



**Eligibility Operations Memo 19-15**  
**October 1, 2019**

TO: MassHealth Eligibility Operations Staff

FROM: Heather Rossi, Deputy Policy Director for Eligibility

RE: **Affidavits for Proof of Zero Income, Massachusetts Residency, and Incarceration Status**

## **Introduction**

MassHealth requires applicants and members to verify certain eligibility factors including, but not limited to, income and residency. If MassHealth is unable to verify a certain eligibility factor through data matches, additional documentation will be required from the individual. MassHealth has created three affidavits as a way to verify zero income, Massachusetts residency, and incarceration status for applicants and members who have no other way to verify these eligibility factors.

MassHealth member eligibility regulations at 130 CMR 506.005(B)(3) provide that, for income verification purposes, if the attested income and the income from the electronic data source are not reasonably compatible, or if the electronic data match is unavailable, paper verification of income is required. Verification of gross monthly income may include any reliable evidence of the applicant's or member's earned or unearned income, which may include an affidavit.

MassHealth member eligibility regulations at 130 CMR 503.002 provide that, as a condition of eligibility, an applicant or member must be a resident of the Commonwealth of Massachusetts. The regulation states that residency may be verified by an affidavit supporting residency signed under pains and penalty of perjury.

MassHealth member eligibility regulations at 130 CMR 503.002(H) provide that inmates of a penal institution may not receive MassHealth benefits except under one of the following conditions, if they are otherwise eligible for MassHealth:

- they are inpatients in a medical institution; or
- they are living outside the penal institution, are on parole, probation, or home release, and are not returning to the institution for overnight stays.

## **New Forms**

The following forms have been created by MassHealth and the Health Connector as joint documents in an effort to keep the format and content of affidavits consistent and to ensure that all of the necessary information and attestations are collected.

### **Affidavit to Verify Zero Income**

In certain cases, an applicant or member may be required to verify income when he or she has attested to having no income. This may happen due to the applicant's or member's household composition or tax filing status.

The Affidavit to Verify Zero Income allows an applicant or member to confirm that he or she has no income.

### **Affidavit to Verify Massachusetts Residency**

In certain cases, an applicant or member may be required to verify his or her Massachusetts residency.

The Affidavit to Verify Massachusetts Residency allows an applicant or member to confirm that he or she meets the requirements to be considered a Massachusetts resident.

### **Affidavit to Verify Incarceration Status**

In certain cases, an applicant or member may be required to verify his or her incarceration status.

The Affidavit to Verify Incarceration Status allows an applicant or member to confirm that he or she is no longer incarcerated, or to report that MassHealth records are correct and he or she is incarcerated.

### **Using the New Forms**

These forms may be offered to applicants and members who either walk in or call for assistance and have no other way to verify these eligibility factors. These forms are effective immediately.

An affidavit **does not** have to be on one of these forms to be acceptable, as long as the necessary content and signature(s) are present.

As with all factors that may be verified with an affidavit, whether on one of these forms or in another format, it **does not** have to be notarized.

As long as the statement or affidavit includes all of the necessary information and signatures, the eligibility factor should be verified.

### **Submitting the Form**

Forms can be submitted to the Health Insurance Processing Center by mail or fax, or to any of the MassHealth Enrollment Centers (MECs), or Health Connector walk-in centers in person. All of the contact information is listed on the affidavit.

### **Obtaining the Form**

Forms can be found on the Health Connector web site at:  
[www.mahealthconnector.org/verification-documents](http://www.mahealthconnector.org/verification-documents) and on the MassHealth website at  
[www.mass.gov/service-details/masshealth-member-forms](http://www.mass.gov/service-details/masshealth-member-forms).

### **Questions**

If you have any questions about this memo, please have your MEC designee contact the Policy Hotline.

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