



1801 Hickman Road  
Des Moines, Iowa 50314  
Financial Counseling Office  
(515) 282-2246

## DOCUMENTATION REQUIRED FOR THE COMMUNITY CARE PROGRAM

1. **Picture I.D. MUST BE VALID IOWA STATE I.D.** Iowa Drivers License and Iowa I.D's can be obtained at the Iowa Dept of Transportation, 6310 SE Convenience Blvd. (just off Corporate Woods Drive) Ankeny, IA 50021. 515-239-1101
2. **Proof of Social Security number.** This will come from your Social Security card. If you do not have your Social Security card available, please inform the financial counselor. Replacement Social Security cards can be ordered at the Riverpoint Office Complex, 455 SW 5<sup>th</sup> Street Suite "F" Des Moines, Iowa. 1-800-772-1213. Office Hours are Monday – Friday: 9am to 3:30pm.
3. **Proof of Residency.** We will need to prove that you live in the Iowa Cares Medical Home Region 5. To do this, we will need documentation. Rent receipts, Utility bills, insurance Statements, or "Official" mail that has been sent to you at your "living address" in the last 30 days. This cannot be a PO Box, a "mailing" address or "junk" mail that is addressed to you or "current resident". We cannot accept mail from sent by Broadlawns Medical Center.
4. **Proof of income.** We require proof of ALL income, received in the last 30 days. This can be, but not limited to: all paycheck remittances for the last 30 days, or employer verification, Social Security statements, workers compensations disbursements, disability income. Child support, Foster Care income, Self Employment. Inheritance
5. **Income Tax Return.** We require a copy of the most recently filed Federal Income Tax return.  
**IF Not income/Unemployed. We require a Shelter – In – Kind letter (Notice of Support)**
6. **Proof of application for Social Security Disability.** This is proven with paperwork from Social Security Administration (515-283-0212) showing the date that the claim was filed or a written statement from any chosen legal representative/Attorney
7. **If you are eligible for Medicaid / Iowa Cares Programs** You are required to apply for The Medicaid / Iowa Cares Programs. Financial assistance may OR may not be available. Your Financial Counselor will assist you in making this determination. Proof of coverage with these programs is required. Your copy of the Iowa Department of Human Service's Notice of Decision will have this information, (Iowa Medicaid, 1900 Carpenter Des Moines 515-286-3635 Office hours are 8:00 am to 4:30 pm Monday-Friday)
8. **You must provide your notice of Food Stamp benefits.** Your copy of the Iowa Department of Human Service's Notice of Decision will have this information, (Iowa Medicaid, 1900 Carpenter Des Moines 515-286-3635 Office hours are 8:00 am to 4:30 pm Monday-Friday)
9. **Birth Certificate.** You will need to provide a Birth Certificate for all eligible persons. Must be a State issued document with the state seal. (Iowa Birth Certificate requests: 515-281-4944. Lucas State Office Building 321 East 12<sup>th</sup>, Des Moines Iowa.)
10. **Proof of all Accounts** to include, but not limited to: Checking, Savings, IRA's, 401K's, CD's, Stocks, Bonds, 403B's, Trust's, Annuities, IPERS, and any other type of money accounts. We need a copy of a Bank statement showing the amount of funds present in these accounts.
11. **Proof of Child Support Payments.** If you pay child support, you will need to bring in proof of your payments during the last 90 days. Iowa's child support program 1-888-229-9223, weekdays 8:00 a.m. to 5:00 p.m. CST
12. **Other:** Any other information that the Financial Counselor may need to determine your eligibility.