

## REAUTHORIZATION DOCUMENTATION CHECKLIST

When you go for your reauthorization interview, you must show one of the following documents to see if your child(ren) is (are) still eligible for CHPlus A. Photocopies are acceptable.

**PROOF OF CURRENT INCOME:** (should be within the past month, if possible)

<p><b><u>Wages &amp; Salary</u></b> Paycheck stubs (4 consecutive weeks' worth); Letter from employer; Income tax return (until April); Business records</p>	<p><b><u>Social Security</u></b> Award letter or certificate; Benefit check; Correspondence from Social Security Administration</p>	<p><b><u>Military Pay</u></b> Award letter; Check stub</p>
<p><b><u>Self-Employment</u></b> Income Tax Return (can be used for entire next year); Records of earnings &amp; expenses</p>	<p><b><u>Child Support / Alimony</u></b> Letter from person providing support; Letter from court; Child support / alimony check stub</p>	<p><b><u>Veteran's Benefits</u></b> Award letter; Benefit check stub; Correspondence from Veterans Administration</p>
<p><b><u>Unemployment benefits</u></b> Award letter / certificate; Benefit check; Correspondence from NYS Dept. of Labor</p>	<p><b><u>Worker's Compensation</u></b> Award letter; Check stub</p>	<p><b><u>Interest/Dividends/Royalties</u></b> Letter from bank or credit union; Letter from broker; Letter from agent</p>
<p><b><u>Income from Rent or Room &amp; Board</u></b> Letter from roomer, boarder, tenant; Check stub</p>	<p><b><u>Private Pensions / Annuities</u></b> Statement from pension / annuity</p>	

**PROOF OF CHILDCARE COSTS** (IF APPLICABLE)

- Written statement from day care center or other child care provider
- Cancelled checks or receipts

**PROOF OF HEALTH INSURANCE** (IF APPLICABLE)

- Health insurance policy OR Certificate of insurance OR Insurance card

**IF YOU WANT TO ADD A CHILD TO CHPLUS A, you must also include proof of his / her:**

- **Identity / Date of Birth:** Birth certificate\*, Baptismal / other religious certificate\*, Official hospital / doctor birth records\*, Naturalization certificate\*, U.S. Passport\*, Official photo identification, Adoption records, Official school records.  
\*(any of these items can also prove citizenship or alien status.)
- **Social Security Number:** Social security card, Application for social security number (SS-5), Correspondence from Social Security Administration.
- **Citizenship / Alien Status:** INS documentation, or one of the items marked above with an asterisk (\*).