

Application Assistor Tips for Smooth Sailing

- Tip #1:** With more and more barriers being removed for families to apply we're lucky to longer have to request birth certificates, however **we must have dates of birth for all family members in the home, including husbands of pregnant women.** It's easy to miss this requirement because the application doesn't ask for that information in the pregnancy section. Please be sure you're fulfilling this requirement, because the application cannot be processed without it.
- Tip #2:** When verifying NH residency using a rental or lease agreement families need to send us the **entire** agreement, including the signature pages.
- Tip #3:** Summer months and vacation season typically means more income for NH restaurants and staff members. Tip income is part of the required income verification however, sometimes tip income is not listed on pay stubs. **Please be sure when working with individuals receiving tip income that they complete a signed statement attesting to their average weekly tip income if it is not stated on their pay stubs.**
- Tip #4:** It is a federal requirement that anyone applying for Medicaid, including newborns, have a Social Security number or proof that one has been applied for. **Please be sure you're getting this information from families during your visits with them.**