

DEPARTMENT OF HUMAN SERVICES
DOCUMENTS REQUIRED TO APPLY FOR MEDICAID
VIRGIN ISLANDS MEDICAL ASSISTANCE PROGRAM

When you apply for Medicaid you will be asked to provide personal documents that will show who you are, where do you live, what you own, how much money you receive each month, where you come from. The following information explains the documents you should bring.

Who are you?

You will be asked to show proof of your identity, age, citizenship and marital status. For all members of the household. Please provide a document from each column. Keep in mind that the Social Security Card is a must regardless; some documents will test for more than one category; i.e. U.S. passport will show identity, age and citizenship:

Identity	Age	Citizenship	Marital status
US Passport Driver's License Voter registration Card Work or school I.D. Social Security Card	US Passport Birth certificate Naturalization Documents Baptismal certificate	US Passport Birth certificate Naturalization Documents Permanent Resident Card	Marriage License Divorce Decree Death Certificate Separation Papers

Where do you live?

Any of the following documents will provide proof of Virgin Islands residency:

Copy of Deed to Home Current Utility Bill	Apartment Lease Statement from Landlord	VI Driver's License Rent Receipt	Voter's Registration Card
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NOTE: A notarized letter providing room and board if your name does not appear on any documents.

If you are 65 and older or disabled, you will be asked to bring in your recent statements from:

Checking Accounts	Savings Accounts	Credit Union Accounts	Money Market Accounts
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What is your income?

The next area to which you will be asked to provide documentation is your **Gross** Income. Income can be earned, such as receiving a paycheck, or unearned, such as receiving interest from an investment account. Here are some examples of documents that can show how much money you receive each month and your source. **If you were required to file federal income tax returns for your self-employment, you must bring copies of those returns with all schedules attached. If you are paid weekly or monthly, you are required to provide six consecutive paycheck stubs. If you are paid fortnightly, you will be required to provide four consecutive check stubs.**

Most Recent Pay Stubs Support/ Alimony Payments Unemployment Check Stubs	Self-Employment Statement Income Veteran Administration Award Letter Dividend Checks	Statement from Employer/Job Letter Current Social Security Award Letter Worker's Compensation Check Stubs
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NOTE: All applicants receiving health insurance and/or Medicare coverage must provide their insurance card.

In addition to the documentation listed in the categories above, please provide any documents that shows you have designated a **POWER OF ATTORNEY** or a **THIRD PARTY SIGNATOR** who has a signed Authorized Representative form to help you with your finances. You may be asked to provide additional information not listed in this document to ensure that Medicaid has the most complete understanding of your situation as possible.

If you are an individual's guardian and are applying on his/her behalf, please include all **GUARDIANSHIP** documentation.

If you are an individual applying under the category of disabled and you have not been deemed disabled through the Social Security Administration, please ask your local office for an **APTD form**; have it completed by your physician and return it with your application.