

Documents to Confirm Eligibility

DC Health Link is required by federal law to be sure that people who enroll in health insurance through the site are eligible. We're also required to be sure that people who receive help paying for insurance are eligible for the help they're receiving.

When you apply for coverage through DC Health Link, if we need information to verify what you told us on your application, we'll send you a notice and tell you what information we need. Read the entire notice, pay attention to deadlines, follow the instructions, and call us right away if any of the information is incorrect. You must submit the information requested by the deadline, or you could lose your coverage or cost savings. You don't need to submit documents unless we request them.

Below are the types of documents you can submit:

Social Security Number

To verify the social security number(s) you provided to us, you must use a social security card or another official document that includes your full name and social security number. Acceptable documents include:

- Social Security Card
- Military Record or ID Card
- Unemployment Benefits Letter
- Court Order Granting a Name Change, if it includes your original first and last name, new first and last name, and SSN

You may not need to provide a social security number if you have a confirmed religious objection.

Identity

To verify your identity, you'll need to provide a copy of one of the following types of picture IDs:

- Driver's license issued by state or territory
- School identification card
- Voter registration card
- US military card or draft record
- Identification card issued by the federal, state, or local government, including a US passport
- Military dependent's identification card
- Native American Tribal document
- US Coast Guard Merchant Mariner card

OR

Two of the following (names must match):

- Birth certificate
- Social Security card
- Marriage certificate
- Divorce decree
- Employer identification card
- High school or college diploma (including high school equivalency diplomas)
- Property deed or title (including for a vehicle)

Citizenship

There are two types of documents you can use to prove citizenship status. We call the two types “primary” and “secondary”.

- If you provide primary documentation, no other documents are needed.
- If you provide secondary documentation, other identification (ID) is required for verification. Secondary documentation must include a copy of an identification card that has a recent photo and other identifying information.

Primary documentation:

(Only one (1) is needed)

- US passport (expired passports are acceptable)
- Certificate of naturalization
- Certificate of citizenship
- Consular report of birth abroad of US citizen
- A valid driver’s license from a state that requires proof of citizenship and verification of social security number prior to issuance of the license
- A Tribal document issued by a federally recognized Tribe - for example, a Tribal enrollment card, certificate of degree of American Indian blood, or a Tribal census document, which must:
 - Identify the Tribe issuing the document;
 - Identify the individual by name; and
 - Confirm the individual’s enrollment in, or affiliation with the Tribe.

Secondary documentation:

(Must present one (1) of the following, along with ID)

- A US birth certificate showing birth in one of the 50 states, DC, Guam, American Samoa, Swain’s Island, Puerto Rico, the Virgin Islands, or the Commonwealth of the Northern Mariana Islands. If born in Puerto Rico, the Virgin Islands, or Commonwealth of the Northern Mariana Islands prior to the time these areas became part of the US, the individual will satisfy the citizenship requirement if he or she is a collectively naturalized citizen.
- A Northern Mariana ID card, issued to a collectively naturalized citizen, who was born in the Commonwealth of the Northern Mariana Islands before November 4, 1986
- A certification of Report of Birth, issued to US citizens born outside the US
- A Report of Birth Abroad of a US citizen
- A birth certificate
- A Certification of Birth
- A final adoption decree showing the child’s name and US place of birth, or if an adoption is not final, a statement from a state approved adoption agency that shows the child’s name and US place of birth
- Evidence of US Civil Service employment before June 1, 1976
- US military record showing a US place of birth

- A data match with the SAVE Program or any other process established by the Department of Homeland Security to verify that an individual is a citizen
- Documentation that a child meets the requirements of §101 of the Child Citizenship Act
- Medical records that indicate a US place of birth
- Life, health, or other insurance record that indicates a US place of birth
- Official religious record recorded in the US showing that the birth occurred in the US
- School records showing a US place of birth
- Federal or state census record showing US citizenship or a US place of birth

Immigration Status

Documents you may be able to use to verify your immigration status or that you are lawfully present include:

- [Permanent resident card \(I-551, also known as a “green card”\)](#)
- [Temporary I-551 stamp \(on passport or I-94, I-94A\)](#)
- [Immigrant visa \(with temporary I-551 language\)](#)
- [Employment authorization card \(EAD or I-766\)](#)
- [Arrival/departure record \(I-94 or I-94A\)](#)
- [Arrival/departure record in foreign passport \(I-94\)](#)
- Unexpired visa in a foreign passport
- [Country of issuance reentry permit \(I-327\)](#)
- [Refugee travel document \(I-571\)](#)
- Certificate of eligibility for nonimmigrant (F-1) student status (I-20)
- Certificate of eligibility for exchange visitor (J-1) status (DS2019)
- Notice of action (I-797)

You can also list these documents or statuses:

- Document indicating a member of a federally recognized American Indian Tribe or Alaska Native born in Canada. (This is considered an eligible immigration status for Medicaid, but not for a Qualified Health Plan [QHP])
- Office of Refugee Resettlement (ORR) eligibility letter (if under 18)
- Document indicating withholding of removal
- Administrative order staying removal issued by the Department of Homeland Security (DHS)
- Certification from the US Department of Health and Human Services (HHS) Office of Refugee Resettlement (ORR)
- Documents indicating you are a resident of American Samoa

DC Residency

Documents that prove someone is a DC resident can include any of the following that is in the person's name:

- A copy of an active lease agreement, certified deed, or mortgage statement with the DC address you have listed on your DC Health Link account
- A phone or utility bill from within the past two months with the DC address you have listed on your DC Health Link account
- DC voter registration card with the DC address you have listed on your DC Health Link account
- A valid DC motor vehicle registration or DC DMV identification card with the DC address you have listed on your DC Health Link account
- Cancelled checks or receipts for mortgage or rental payments within the past 2 months for a residence at the DC address you have listed on your DC Health Link account
- Utility bills with the DC address you have listed on your DC Health Link account, and payment receipts within the past 2 months
- Proof of automobile insurance showing the DC residency address you have listed on your DC Health Link account
- A signed [DC Department of Motor Vehicles proof of residency form](#) from another District resident stating that the applicant lives at the DC address you have listed on your DC Health Link account
- Self-attestation of DC residency without paper documentation in exceptional circumstances, including homelessness, in cases where you are temporarily absent from the District but intend to return, and in cases where you lack access to proof of DC residency as a result of domestic violence

Household Income

Documents you can use to verify your income include:

- Most recent tax return, including all forms and schedules, if you don't expect a change from last year's income;
- If your income has changed, you can also provide the following:
 - Copies of your most recent, consecutive paystubs. If you think this income is going to change over the year, we also need an explanation in writing of the change;
 - Letter from your employer (If you are employed but do not receive pay stubs)
 - Award Letters (such as Civil Service Retirement, Social Security, Railroad Retirement)
 - Documentation of any other income
 - Example: For interest, dividends, or annuities, provide documentation from the institution where you have these accounts/resources
 - Example: If a family member or friend gives you money regularly to help you pay your expenses, provide a letter from that person and include their contact information
 - Documentation of any adjustments to income that you intend to take on your federal tax return (ex. alimony payments, self-employed health insurance payments, and health savings account deductions)
 - Personnel Action or termination letter from your prior employer
 - Unemployment benefits letter

Note: If you get cost savings for a private health insurance plan, you must submit a copy of your most recent tax return, including all forms and schedules. If you expect income for the coverage year to be the same as the income on the most recent tax return, we only need the tax return. If you expect income for the coverage year to be different than what is shown on the most recent tax return, you should also submit documents that show the income the person expects to have for the coverage year.

Access to Other Health Coverage

People who have access to other health insurance (sometimes called minimum essential coverage) are not eligible for help paying for health insurance with advance premium tax credits or cost-sharing reductions. If you or someone in your household's other coverage has ended, you'll need to provide documentation to prove it. This can include:

- A certificate of coverage or letter from the person's health insurance company showing the end date of coverage
- A government-issued document showing the date coverage ended or ineligibility for a program
- A [statement from the person's employer](#) that indicates the coverage they offer doesn't meet the minimum value standard

Native American Status

You can provide any formal documentation from a federally recognized Tribe, Indian Health Services, or the Bureau of Indian Affairs that verifies American Indian or Alaskan Native status. Examples of such verifications include, but are not limited to the following:

- A document issued by a federally recognized American Indian/Alaska Native Tribe, such as an enrollment or membership card, a Tribal passport, a Tribal census document, or a document issued by a Tribe indicating the person's affiliation with the Tribe;
- A document issued by the Indian Health Services indicating that the person is eligible for Indian Health Services as an American Indian or Alaska Native; or
- A document obtained from the Bureau of Indian Affairs recognizing the person as an American Indian or Alaska Native.

For American Indians or Alaska Natives born outside of the United States, we will accept the following documents:

- A Form I-94 with a notation of "S1-3";
- I-551 permanent resident card stamped "S1-3";
- Temporary I-551 stamp coded "S1-3" in a Canadian passport;
- A Tribal record or document certifying at least 50 percent American Indian or Alaska Native blood, as required by Section 289 of the Immigration and Nationality Act (INA); and satisfactory evidence of birth in Canada, such as a birth certificate or baptismal certificate issued on a reservation; a letter from the Canadian Department of Indigenous and Northern Affairs; or school records.

Deceased

We're required by federal law to ensure that people who enroll in health insurance on DC Health Link are eligible. We receive Social Security Administration data regarding deceased individuals.

If you receive a notice regarding an individual wrongly determined as deceased, you need to contact us right away at (855) 532-5465 / TTY: 711 to let us know that the people listed are living. If this information is wrong, you should also contact the Social Security Administration at (800) 772-1213 / TTY: (800) 325-0778 to correct the error so this doesn't happen again.

There are 2 ways for you to submit the documents we need to make a final decision on your eligibility:

Online

Login to your account at dchealthlink.com. You can upload scanned copies of the documents directly to your account.


By US Mail

Medicaid, DC Alliance, or Immigrant Children's Program

Department of Human Services
Economic Security Administration
Case Record Management Unit
P.O. Box 91560
Washington, DC 20090

All other applications

DC Health Link
Exchange Contact Center
1225 "Eye" Street NW
Suite 400
Washington, DC 20005

 *Be sure to write your DC Health Link ID on each of the documents.*

Which documents do I need to submit?

We need documents for each person listed in the notice you received. Please scan or make a copy of the document you send to us. **Do not give us the original.**