

Documents Needed to Complete PAAD Application
Income and Asset information must be dated for month of application

Copies can be made free at face-to-face appointments

1. **Two proofs of address:** Drivers License, public utility records and receipts (heating bill, electric bill, telephone bill, etc.) social security records (Third Party Query, form SSA-2458, etc.) bills from professionals (doctors, pharmacies, etc.), post office records.
2. Proof of Social Security direct deposit or income.
3. Unemployment Benefit Statement/Workman's Compensation/Disability Benefit Statement.
4. Prior year's signed copy of any federal, state, and city **income tax returns** and all schedules for both applicant and spouse.
5. Copy of **Medicare Card for applicant and spouse.**
6. Copy of **Medicare Prescription Drug Plan card.**
7. Copy of applicant's and spouse's **health insurance card(s) and/or pharmacy card(s).**
8. For Lifeline Credit/Tenants Lifeline Assistance, copies of **current gas and/or electric bill/statements** showing applicant's name, service address and account number, copy of current rent receipt and/or current lease agreement, if the rent includes the cost of electric/gas.
9. A pharmacist's list of any and all **prescription (medications) that you are currently taking.** If you use multiple pharmacies, be sure to get lists from each. If you do not have a list or cannot get one, collect and bring **all** of your prescription bottles and cartons. These are used to fill out the Part D enrollment form.

Supplemental Information – Needed only in certain cases. Please read carefully to determine if applicable.

10. If applying for assistance from the Universal Service Fund (USF) Low-Income Home Energy Assistance Program (LIHEAP), provide the documents listed in #6 above AND if the home's primary source of heat is not gas/electric, submit a copy of the last bill from the heating supplier (e.g. oil, propane, wood).
11. If applicant is employed, part time or full time, bring most recent **pay stub.**
12. If applicant receives a pension, bring letter from **pension payer listing gross benefit.**
13. If using a P.O. Box, must submit proof of actual street address.
***If using Power of Attorney address, provide a copy of Power of Attorney document.

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14. If you have prescription coverage through a current or former employer or union, verify with your contact whether or not it is “creditable coverage.” If it is “creditable,” provide documentation to protect yourself from incurring penalty fees in the future.
15. If applicant has taken any cash distributions: letter from **IRA payer listing gross distribution**.
16. If applicant is applying for the Hearing Aid Assistance to the Aged and Disabled, must submit a physician’s prescription or letter attesting to the medical necessity for obtaining a hearing aid and a receipt for the recent purchase of the hearing aid.
17. **If applicant is separated** from spouse, must provide a notarized “Affidavit of Separation” form. If not already provided, call (800) 792-9745 for a form.
18. If applicant or spouse lives in long term care facility, letter from facility with the admission date needs to be submitted with application.
19. **If over age 18 and under age 65, need proof of current Social Security disability benefits:** Social Security Award Certification (SSA-L30) or verification by the local Social Security Office through the “Report of Confidential Social Security Beneficiary Information” (SSA-2458) or Third-Party Query Form which indicates current Social Security Disability status.
20. **If not receiving Social Security, need proof of age** (must show date of birth) Birth certificate, baptismal certificate, Social Security record that indicates date of birth. If none of these items are available, copies of **TWO** of the following that indicate date of birth: driver’s license, foreign passport, voting record, state or federal census record, marriage record, school record, insurance policy.