



SOONERCARE DOCUMENT VERIFICATION GUIDE

Below is a list of the types of documentation that you can provide to determine if you or household members qualify for SoonerCare when requested. Please provide the documents by the date in the notice you received from SoonerCare. Do not send originals, they will not be returned. Send readable copies for proof.

If you do not have any of the listed items or have a question, contact the SoonerCare helpline at 800-987-7767.

<u>PROOF/ VERIFICATION</u>	<u>YOU SHOULD SEND US A COPY OF: (IDEAL)</u>	<u>OTHER PROOF YOU CAN SEND A COPY OF:</u>
Alien Status/Lawful Permanent Resident Immigrant (LPR) <i>Verified through Systematic Alien Verification for Entitlement (SAVE)</i>	<ul style="list-style-type: none"> • Form I-94/1-94A – arrival/departure record • Form I-571 – refugee travel document • Form I-551 – permanent • Resident card – green card 	Other valid Immigration records issued by USCIS
Alimony Paid <i>On or before Dec 31, 2018. Spousal payments only. Not child support.</i>	<ul style="list-style-type: none"> • Divorce papers • Current canceled alimony check stub 	
Cash Income <i>When you have not filed federal or state taxes</i>	<ul style="list-style-type: none"> • Most recent profit and loss statement • Letter from employer 	
Citizenship <i>Provide one item from the lists</i>	<ul style="list-style-type: none"> • U.S. birth certificate • U.S. passport • Naturalization certificate issued by USCIS • Tribal membership card • Certificate of Degree of Indian Blood issued by homeland security • Final adoption decree • Evidence of U.S. Civil Service employment before June 1, 1976 • Official military record showing U.S. place of birth 	<ul style="list-style-type: none"> • Extract of U.S. hospital birth record established at the time of birth created at least five years before initial application date • Life, health, or other insurance record showing U.S. place of birth, created at least five years before initial application date • Census records showing U.S. place of birth • Nursing home records, medical records or other documents showing U.S. place of birth created at least five years before initial application date



ADDRESS

4345 N. Lincoln Blvd.
Oklahoma City, OK 73105



WEBSITES

oklahoma.gov/OHCA
mysoonercares.org



PHONE

Admin: 405-522-7300
Helpline: 800-987-7767



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		<ul style="list-style-type: none"> • Bureau of Indian Affairs tribal census records. Navajo and Seneca tribes only.
College Student	Class schedule/enrollment (current) FAFSA	Statement from higher education institution
Commercial Disability <i>Short term/long term disability income from insurance</i>	Current award notice/letter from: <ul style="list-style-type: none"> • Claims adjuster • Attorney • Insurance company • Employer • Check – copy of check 	
Household Circumstances	Contact the SoonerCare helpline at 800-987-7767	
Income	Current 30 days of check stubs showing name, company name (if applicable), pay date or pay period, all income, and deductions. This includes any bonus, and commission checks.	A letter from the employer stating number of hours per week with pay per hour including any tips, bonuses or commissions that have been signed and dated with a phone number.
IRA, 401K Withdrawals or Annuities	Current investment account statement(s)	
Insurance and Legal Settlements	Settlement documents	Letter from attorney
Newborn Father Verification	Contact the SoonerCare helpline at 800-987-7767	
Non-Recurring Lump Sum Payments	<ul style="list-style-type: none"> • Award Letter • Check Stub 	Statement of letter from source
Oklahoma Residency	<ul style="list-style-type: none"> • Utility bill with name and current address • Mortgage receipt with current address • Lease-rental agreement declaring all current household members 	<ul style="list-style-type: none"> • Letter from landlord with current address and declaring all current household members • Current School records • Last 30 days check stubs with name, current address, and employer • Letter from shelter
Ordinary Dividends/Qualified Dividends	Statements from broker or institution with how much income is received from the dividends	Current investment account statement(s)



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Other Income	<ul style="list-style-type: none"> • Provide letter stating amount received and how often received • Provide name, address, and contact number or four weeks of pay stubs (<i>one week after the other</i>) 	
Pregnancy Verification	Any official medical documentation showing pregnancy	Official statement from doctor, clinic, or hospital with expected date of birth
Private Pensions and Annuities	Award letter	Official statement from pension/annuities of how much receiving and how often received
Proof of No Income	<ul style="list-style-type: none"> • Verbal or written statement that indicates not working and have no income • Third-party statement 	
Retirement	Current statement that lists the current amount	
Refugee	Arrival/departure record (I-94, I-94A) with refugee stamp	Refugee Travel Document (I-571)
Rental or Royalty Income	<ul style="list-style-type: none"> • Profit and loss • Current taxes (first page of 1040) and all of the following: Schedule C, Schedule E and Schedule 1 	<ul style="list-style-type: none"> • Rental Agreement • Trust Statement • Current canceled contribution checks
Self-employment <i>Includes Farming</i>	<ul style="list-style-type: none"> • Most recent profit and loss statement • 1040 SE with Schedule C, F or SE (for self-employment income) • 1065 Schedule K1 with Schedule E • Tax return (current) first page of 7040 	Self-Employment/Cash Income Statement
Social Security Number	A copy of a social security card issued from the Social Security	From SSA-2853 or DHS ADMIN-101 (Social Security Enumeration Referral)
Tribal Gaming Income	<ul style="list-style-type: none"> • 1099-G • Statement from institution of how much and how often the income is received 	
Trust	<ul style="list-style-type: none"> • Trust document • Verification of payments received and how often 	Letter from attorney
Unable to Locate	Contact the SoonerCare helpline at 800-987-7767	

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Unemployment Compensation	<ul style="list-style-type: none">• Official monetary award• Letter/notice/statement from Oklahoma Employment Security Commission (OESC)	
Verify Household Custody/TANF	Contact the SoonerCare helpline at 800-987-7767	

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