NYC Human Resources Administration Department of Social Services

Medical Assistance Program (MAP)
MEDICAID ALERT

Verifying Residency for Medicaid Applications

This Alert is to advise Medicaid Providers, Hospitals, Client Representatives, Community Based Organizations, Advocates, and entities assisting consumers in applying for Medicaid that the Medical Assistance Program wants to ensure timely processing of Medicaid applications, it is vital that appropriate documentation for all Medicaid criteria is submitted timely and accurately, to ensure applications are evaluated without delays.

This Alert will concentrate on the criteria of verifying residency.

Residency verification is a crucial component of the Medicaid eligibility process. As per the New York State Medicaid Reference Guide (MRG), an individual does not have to be in the State for any duration of time prior to applying for Medicaid Insurance.

The following are acceptable documents to verify residency:

- Rent receipt, lease, shelter verification form and/or letter from landlord
- Utility bills
- Mortgage statement, property tax bill, and/or school tax bill
- School records for children showing current address
- Letter from person(s) you live with verifying that they supply room and board, stating their address
- Self-attestation with a statement explaining why documents are not available
    - **Note**: Self-attestation of residency may only be accepted when explicitly allowed by policy. Additional supporting documentation may still be required.
- Recently postmarked non-window mailing envelope showing current address

The residency documentation that is provided should be dated or issued within 6 months of the consumer's application.

If documentation to verify residency is not submitted, it may result in delays in processing applications.

Applications that are deemed incomplete may lead to:
- Extended eligibility determination timelines.
- Potential denial of coverage if documentation remains outstanding beyond designated deadlines.

PLEASE SHARE THIS ALERT WITH ALL APPROPRIATE STAFF