

# Acceptable documents for conditional eligibility

## Introduction

In some cases, Washington Healthplanfinder™ needs additional verification information about your household to enroll in coverage. This happens if the systems that check your application could not confirm some of your information. Use the below sections to see the full list of acceptable document types to provide information to Washington Healthplanfinder.

## Contents

<a href="#">Introduction .....</a>	<a href="#">1</a>
<a href="#">Proof of income and deductions .....</a>	<a href="#">2</a>
<a href="#">Proof of lawful presence .....</a>	<a href="#">4</a>
<a href="#">Proof of citizenship and U.S. national .....</a>	<a href="#">11</a>
<a href="#">Proof of no other health insurance coverage .....</a>	<a href="#">13</a>
<a href="#">Proof of non-incarceration .....</a>	<a href="#">14</a>
<a href="#">Proof of Social Security number (SSN) .....</a>	<a href="#">15</a>
<a href="#">Proof of Tribal membership .....</a>	<a href="#">15</a>

# Proof of income and deductions

## **Earned income - Non-self-employed wages**

- Pay stub. It must include:
  - Full name of the person or other identifying information to link to the person.
  - Income amount.
  - Pay period or frequency of pay with the date of payment.
  - Federal/State Income Tax Form 1040, 1040NR, 1040A, 1040EZ, 1040PC, 1040X w/original 1040 from previous year, 1040 with Schedule E. It must contain the person's full name, income amount and tax year.
- Wages and tax statement (W-2 and/or 1099, including 1099 MISC, 1099G, 1099R, 1099SSA, 1099DIV, 1099SS, 1099INT).
  - It must contain the person's first and last name, income amount, year and employer name (if applicable).
- Employer statement must include:
  - Name of person employed.
  - Employer signature and date.
- Foreign Income, paystub or other document.
  - Use current day dollar conversion.

## **Earned income - Self-employment (includes farm income)**

- Self-employment ledger documentation (can be a Schedule C, the most recent quarterly or year-to-date profit and loss statement, or a self-employment ledger).
  - It must contain the person's first and last name, company name, and income amount.
  - A self-employment ledger must include the dates covered by the ledger and the net income from profit/loss.
- 1040 SE with Schedule C, F, or SE (for self-employment income).
- 1065 Schedule K1 with Schedule E.
- Tax return.

- Bookkeeping records receipts for ALL allowable expenses.
- Bank statements (personal and business) and cancelled checks.
- Signed time sheets and receipt of payroll, if you have employees.
- Most recent quarterly or year-to-date profit and loss statement.

## **Unearned income**

- Annuity statement.
- Statement of pension distribution from any government or private source.
- Worker's compensation letter.
- Prizes, settlements and awards, including alimony received and court-ordered awards letter.
- Proof of gifts and contributions.
- Proof of inheritances in cash or property.
- Proof of strike pay and other benefits from unions.
- Sales receipts or other proof of money received from the sale, exchange or replacement of things the person owns.
- Interests and dividends income statement.
- Loan statement showing loan proceeds.
- Royalty income statement or 1099-MISC.
- Proof of bonus/incentive payments (like a letter of bank statement showing deposit).
- Proof of severance pay.
- Pay stub indicating sick pay.
- Letter, deposit, or other proof of deferred compensation payments.
- Pay stub indicating substitute/assistant pay.
- Pay stub indicating vacation pay.
- Proof of residuals.
- Letter, deposit, or other proof of travel/business reimbursement pay.
- Social Security Administration Statements (Social Security Benefits Letter)
  - Retirement, Survivors Disability Insurance (RSDI), Social Security Retirement, Social Security Disability Insurance (SSDI).
  - It must contain first and last name, benefit amount and frequency of pay.

- Unemployment Benefits Letter.
  - It must contain the person's first and last name, source/agency, benefits amount, and duration (start and end date, if applicable).

If none of the above are available, the Exception to Eligibility Verification in Special Circumstances form may be found at <https://www.wahealthplanfinder.org/us/en/tools-and-resources/how-to/how-submit-documents.html>

## Proof of lawful presence

### **Lawful Permanent Residents (LPR/Green Card holder)**

- [Permanent Resident Card or "Green Card" \(I-551\)](#).
- [Temporary I-551 stamp](#) on form I-94/I-94A or on a foreign passport.
- [Machine Readable Immigrant Visa with temporary I-551 language](#).
- [Reentry Permit \(I-327\)](#).
- [Arrival/Departure Record \(I-94\)](#) (showing stamp for admission as LPR).
- [Arrival/Departure Record \(I-94\) in foreign passport](#) (showing stamp for admission as LPR).
- Order issued by Department of Homeland Security (DHS), Board of Immigration Appeals, or Immigration Judge granting registry, suspension of deportation, cancellation of removal or adjustment of status.
- Receipt from USCIS showing that Form I-90, application for LPR replacement card, has been filed.

### **Asylees – only individuals who have been granted employment authorization OR are under age 14**

- Arrival/Departure Record (I-94) (with stamp showing grant of asylum, "Asylee" or "§208").
- Arrival/Departure Record (I-94) in foreign passport (with stamp showing grant of asylum, "Asylee" or "§208").
- Order granting asylum by USCIS, DHS, Immigration Judge, Board of Immigration Appeals or federal court.
- [Employment Authorization Document \(Card\) \(I-766\)](#) (annotated "A5").
- [Refugee Travel Document \(I-571\)](#).
- Permanent Resident Card, "Green Card" (I-551) (annotated "AS1," "AS2," "AS3," "AS4," "AS5," "AS6," "AS7," "AS8," "GA6," "GA7," "GA8").
  - NOTE: The I-551 annotation reveals status prior to adjustment to LPR which matters only for exemption from the 5-year bar for asylees.

## Refugees

- Arrival/Departure Record (I-94/I-94A) (stamped “Refugee” or “§207”).
- Employment Authorization Document (Card) (I-766) (annotated “A3”).
- [Refugee Travel Document \(I-571\)](#).
- Permanent Resident Card, “Green Card” (I-551) (may be annotated “RE6,” “RE7,” “RE8,” or “RE9”).
  - NOTE: The annotation reveals status prior to adjustment to LPR which matters only for exemption from the 5-year bar for refugees.
- Application for Employment Authorization (I-765), or receipt from USCIS indicating filing of application.

## Conditional Entrant (CE) granted before 1980

NOTE: This is the immigration status used for refugees prior to the Refugee Act of 1980; most have adjusted to LPRs, though some retain CE status.

- Arrival/Departure Record (I-94/I-94A) (indicating status as “conditional entrant”, “refugee-conditional entrant” “Seventh Preference”, “§203(a)(7)” or “P7”).
- Employment Authorization Document (Card) (I-766) (annotated “A3”).
- Permanent Resident Card or “Green Card” (I-551) (may be annotated “R86”).
  - NOTE: The annotation reveals status prior to adjustment to LPR which matters only for exemption from the 5-year bar for conditional entrants.

## Individuals granted withholding of deportation or without withholding of removal under immigration laws or the Convention Against Torture

This information is only for individuals who have been granted employment authorization.

- Document indicating withholding of removal (e.g. order granting withholding of deportation/removal issued by USCIS, DHS, Immigration Judge, Board of Immigration Appeals, or federal court).
- Employment Authorization Document (Card) (I-766) (annotated “A10”).
- Administrative order staying removal issued by the Department of Homeland Security.
- Arrival/Departure Record (I-94/I-94A) (stamped “Withholding of Deportation,” “§243(h)” or “§241(b)(3)”).
- Refugee Travel Document (I-571).

## **Individuals paroled into the U.S. for at least one year**

- Arrival/Departure Record (I-94/I-94A) (with stamp indicating “parole” or “PIP” or “212(d)(5)” or other language indicating parole status).
- Employment Authorization Document (Card) (I-766) (annotated “A4” or “C11”).
- Employment Authorization and Advance Parole Card (I-512) (annotated with reason parole was granted under Title 8 of the Code of Federal Regulations).
- Notice or court order from Immigration Judge granting parole for at least one year.

## **Cuban or Haitian entrants**

- Arrival/Departure Record (I-94/I-94A) (with stamp indicating “Cuban/Haitian Entrant” or any other notation indicating “parole under §212(d)(5)”, including “CU6,” “CU7,” or “CH6,” among others — rare since 1980s).
- Employment Authorization Document (Card) (I-766) (annotated “C8,” or “C11”).
- Temporary I-551 Stamp (on passport or I-94/I-94A).
- Permanent Resident Card, “Green Card” (I-551) (annotated “CU6,” “CU7,” “CU8”).
  - NOTE: An I-551 annotation reveals status prior to adjustment to LPR which matters only for exemption from the 5-year bar for Cuban/Haitian Entrants.
- Receipt or notice showing filing or pending status of Application for Asylum and withholding (I-589).

## Qualified domestic violence survivor

The parent and/or child of a spouse or child who has been battered or subjected to extreme cruelty in the U.S. by a spouse, parent or relative of the same household who has been approved or has a pending petition under Violence Against Women Act (VAWA) for:

- (1) Status as a spouse or a child of a U.S. citizen,
- (2) Status as a spouse or a child of a U.S. lawful permanent resident,
- (3) Suspension of deportation, or
- (4) Cancellation of removal.
  - Notice of Action (I-797) (referencing a pending "I-360").
  - Employment Authorization Document (Card) (I-766) (annotated "A10," "C14," "C9," "C10," "C14" or "C31").
  - Receipt or other proof of filing I-485 "Application to Register Permanent Residence or Adjust Status."
  - Any documents indicating a pending suspension of Deportation or cancellation of removal case, including a receipt from an immigration court indicating filing of Application for Suspension of Deportation (EOIR-40) or Application for Cancellation of Removal (EOIR-42).
  - Receipt or other proof of filing I-130 visa petition under immediate relative (IR) or second family preference (P-2) showing status as a spouse or child.

## Victim of trafficking and his/her spouse, child, sibling or parent

Or individuals with a pending application for a victim of trafficking visa.

- Certification from Office of Refugee Resettlement (ORR).
- ORR eligibility letter if under 18.
- Certification status verified through U.S. Department of Health and Human Services Trafficking Verification Line (866)-401-5510.
- Employment Authorization Document (Card) (I-766) (annotated "A16," "C25").
- Notice of Action (I-797) ("Approval Notice" for "CP," "T-1" or "extension of T or U nonimmigrant status", "T-2," "T-3," "T-4," "T-5,").
- Permanent Resident Card, "Green Card" (I-551) (annotated "ST6," "ST7," "ST8," "ST9," or "ST0").
- Employment Authorization and Advance Parole Card (I-512) (authorization for parole, indicating "T-2," "T-3," "T-4," "T-5," status).
- T-Visa Application (I-914).

## **Member of a federally recognized Indian Tribe or American Indian born in Canada**

- Certificate from Department of Interior certifying Native American Tribal ancestry or other authoritative document.
- Letter from the Canadian Department of Indian Affairs, birth or baptismal record issued on a Canadian Indian Reservation, or Tribal or school records which establish that American Indians born in Canada are of at least one half American Indian ancestry.

## **Individual with nonimmigrant status (letter visas), including worker visas (such as H1, H-2A, H-2B), student visas, U-visa, T-visa and other visas**

- [Certificate of Eligibility for Nonimmigrant Student Status \(I-20\)](#) that supports applications for student visa statuses (F-1s or F-2s).
- [Certificate of Eligibility for Exchange Visitor Status \(DS2019\)](#) that supports applications for exchange visitor visa statuses (J-1s or J-2s).
- Arrival/Departure Record (I-94/I-94A) (indicating admission to the U.S. with a U nonimmigrant status) Foreign Passport (indicating admission to U.S. with nonimmigrant visa).
- Notice of Action (I-797) (“Granting nonimmigrant status,” “Approving application to extend/change nonimmigrant status”).
- Employment Authorization Document (Card) (I-766) (indicating nonimmigrant status).
- Proof of Form I-918 submission.
- Receipt for Form I-102 or I-918.

## **Citizens of Micronesia, the Marshall Islands and Palau**

- Arrival/Departure Record (I-94/I-94A).
- Foreign Passport (annotated “CFA/RMI,” “CFA/FSM” or “CFA/PAL.”)
- Employment Authorization Document (Card) (I-766) (annotated “A8”).

## **Lawful Temporary Residents**

- Employment Authorization Document (Card) (I-766) (annotated “A2”, or with other evidence indicating eligibility under “§210” or “§245A”).
- Application to Adjust from Temporary to Permanent Residence under INA §245A (I-698).

## **Individuals with Temporary Protected Status (TPS)**

Only individuals who have been granted employment authorization.

- Employment Authorization Document (Card) (I-766) (annotated "A12").
- Notice of Action (I-797) (showing grant of TPS status).

## **Individuals granted Deferred Enforced Departure (DED)**

- Employment Authorization Document (Card) (I-766) (annotated "A11").

## **Individuals granted Deferred Action Status**

- Notice of Action (I-797) (showing approval of "deferred action" status).
- Employment Authorization Document (Card) (I-766) (annotated "C14").

## **Family Unity beneficiaries**

- Notice of Action (I-797) (showing approval for "Application for Family Unity (I-817)").
- Employment Authorization Document (Card) (I-766) (annotated "A13").

## **Individuals with Order of Supervision - only individuals who have been granted employment authorization**

- Notice or form showing release under "Order of Supervision."
- Employment Authorization Document (Card) (I-766).

## **Residents of American Samoa**

- A document showing the individual is a resident of, or lives in, American Samoa.

## **Registry applicants - only individuals who have been granted employment authorization**

- Receipt or notice showing filing Form I-485 "Application to Register Permanent Residence or Adjust Status."
- Employment Authorization Document (Card) (I-766).

## Applicants for any of the following statuses:

- Temporary Protected Status (TPS) only **with** Employment Authorization.
  - Receipt or notice showing filing or pending status of “Application for Temporary Protected Status” (I-821).
  - Employment Authorization Document (Card) (I-766) (annotated “C19”).
- Adjustment to LPR Status.
  - Notice of Action (I-797) (ASC Appointment notice with Case Type “I-485 Application...,” “Receipt for Application for Employment Authorization based on C9”).
  - Employment Authorization Document (Card) (I-766) (e.g. annotated “C9” or “C9P”).
  - Employment Authorization and Advance Parole Card (I-512) (authorization for parole, indicating applicant for adjustment of status).
  - Receipt showing filing or pending status of Form I-485 “Application to Register Permanent Residence or Adjust Status.”
- Legalization under IRCA or the LIFE Act only **with** employment authorization.
  - Employment Authorization Document (Card)(I-766) (annotated “Application for Temporary Residence under INA §245A” (I-687)).
  - Foreign Passport (with a stamp or writing by INS/DHS officer, indicating pending “§245A Application”).
- Special Immigrant Juvenile Status.
  - Notice of Action (I-797) (“Special Immigrant Juvenile Approval Notice,” “Welcome Notice/Approval of I-485,” or “Other Basis of Adjustment SL6”).
  - Permanent Resident Card, “Green Card” (I-551) (coded “SL6”).
- Asylum or Withholding of Deportation/Removal, including applicants under the Convention against Torture (CAT) only with employment authorization or are under the age of 14.
  - Employment Authorization Document (Card) (I-766) (annotated “C8”).
  - Receipt or notice showing filing or pending status of “Application for Asylum and Withholding” (I-589).
  - Victim of Trafficking visa.

- Withholding of Deportation, or Withholding of Removal, under the immigration laws or under the Convention against Torture (CAT) only **with** employment authorization.
  - Cancellation of Removal or Suspension of Deportation with employment authorization.
  - Receipt or Notice showing filing Form EOIR-40, EOIR-42, or “Application for Suspension of Deportation or Special Rule Cancellation of Removal” (I-881).
  - Employment Authorization Document (Card) (I-766).

## Proof of citizenship and U.S. national

### **Primary (stand-alone) evidence of citizenship**

- U.S. passport/ U.S. Passport Card (still valid even if expired).
- Enhanced ID or Driver’s License (must say “Enhanced”) as of April 2024, offered only in Michigan, Minnesota, New York, Vermont and Washington state.
- Nexus card (unexpired).
- Certificate of U.S. Citizenship.
  - INS form N-560.
  - INS form N-561.
- Certificate of Naturalization.
  - INS forms N-550, N-570, N-578, or N-565.
- Documentary evidence issued by a federally recognized American Indian or Alaska Native Tribe. Documents must identify the individual by name and confirm membership, enrollment, or affiliation with the Tribe. Documents include but are not limited to:
  - Tribal enrollment card.
  - Certificate of Degree of Indian Blood.
  - Tribal census document.
  - Documents on Tribal letterhead signed by Tribal leader.

## Secondary evidence of citizenship

If an applicant does not have any of the above primary (stand-alone) evidence, the applicant must provide two documents (secondary evidence), one from each of the following columns. NOTE: Expired identity documents are acceptable as proof of identity.

<p><b>One of the following documents:</b></p> <ul style="list-style-type: none"> <li>• U.S. public birth certificate</li> <li>• Consular Report of Birth Abroad (FS-240, CRBA)</li> <li>• Certification of Report of Birth (DS-1350)</li> <li>• Certification of Birth Abroad (FS-545)</li> <li>• U.S. Citizen Identification Card (I-197 or the prior version I-179)</li> <li>• Northern Mariana Card (I-873)</li> <li>• Final adoption decree showing the person's name and U.S. place of birth</li> <li>• U.S. Civil Service Employment Record showing employment before June 1, 1976</li> <li>• Military record showing a U.S. place of birth</li> <li>• U.S. medical record from a clinic, hospital, physician, midwife or institution showing a U.S. place of birth</li> <li>• U.S. life, health or other insurance record showing U.S. place of birth</li> <li>• Religious record showing U.S. place of birth recorded in the U.S.</li> <li>• School record showing the child's name and U.S. place of birth</li> <li>• Federal or State census record showing U.S. citizenship or U.S. place of birth</li> <li>• Documentation of a foreign-born adopted child who received automatic U.S.</li> </ul>	<p><b>AND one of the following documents:</b></p> <p>Document must have a photograph or other information, like name, age, race, height, weight, eye color or address</p> <ul style="list-style-type: none"> <li>• Driver's license issued by a State or Territory or ID card issued by the Federal, state, or local government</li> <li>• School identification card</li> <li>• U.S. military card or draft record or Military dependent's identification card</li> <li>• U.S. Coast Guard Merchant Mariner card</li> <li>• Voter Registration Card</li> <li>• A clinic, doctor, hospital, or school record, including preschool or day care records (for children under 19 years old).</li> <li>• Two documents containing consistent information that proves your identity, like employer IDs, high school and college diplomas, marriage certificates, divorce decrees, property deeds or titles.</li> </ul>
---	--

<p>citizenship (IR3 or IH3)</p> <ul style="list-style-type: none"> <li>• Individual Fee Register receipt (INS Form G-711)</li> <li>• A data match with Systematic Alien Verification for Entitlements (SAVE) or any other process established by the Department of Homeland Security to verify that an individual is a citizen</li> </ul>	
---	--

## Proof of no other health insurance coverage

### **Proof that you are not eligible for Medicare**

NOTE: If you are eligible for Medicare (whether you are enrolled or not) you are not eligible for tax credits.

- Letter or statement of Medicare benefits that proves you are no longer eligible for Medicare benefits. Letter should include the date you were last eligible for Medicare.
- Your Medicare enrollment card (you will no longer be eligible for tax credits if you have an enrollment card).
- Declaration of Ineligibility for Other Health Insurance Coverage Form, HBE 13-010. This form can be found at <https://www.wahealthplanfinder.org/us/en/tools-and-resources/how-to/how-submit-documents.html>

The Affordable Care Act states that if you're eligible for Medicare benefits, regardless of whether you enroll in them or not, you are no longer eligible for tax credits. If you are eligible for Medicare and receiving tax credits, you will likely have to pay back those tax credits at the end of the year when you file your IRS tax return.

### **Proof that you are not enrolled in other public health insurance**

- Signed self-attested letter stating you have no other coverage.
- Declaration of Ineligibility for Other Health Insurance Coverage Form, HBE 13-010. This form can be found at <https://www.wahealthplanfinder.org/us/en/tools-and-resources/how-to/how-submit-documents.html>
- Copy of insurance policy or card showing enrollment start date or termination date.

- Statement of health benefits that provides confirmation of health coverage and expiration dates.
- Termination letter from insurance company.
- Letter from Veterans Administration that shows the termination of any previous health coverage, which includes expiration date.
- Letter from Peace Corps that shows the termination of any previous health coverage, which includes the expiration date.
- Letter or statement from Washington Apple Health, Medicaid or Children's Health Insurance Program (CHIP) that confirms the termination of previous coverage, which includes expiration date.

## Proof of non-incarceration

- Official release papers from the institution or Department of Corrections.
- Parole papers.
- Incarceration Attestation Form found at <https://www.wahealthplanfinder.org/us/en/tools-and-resources/how-to/how-submit-documents.html>
- Unexpired state ID, driver's license, work ID, US passport, Lawful Permanent Resident Card (I-551), or Employment Authorization Card (I-766).
- Pay stubs.
- Federal, state or local benefit letter.
- Clinic, doctor, or hospital records for services provided.
- Medical claim explanation of benefits provided.
- School record/schedule showing enrollment (i.e., for college students).
- Bank or credit card statement showing transaction history (showing only the name of the individual in question; no joint accounts).
- Military records.
- Cell phone bill (showing only the name of the individual in question).
- Lease (must be an active lease where the individual is currently residing).
- Signed notarized statement from the individual with alleged false incarceration inconsistency indicating they're living in the community and includes their name, date of birth and address.
- Rent receipts (showing only the name of the individual with the false incarceration inconsistency).

- Written statement from someone within the community which states the name, date of birth, address, phone number, their relationship with the individual with alleged false incarceration inconsistency and that the individual is present and participating within the community.

## Proof of Social Security number (SSN)

- Social Security card.
- Tax form(s).
- Benefit or income statement from Social Security containing your SSN.
- Pending application for an SSN.
- Letter from Social Security stating that you're not eligible for an SSN or are only eligible for a non-work SSN.
- Letter stating that you refuse to obtain an SSN for established religious objections.
- Tribal Enrollment card that shows name and full SSN.

## Proof of Tribal membership

- Tribal enrollment/membership card (can be expired).
- Authentic document from a Tribe declaring membership for an individual.
- I-872 American Indian Card.
- U.S. American Indian/Alaska Native Tribal enrollment or shareholder documentation.

Enrollment or membership document from a federally recognized Tribe or the Bureau of Indian Affairs. It must be on Tribal letterhead or an enrollment/membership card that contains the Tribal seal and/or an official signature.

- Document issued by an Alaska Native village/Tribe, or an Alaska Native Corporation Settlement Act (ANCSA) regional or village corporation acknowledging shareholder status.
- Certificate of Degree of Indian Blood (CDIB) issued by the Board of Indian Affairs or a Tribe, if the CDIB includes Tribal enrollment information.
- Letter from the U.S. Department of Health and Human Services (HHS) granting a Tribal exemption based on Tribal membership or Alaska Native shareholder status.
- Per capita payment stub or statement.