

SMILE ON 65+ Eligibility Verification Process Checklist

*Income and eligibility verification must be completed upon initial enrollment in the program and updated annually, **at the first visit of each new calendar year**, for continued participation.

Verification is entered into the iCarol system. *Documents used to verify eligibility should be retained in the client's file for auditing/monitoring purposes.*

Please contact your CDHC with any questions regarding this list.

Eligibility Criteria and Acceptable Documentation

Age: Clients must be 65 or over.

One of the following:

- ☐ TN ID / Driver's License
- ☐ Passport
- ☐ Immigration document
- ☐ Birth certificate
- ☐ Other legal document verifying DOB

Residency: Client must be a resident of Tennessee.

One of the following:

- ☐ TN ID/Driver's License
- ☐ Voter Registration card
- ☐ Recent mail piece which verifies current address such as utility bill, bank statement, etc
- ☐ Phone bill or other type of official correspondence

Income: Gross (before-tax) Household income must be at or below 200% of the Federal Poverty Guidelines.

One of the following:

- ☐ Two current (within past two months at time of verification) pay stubs for every working adult in the household
- ☐ **Current year's** Social Security statement or Pension Benefit statement:
Please use amount received after Medicare premiums are deducted in the final income calculation
- ☐ Bank account records (which show income deposits- SSI, Alimony, Pension, annuities, etc.)
- ☐ If client does not have any current source of income, this should be noted clearly in his/her record
Please do not consider SNAP benefits as income

Dentally Uninsured: Clients must have only limited dental coverage or no dental insurance coverage.

- ☐ Copies of all medical and supplemental insurance cards
- ☐ Verify Medicare insurance does not include supplemental dental coverage
- ☐ **Please note in the client's record if they do not have any medical or dental insurance to verify**