Application Checklist

Important Notes:

- Keep a copy of everything you send to the **Clearinghouse (CH)** together in one folder for your own records.
- When you send in documentation to the CH, be sure to send *copies* rather than your originals. They will NOT be returned to you.
- You may have to send proof of certain things for the CH to process your application. Examples of this additional documentation include: (1) proof of income (paystubs, income tax returns, etc.), (2) proof of resources (copy of recent bank statements, copy of trust or annuity, etc.) and (3) proof of health insurance (copy of current health insurance card or bill, etc.).
- A list of documentation you may be required to send can be viewed on the back of the application. Carefully review and send the required proof with your application form. By sending all of the required proof, your application can be processed more quickly.

FIRST STEPS

Sent to KanCare Clearinghouse (CH)	✓	Keep in folder for your own records	✓
1. Application		1. Copy of application	
2. Proof of income		2. Proof of income	
3. Proof of health insurance (if applicable)		3. Proof of health insurance (if applicable)	
4. Proof of resources (for Elderly & Disabled applications only)		4. Proof of resources (for Elderly & Disabled applications only)	
5. If you fax your application (see tips below)		5. Keep your fax title page *and* fax confirmation page	

Every time you fax information (ex: application or any additional documentation) to the Clearinghouse:

- Write your name or some type of identifying information on the same corner of each page faxed.
- Be sure to fax "everything" at one time. (Use title page and note total # of pages faxed)
- Keep the "fax confirmation page" in your folder along with everything you sent to the Clearinghouse.

NEXT STEPS

Contact the CH after a few days (if mailed) or within 48 hours (if faxed):	✓	Keep in folder for your own records	✓
1. Ask for your "case number" (confirmation that your application has been received)		My case #: _____	
2. Ask for confirmation that any *additional documentation* you sent was also received.		The CH has confirmed on _____ (date) receipt of (1) my application and (2) additional documentation (bank statements, income verification, etc.) Who did I speak to today? _____	
3. Ask the CH if there is any further documentation they need from you at this time.		Further documentation needed: _____	
4. Every time you send in more information, make sure to follow up with a phone call, confirming the CH has received this new documentation (Note the date and name of the customer service representative you speak with.)		The CH has confirmed on _____(date) the receipt of the following documentation: _____ _____ Who did I speak to today? _____	