

PA-600 Checklist

If this is an expedited application for Waiver Services, you must provide verification of the first five items bolded on the checklist, if applicable. If this is a non-expedited application, you must provide verification of the entire checklist (#1 through #16), if applicable. The County Office of Assistance checks all information for accuracy, so it is important to answer each question on the PA-600 application with accurate information.

- 1) **Verification of all income earned and unearned for the applicant.**
- 2) **Verification of a current statement of resources for the applicant for: bank accounts (savings and checking), stocks, bonds, CD's, money market funds, IRA's, etc. (*see #11 on the checklist, if submitting a non-expedited application).**
- 3) **Copy of any medical insurance cards such as: Medicare, Blue Cross/ Blue Shield, Keystone 65, AARP, etc.**
- 4) **Verification of the current face and cash value for insurance policies where the applicant is listed as the owner of the policy.**
- 5) **Verification of liquidation, transfers, and spend down of resources in the past 36 months. If any of the above was done to set up a trust, then the past 60 months.**
- 6) Copy of birth certificate or baptismal records for the applicant.
- 7) Copy of citizenship papers for applicant, if applicable.
- 8) Copy of applicant's Social Security card.
- 9) Copy of applicant's Pace or Pacenet card.
- 10) Applicant's Veterans Administration number.
- 11) *Verification of statements for the past six months of resources for the applicant for: bank accounts (saving and checking), stocks, bonds, CD's, money market funds; IRA's, etc.
- 12) Copy of the home deed for resident and non-resident property owned by the applicant.
- 13) Copy of restricted burial account (Irrevocable) or pre-paid funeral arrangements in place for the applicant.
- 14) Copy of applicant's Power of Attorney document.
- 15) Copy of latest receipt of any medical insurance premium paid by applicant.
- 16) Copy of applicant's receipts or listing for the last two months of prescribed drug costs. A prescribed drug list can be obtained from your pharmacy.

Note: If you can't provide #15 & #16 on the checklist for the non-expedited application, it will not hold up the application, as it is not a mandatory item.

If you are not able to locate birth records and/or your Social Security card and you receive payments from Social Security, please contact the Social Security Administration at 1-800- 772-1213, 24 hours a day. If you are deaf or hard of hearing you may call the TTY number at 1-800-325-0778. Request a Social Security benefits letter with date of birth listed. These letters are provided at no cost.

To locate a lost deed and/or market value of your Delaware County home, please contact the Recorder of Deeds at (610) 891-4152.

To locate lost insurance policy information, please contact The Insurance Commission of Pennsylvania at 1-877-881-6388.