



**Commissioners**

Paula Brooks, President

Marilyn Brown

John O'Grady

[www.franklincountyohio.gov](http://www.franklincountyohio.gov)

**FRANKLIN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES**

Anthony Trotman, Director

Dear Applicant:

Nursing home applications are taken and processed at the Franklin County Department of Job and Family Services West Center located at 314 N. Wilson Rd. (the entrance is on Valleyview Dr.). To file an application for Medicaid for assistance with the cost of nursing home care, you will need to call ahead for an appointment. Applications can be scheduled by calling either 233-2823 or 233-2833. When you arrive at our location for your interview appointment, you will need to tell the receptionist that you already have an appointment with the Nursing Home Unit. We will then be notified of your arrival. Normally, the interviewing process requires one to one and one-half hours. Parking is available in front of the building off of Valleyview Dr.

**You should attempt to bring all of the following verification items with you which we will copy during your interview:**

1. **AGE AND CITIZENSHIP VERIFICATION:** birth or baptismal certificate, military discharge papers, census records, naturalization papers (submit one)
2. **SOCIAL SECURITY AND MEDICARE CARDS**
3. **MONTHLY INCOME VERIFICATION:** award letters, copies of checks or pay stubs, or bank statements indicating direct deposit (Social Security, Railroad Retirement, etc.)
4. **PRIVATE HEALTH INSURANCE:** copy of card or insurance policy and premium stub, (Blue Cross/Blue Shield, Aetna, AARP, etc.)
5. **BANK ACCOUNTS AND OTHER LIQUID ASSETS:** past three monthly bank statements for checking or savings accounts; certificates of deposit, credit union, trust funds (including original trust agreement), stocks and broker's statements, bonds, including savings bonds
6. **LIFE INSURANCE POLICIES:** bring the actual policies or request a letter from the insurance company stating the face amount of the policy and the current cash surrender value
7. **PROPERTY TAX STATEMENTS:** including the home or any other property owned. For any life estate interest bring the deed as well as the property tax statement
8. **GUARDIANSHIP PAPERS:** copy of Power of Attorney or guardianship appointment, plus a copy of the most recent accounting filed with Probate Court for the guardianship
9. **OTHER VERIFICATION NEEDED:** pre-need funeral contracts, burial accounts, cemetery lot deeds, automobile titles, mobile home titles, income tax forms filed in past 3 years, etc.
10. **IF THE CLIENT IS MARRIED:** please provide the above verifications for both spouses along with their marriage license or certificate, current rent or mortgage verification, current utility bills, and proof of homeowners insurance premium

Sincerely,

The Nursing Home Unit