Documents Needed for Verification

coverME.gov
AFFORDABLE HEALTH COVERAGE FOR MAINE

CoverME.gov is required by federal law to check that people who enroll in health insurance through the marketplace are eligible. We're also required to check that people who receive help paying for insurance are eligible for the help they're receiving.

When you apply for coverage through **CoverME.gov**, we will check the information from your application with trusted data sources. If the information does not match, we'll send you a notice asking for documents confirming that what you reported to us is correct. 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.

This document lists the documents **CoverME.gov** can accept to resolve each type of Data Matching Issue (DMI).

Consumers must submit one or more documents listed below to confirm the information in their application is correct. Consumers can upload the documents to their CoverME.gov account by clicking on "Verifications" and navigating to each action item shown. If they can't or don't want to upload the documents, they can send documents by postal mail. In general, consumers have 90 days to submit documentation to resolve their DMI. They may enroll in health insurance and receive applicable financial help under temporary eligibility. If the DMI is unresolved after 90 days, the consumer may lose their enrollment or financial help.

List of accepted documents by type:

Social Security Verification (SSN)
• Social Security card • 1040 Tax Return (federal or state versions acceptable) • W2 and/or 1099s (includes 100 MISC, 1099G, 1099SSA, 1099DIV, 1099S, 1099INT) • W4 Withholding Allowance Certificate (federal or state versions acceptable) • 1095 (includes 1095A, 1095B, 1095C) • Pay stub documentation • Social Security Administration documentation (includes 4029) • Military record • U.S. Military ID card • Military Dependent's ID card • Unemployment Benefits (Unemployment Benefits Letter) • Court Order Granting a Name Change, that must have your original first and last name, new first and last name, and SSN • Divorce decree
Maine State Residency
• A copy of an active lease agreement, certified deed, or mortgage statement with a ME address (must have name of at least one of the household members on it) • A phone or utility bill within the last 2 months (must have name of at least one of the household members and a billing or residence address for the household within the state of ME) • A ME voter registration card (must have name of at least one of the household members on it) • Valid ME motor vehicle registration or a ME DMV ID card (must have name of at least one of the household members on it) • Cancelled checks or receipts for mortgage or rental payments on a residential property within the last 2 months (must have name of at least one of the household members and a residence address for the household within ME) • Proof of auto insurance showing the person's ME residency address (must have name of at least one of the household members on it) • A signed ME DMV proof of residency form from another resident stating that the applicant lives at their address (must have name of at least one of the household members and a residence address for the household within ME) • Self-attestation of residency without paper documentation in exceptional circumstances, including homelessness and domestic violence (must state nature of circumstance, must have name of at least one of the household members included on it, and must be signed by the household member and be dated within the last two months)

American Indian/Alaskan Native

- Tribal Enrollment/Membership card from a federally recognized tribe
- Document issued by Bureau of Indian Affairs (BIA) recognizing you as American Indian/Alaska Native
- Authentic document from a federally recognized tribe declaring your membership
- Certificate of Degree of Indian Blood
- Certificate of Indian status card
- I-872 American Indian Card (Texas and Oklahoma Kickapoo American and Mexican members)
- Document issued by Indian Health Service (IHS) showing that you were/are eligible for IHS services as an American Indian/Alaska Native
- U.S. American Indian/Alaska Native tribal enrollment or shareholder documentation
- Letter from the Federal Marketplace (Healthcare.gov) granting a tribal exemption based on tribal membership or Alaska Native shareholder status

US Citizenship

Primary Documents (only need to submit one)

- U.S. Passport (Note: Expired passports are acceptable)
- Certificate of Naturalization
- Certificate of Citizenship
- Consular report of Birth Abroad of U.S. Citizen
- A tribal document issued by a federally recognized Indian Tribe, which must:
  - Identify the Tribe issuing the document
  - Identify the individual by name
- Confirm the individual's enrollment in or affiliation with the Tribe (Examples: tribal enrollment card, Certificate of Degree of Indian Blood, Tribal Census document)

Secondary Documents Consumer must submit a total of two documents, one from each list to successfully resolve their citizenship DMI is using secondary documents.

One of the following can be submitted:

- U.S. public birth certificate
- Consular Report of Birth Abroad (FS-240, CRBA)
- Certification of Report of Birth (DS-1350)
- Certification of Birth Abroad (FS-545)
- U.S. Citizen Identification Card (I-197 or the prior version I-179)
- Northern Mariana Card (I-873)
- Final adoption decree showing the person's name and U.S. place of birth
- U.S. Civil Service Employment Record showing employment before June 1, 1976
- Military record showing a U.S. place of birth
- U.S. medical record from a clinic, hospital, physician, midwife, or institution showing a U.S. place of birth
- U.S. life, health, or other insurance record showing U.S. place of birth
- Religious record showing U.S. place of birth recorded in the U.S.
- School record showing the child's name and U.S. place of birth
- Federal or state census record showing U.S. citizenship or U.S. place of birth
- Documentation of a foreign-born adopted child who received automatic U.S. citizenship (IR3 or IH3)

AND one of the following:

- Driver's license issued by a state or territory or ID card issued by the federal, state, or local government
- School identification card
- U.S. military card or draft record or military dependent's identification card
- U.S. Coast Guard Merchant Mariner card
- Voter Registration Card
- A clinic, doctor, hospital, or school record, including preschool or daycare records (for children under 19 years old)

2 documents containing consistent information that proves your identity, like employer IDs, high school and college diplomas, marriage certificates, divorce decrees, property deeds, or titles

Identity Documents

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
- U.S. military card or draft record
- Identification card issued by the federal, state, or local government, including a U.S. passport
- Military Dependent's identification card
- Native American Tribal document
- U.S. 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 diploma)
- Property deed or title (including for a vehicle)

Immigration Status

Note: Most lawfully present immigrants may qualify for coverage through CoverME.gov with the exception of Deferred Action for Childhood Arrivals (DACA) recipients. Beginning Plan Year 2027, only eligible non-citizens are eligible for financial assistance, including premium tax credits and cost-sharing reductions. Eligible non-citizens include lawful permanent residents, COFA migrants, and Cuban-Haitian entrants.

- Permanent Resident Card (I-551, also known as Green Card)
- Temporary I-551 Stamp (on passport or I-94, I-94A)
- Country of issuance Reentry Permit (I-327)
- Refugee travel document (I-571)
- Employment Authorization Card (EAD or I-766)
- Immigrant visa (with temporary I-551 language)
- Arrival/Departure Record (I-94 or I-94A)
- Arrival/Departure Record in foreign passport (I-94)
- Foreign passport (with I-551 stamp)
- 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)
- Document indicating a member of a federally recognized Indian tribe or American Indian 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)
- Certification from U.S. Department of Health and Human Services (HHS) Office of Refugee Resettlement (ORR)
- Document indicating withholding of removal
- Administrative order staying removal issued by the Department of Homeland Security (DHS)
- Resident of American Samoa
- Cuban/Haitian entrant
- Other DHS or USCIS-issued documents showing status

Earned Income

- Pay Stub
  - Full name of the person or other identifying information to link to the person (e.g. SSN). Social Security Card is not necessary
  - Income amount
  - Pay period or frequency of pay with the date of payment
- Most recently filed Federal income Tax Form 1040, with any appropriate Schedules. It must include:
  - Full name of the person or other identifying information to link to the person (e.g. SSN)
  - Income amount
  - Tax year
- Wages and tax statement (W-2 and/or 1099, including 1099 MISC, 1099G, 1099R, 1099SSA, 1099DIV, 1099SS, 1099INT)
  - It must contain the person's first and last name, income amount, year, and employer name (if applicable)
- Employer statement. The employer statement must:
  - Be on company letterhead or state the name of the company
  - Be signed by the employer
  - Be no older than 45 days from the date received by CoverME.gov
  - Include name of employer or company

- Include name of person writing the letter
- Include employer or company address
- Include employer or company telephone number
- Include date of the letter
- Include the start date and, if applicable, the end date of the employee's employment or pay
- Include the following two statements, or something similar:
  - "I certify that [first and last name of person employed or receiving income] is/was an employee of [name of company]. [Employee name]'s gross income for this pay period is/was $ and frequency of pay is [weekly, every two weeks, twice a month, or monthly]. This letter does not guarantee employment or wages."
  - "The information provided above is true and correct to the best of my knowledge."
- Signature of the person writing the letter
- Printed name and job title or position of the person signing the letter

- Foreign income
  - Pay stub, other documents
  - Use dollar conversion based on date of document
- Consumer signing the Maine Income Attestation form verifying this is their income. **This form should ONLY be used if no other documentation exists.**

Earned Income: Self-Employment

- Self-employment ledger documentation (can be a Schedule C, the most recent quarterly or year-to-date profit and loss statement, or a self-employment ledger)
  - Note: it must contain your first and last name, company name, and income amount. If you are submitting a self-employment ledger, include the dates covered by the ledger, and the net income from profit/loss.
- 1040 SE with Schedule C, F, or SE (for self-employment income)
- 1065 Schedule K1 with Schedule E
- Tax return
- Bookkeeping records
- Receipts for all allowable expenses
- Signed time sheets and receipt of payroll, if you have employees
- Most recent quarterly or year-to-date profit and loss statement
- Consumer signing the Maine Income Attestation form verifying this is their income. **This form should ONLY be used if no other documentation exists.**

Unearned Income

- Your most recent federal tax return with all forms and schedules

If your income is different than what is shown on your federal tax return, also provide at least one of the following:

- Social Security Administration Statements (Social Security Benefits Ledger)
- Unemployment Benefits Letter
  - It must contain the person's first and last name, source/agency, weekly benefits amount, and duration (start and end date, if applicable).
- Annuity statements
- Statements of pension distribution from any government or private source
- Prizes, settlements, and awards, including alimony received and court-ordered awards letters. For divorce or separation documents dated after 12/31/2018, alimony received is not counted as taxable income.
- Proof of taxable gifts and contributions
- Proof of taxable scholarships or grants – for room and board only, not tuition, course-related fees, books or equipment.
- Proof of strike pay and other benefits from unions.
- Sales receipts or other proof of money received from the sale, exchange or replacement of things the person owns.
- Interests and dividends income statement
- Royalty or residual income statement or 1099-MISC
- Letter, deposit, or other proof of deferred compensation payments

- Retirement, Survivors Disability Insurance (RSDI), Social Security Retirement, Social Security Disability Insurance (SSDI)
- It must contain first and last name, benefit amount, and frequency of pay.
- Consumer signing the Maine Income Attestation form verifying this is their income. **This form should ONLY be used if no other documentation exists.**

Coverage from Another Program

- Health insurance letter, including coverage termination date
- Statement of health benefits
- Letter from Veterans Affairs and/or Veterans Administration
- Letter from Peace Corps
- Letter or statement of Medicare benefits
- Letter or statement of Medicaid or Children's Health Insurance Program (CHIP) benefits

Coverage from a Job

- Cover letter from employer coverage tool
- Health insurance letter
- Letter from employer that includes:
  - Eligibility dates if applicable
  - An attestation that the employer doesn't offer coverage to the employee/employee's family member
  - An attestation that the employer doesn't provide coverage that meets the minimum value standard
  - If the employer offers a plan that meets the minimum value standard, the cost of the employee's share of the premium for the lowest cost self only plan that meets the minimum value standard.

Coverage from MaineCare

- Letter or statement from the Office for Family Independence showing that you or your family members aren't enrolled in or eligible for MaineCare.
  - Can't find your letter? Log in to MyMaineConnection.gov and locate your most recent eligibility determination letter in the "Notices" section of your Message Center.
- Letter or statement from the Office for Family Independence showing that you are enrolled in a MaineCare limited benefit program that's not considered qualifying health coverage.
- Letter or statement from the Office for Family Independence showing when your coverage ended or that you were never enrolled in MaineCare coverage.
- Screenshot from your MyMaineConnection portal showing that you are not eligible for MaineCare.