

ELIGIBILITY FOR BOTH RESIDENCY AND INCOME VERIFICATIONS:

- A. MITS Page: The MITS page may be used to verify both residency and income if:
 1. The entire page is attached. *We DO NOT ACCEPT truncated or partial MITS pages as verification.*
 2. The county of residence is listed as Franklin.
 3. Must be dated within the last 6 months.
 4. We will accept Medicaid cards in lieu of MITS pages *ONLY IF* the member’s name, DOB, and full residential address is shown. Otherwise, *ONLY* the FULL MITS page may be used.
- B. Tax Documentation with residential address that matches SHARES ID.
- C. Employee pay stub that clearly shows the member’s home address that is the same as what was entered into SHARES.
- D. Franklin County Court of Common Pleas – Criminal Division Document where a member has been found Not Guilty by Reason of Insanity (NGRI). This document verifies the member is in the custody of Franklin County Court System – most likely to be committed to Twin Valley Behavioral Healthcare Forensic Unit.
- E. OHIO Housing Finance Authority – Tenant Income Certification – HUD housing.

ELIGIBILITY FOR RESIDENCY VERIFICATIONS:

- A. Utility bill or other bills / **current medical forms** with address that matches what was entered into SHARES.
- B. OHIO DRIVER’S LICENSE (ODL) with **current address**. If the expiration date is within 6 months we will accept it.
- C. Tax documentation with residential address that matches SHARES ID.
- D. Lease or mortgage documents with residential address that matches SHARES ID.
- E. Arrest Report that identifies **current** residency in Franklin County.
- F. Jail Correspondence that verifies member is in Franklin County Jail (ie., letterhead).
- G. Court documents that show the member’s current address as entered into SHARES.
- H. Franklin County Court of Common Pleas – Criminal Division Document where a member has been found Not Guilty by Reason of Insanity (NGRI). This document verifies the member is in the custody of Franklin County Court System – most likely to be committed to Twin Valley Behavioral Healthcare Forensic Unit.
- I. Individual Homeless Shelter Form verifying that the member stayed there within the last week or so.
- J. Shelter Registration Document from HMIS (Homeless management Information System). There are other legal homeless registration documents as well.
- K. Franklin County Public Assistance Request Form (shows address of member that matches SHARES address).
- L. Concealed Carry Permit (the law requires the person’s current address to be listed on it).
- M. Pay stub with address that matches what was entered into SHARES.
- N. A Medication scrip that lists the member’s home address if it is dated within the last 6 months. Date is on the scrip.
- O. Voter’s Registration Card with address (NOT A NOTIFICATION OF POLLING PLACE).
- P. Extended Stay in Franklin County: If a member (that originally came from another county) is in an Extended Stay Facility, and they state they are planning to stay in Franklin County or are Homeless in Franklin County before they entered the Extended Stay Facility. Provider needs to upload paperwork from Extended Care Facility showing Franklin County Address where member is staying.
- Q. OHIO Housing Finance Authority – Tenant Income Certification.
- R. TVBH Hospitalization Record – TVBH attests that they verify the member’s address as Franklin County.
- S. Letter from the Parole Board that states member is a current resident of Franklin County.

- T. School Referral Form: Schools are required to verify members live in Franklin County. Exceptions are those school districts that cover several counties. School forms then would have to state that the student is living in Franklin County in order to use this form.
- U. As a last resort, if a member is living with someone else in their home, the person with whom they are living can provide a utility bill with the address that matches SHARES AND that person both signs and dates it stating that the member is living with them.

NOTE: Once a member has been verified as having a Franklin County address (ie., pre-load or primary enrollment has been verified) a change of address that is still within Franklin **DOES NOT** require verification attachment.

SPECIAL CIRCUMSTANCE RESIDENCY: Under special circumstances such as a family in hiding due to high risk to their child(ren) of being found and harmed: Member will take a bill into the provider office that shows their Franklin County Address. Provider can upload to SHARES a verification letter (on Provider Letterhead) that states they have reviewed the address and are attesting that the member is in Franklin. The provider will date and sign it, and attach to the enrollment. We will accept this in lieu of that address.

Other Special Programmatic Exceptions verified by Provider’s Clinical Staff:

- Providers that see members who need to be in hiding such as domestic violence survivors or human trafficking survivors can provide a note on their LETTERHEAD (or make a template on the letterhead).
- If you have specialized programs where members reside at a location and not at a home in Franklin, AND you have not already contacted ADAMH regarding these programs, please contact Director, Membership Services to make sure we are aware of those specialized services. Once approved we will then make sure our SMART Team is aware of them and will accept them as verifications.

ELIGIBILITY FOR INCOME VERIFICATIONS:

All providers are required by the contract to divide a yearly income into monthly amount for entry into SHARES. Please do not enter yearly amount as member will be most likely Denied due to Over 400% of poverty. SMART team has no way to know this is not a monthly income.

- A. If a member has NO INCOME and you check the form indicating NONE for Income Source and enter 1.00 in the Income amount box, you need no further documentation, agency worksheet, or statement of income.
- B. Tax Documentation (current year).
- C. Pay Stub (if the member’s address is current and matches SHARES – may also verify residency)
- D. Social Security award letter with amount listed
- E. SSDI Award letter with amount
- F. Pension or other retirement documentation with amount listed
- G. Worker’s Compensation Award
- H. Child Support – legal documentation
- I. Alimony – legal documentation
- J. Medicaid Award Letter with amount listed
- K. Bank Statement showing Direct Deposits from Job (Job deposits MUST be circled and identified).
- L. MITS Verification may be used even if **OUT OF COUNTY**, but ONLY for Income verification and if within the last 6 months.
- M. Franklin County Court of Common Pleas – Criminal Division Document where a member has been found Not Guilty by Reason of Insanity (NGRI). This document verifies the member is in the custody of Franklin County Court System – most likely to be committed to Twin Valley Behavioral Healthcare Forensic Unit.
- N. OHIO Housing Finance Authority – Tenant Income Certification (HUD housing).