medicare Premiums, hospital bills, nursing facility costs, other medical costs
Section F: Disabled	Tell us if anyone is disabled	If you note on the application that you have a disability but the Social Security Administration (SSA) has not yet completed the process of determining that disability or you are appealing the decision, you may want to include a document that 1) you applied for a disability determination, 2) you are actively appealing a denial of disability determination through the SSA.
	Social Security Administration (SSA) Office: 1-800-772-1213	Examples of a pending case with SSA: 1) appointment letter or 2) copy of the appeal with SSA for recently denied disability determination or 3) something from your most recent mail from the SSA that shows you have a pending case.
		With a pending case for Social Security, you will be asked to complete a Presumptive Medicaid Determination Team (PMDT) form in addition to the application. This will help KanCare Eligibility team determine if you may be eligible for Medicaid or for MediKan while waiting for the appeal process to get completed.
Section G: Resources		
Section G.1.	Checking Account/Savings/CDs	If you have more than one checking and/or savings account, you must list each on the application and turn in monthly statements for each; last three full months. Certificate of Deposit: 1) are considered the same as savings, 2) provide statements for last three full months.

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	IRAs and 401Ks/Retirement Plans	Statement showing the owner and the balance for each.
	Nursing Facility Account	Nursing facility accounts are considered the same as a checking account. Examples: Resident Trust Fund or Resident Care Home Accounts.
	Stocks, Bonds	Stocks: indicate the type of stock and a statement showing the current value of the stock. Bonds: provide a copy of the bond(s)
	Funeral or Burial Plans	Provide a copy of the funeral arrangements and burial plan. They need to include: 1) itemized statement of goods and services, 2) a signed statement indicating that the arrangements are irrevocable, 3) how the arrangements were funded.
Section G.3.	Life Insurance	Need a letter from the insurance company which includes: 1) policy number, 2) policy owner, 3) type of policy (whole life or term), 4) face value, 5) cash value and 6) any loans which have been taken out against the policy.
Section G.7.	Trust	Trust: send a full copy of entire trust along with all schedules. Include all assets that are part of the trust in Section G.
Section G.8.	Annuity	Annuities: An annuity is a fixed sum of money paid to someone monthly or yearly for a period of time. It may be from an inheritance, insurance, or investment. Note: if the applicant owns an annuity, for Long Term Care assistance, the State of Kansas must be named as the beneficiary of any annuity which they own that was purchased on or after February 8, 2006. If you sign the application and are found NOT eligible for KanCare (you are denied), you do not have to list the State of Kansas as beneficiary.
Section G.11.	Loan on property	Example: Second mortgage or reverse mortgage. Provide the contract from the mortgage that shows the gross amount of money they receive from it.
Section G.14.	Property sold or transferred in the last five years	Document any change in ownership of any property within the last five years: 1)Examples: home, vehicles or transferring resources to a trust fund.
	Note on Transferring property	1) gifting, selling or transferring property for less than fair market value can result in a period of ineligibility for nursing home coverage. 2) The eligibility team must look back for transfers within the last five years. 3) The amount of penalty divided by about \$5,000 - months of no eligibility.
		Example: A parent gifted their child their \$100,000 home; \$100,000 divided by \$5,000 = 20 months of ineligibility in a nursing home.

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Section H: Jobs and Other Income	Income from self-employment	Provide the most recent personal and business income tax returns (all pages and attachments.) Examples of self-employment income: farming, leasing or renting farmland, leasing or renting a home or other property.
	Job	If you answer yes to yourself or spouse having a job, you may be requested to turn in a copy of your most recent paystub.
	Veteran's benefits	If the applicant has ever served in the military, there is the potential of cash benefits from the Veteran's Administration (VA). It is a requirement if you are a veteran, to apply for VA benefits. If the applicant is a spouse or current widow of a veteran, they must also apply for cash benefits for the VA. Need to provide: 1) Verification that the applicant has applied for VA benefits, OR 2) A letter saying that they are not eligible for cash benefits.
	Veteran's benefits cont.	The local KS Commission on Veterans' Affairs offices across Kansas can help people determine if they are eligible to apply, and if not, can write a letter saying that they are not. KS Commission on Veterans' Affairs local office locations at https://kcva.ks.gov/veteran-services/office-locations .
		What type of documentation will the KS Commission on Veterans' Affairs need to help me find out whether or not I am eligible for VA benefits? You'll need the veteran's "Discharge Papers." For the Korean War or after, it will most likely be the DD214 (Discharge Papers). If you cannot find the discharge papers, the KS Commission on Veterans' Affairs can help you get those papers. However, you will need to know "when the veteran served."
	Railroad Retirement	Provide a letter from the Railroad Retirement Board which lists the current amount.
	Trust Payments	Provide verification of payments received from a trust
	Oil Royalties or Mineral Rights	Provide the tax return to verify any income earned from oil royalties or mineral rights.
	Contract Sale	A contract sale is a contract in which a property title is transferred only after a buyer makes a certain number of monthly payments. If an applicant is receiving payments this is considered income and the eligibility team must have verification of the Contract Sale and the income being received.
	Rental Income	Provide verification of the amount received from rental of property or a home.

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Section I	Extra Services Highlights	This used to be called Value Added Benefits. Be sure the flier that was included in the application is for the current year.
Section J	Other Health Insurance	Submit a copy (front and back) of health insurance card. Examples: Medicare, Medicare Supplemental Health Insurance, health insurance through an employer, Long Term Care Insurance
Section M	Guardian, Conservator, Financial Power of Attorney or Social Security Payee	Submit a copy of proof with the application.
Section N: Read and sign	Read and Sign, page 28, 7 th bullet point	Be sure to note that after the age of 54 or if institutionalized the State of Kansas may file a claim against your estate to recover medical expenses paid for a member.