

## **INSTRUCTIONS:**

If you want to continue receiving benefits, you must complete the steps below. Failure to complete all of these steps may cause your benefits to be late or end. Keep this page for your records.

### **1. Gather verifications that apply to your family's situation.**

Provide verifications for your household's income (most recent 30 days), resources, and any expenses including Child Support, medical, and child care. See Verification Table below for details.

### **2. Return the enclosed Re-evaluation Checklist with your verification documents.**

Use the enclosed postage paid envelope to mail all paperwork together to the return address listed above, or:

Fax: 1-866-434-8278 (toll free)

Email: MyBenefits@dhw.idaho.gov

### **3. Call 1-877-456-1233 to complete a phone interview.**

Call us after sending your paperwork to complete your interview. Interviews are conducted between 8 a.m. and 4 p.m. (MST), Monday through Friday.

## **IMPORTANT INFORMATION:**

- If you complete the above actions after the 15th of the last month of your certification, and are eligible, your benefits will be late.
- If you fail to complete the re-evaluation process, your benefits will end.
- You have the right to receive an application form upon request.
- You have the right to request a fair hearing if the recertification is denied or if you object to the benefit issuance.

## Verification Table

We need to verify	Examples of Acceptable Verification
Income	<ul style="list-style-type: none"> <li>§ Copies of paychecks for the most recent 30 days</li> <li>§ Work Verification form*, signed by employer</li> <li>§ Proof of income not earned from employment</li> <li>§ Most recent tax forms for self-employment income</li> <li>§ Award letters from Dept of Labor for unemployment insurance income</li> <li>§ Printout or signed statement from payee for Child Support income</li> </ul>
Resources	<ul style="list-style-type: none"> <li>§ Most recent bank statements</li> <li>§ Printout from bank (include name, account #, and balance)</li> <li>§ Proof of amounts you owe on any vehicles (car and other recreational vehicles)</li> <li>§ Current value of stocks/bonds</li> <li>§ Current value of certificates of deposit</li> </ul>
Child Support Expenses	<ul style="list-style-type: none"> <li>§ Copies of wage stubs showing Child Support payments withheld</li> <li>§ Court documents showing amount legally required to pay</li> <li>§ Signed statement from person receiving Child Support payments</li> <li>§ Statement of past 3 months income from child support agency (if not paid through Idaho)</li> </ul>
Medical Expenses	<ul style="list-style-type: none"> <li>§ Proof of unpaid bills or agreements to pay a hospital, doctor, provider, etc.</li> <li>§ Receipts for medical equipment</li> <li>§ Pharmacy printout for prescription costs for the last year</li> <li>§ Proof of Health Insurance policy premium</li> </ul>
Child Care Expenses	<ul style="list-style-type: none"> <li>§ Dependent Care form* completed by child care provider</li> <li>§ Statement from party receiving payment</li> </ul>

\* These forms are available to download at [www.mybenefitforms.dhw.idaho.gov](http://www.mybenefitforms.dhw.idaho.gov)

**RE-EVALUATION CHECKLIST**  
**- You must return this page with your verifications -**

Case Number : \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Department must have this page in order to ensure your verifications are placed in your case file. Please send this page along with your verifications in the enclosed postage paid envelope. If the Department needs more information, you will receive a notice in the mail.

**Please make sure you:**

- Include proof of all income, resources, and expenses as listed in the Verification Table.
- Return all verifications and this page in the postage paid envelope.
- Allow time for us to receive your documents prior to conducting your interview.
- Call for your interview.

Failure to complete all of these steps may cause your benefits to be late or close.