

Iowa Department of Human Services
Upload Document Types Guidance

Document Type	Description/Guidance
Absent parent information	This information will be used to assist with child support. For this document if you can provide a page which includes the absent parents name, date of birth, current address and phone number.
Alien Card	Provide copies of current immigration documents for household members.
Annuities	Provide a current statement of all existing annuity accounts.
Authorization for Release of Information	Provide a copy of your authorization to release information. This document will allow the department to speak to someone on your behalf.
Bank Statement	Information about your household's checking or savings accounts, time certificates, certificates of deposit (CDs), safe deposit box or other accounts.
Birth Certificate	Used to verify Citizenship.
Burial Contract	An agreement whereby the buyer pays in advance for a burial that the seller agrees to furnish upon the death of the buyer or other designated individual.
Burial Plot	A small area of land where a person's body will be buried when he or she dies.
Certificate of Citizenship	Certificate received when you become a naturalized citizen.
Change of address	Information you give if your living or mailing address changes
Child Support Income	Money that one parent pays to the other parent to help support their children financially after a separation or divorce.
Disability Benefit Income	Income supplements to people who are physically restricted in their ability to be employed because of a notable disability.
Driver's License	Provides proof of Identity.
Employers Statement of Earnings	Completed by the employer and includes details of an employee's earnings.
Financial Aid	Money to help pay for college or career school. Grants, work-study, loans, and scholarships help make college or career school affordable.
Health Insurance	Insurance that covers medical, prescription drug, surgical expenses and sometimes dental expenses of an insured individual.
Income Tax Form	The official government (IRS) documents you are required to fill out when you pay your taxes.

IPERS	A defined benefit pension plan for most Iowa Public employees.
Life Insurance	Life insurance pays out a lump sum to your beneficiaries if you die while the policy is active. ... Life insurance is a contract between you and an insurer that pays out a sum of money upon your death to those you designate as beneficiaries. You, the policyholder, pay life insurance premiums in exchange for the coverage.
Medical Receipt	A form used to acknowledge verify what Medical services were given.
Medicaid/Hawki Review	A form used as the annual review document for Medicaid/Hawki.
Medicaid/State Supp Review	A form uses as the annual review document for Medicaid or State Supplementary Assistance.
Medicare Card	Your Medicare card shows that you have Medicare health insurance. It shows whether you have Part A (listed as HOSPITAL), Part B (listed as MEDICAL), or both, and the date your coverage begins.
Military Records	Used to verify Citizenship.
Other Correspondence	
Passport	Document provided by a country to allow entrance to another country. Verifies both citizenship and identity.
Pay Stub	Used to help verify current/past income.
Pension Income	A sum of money that is added during an employee's employment years and from which payments are drawn to support the person's retirement from work in the form of periodic payments.
Power of Attorney	A power of attorney or letter of attorney is a written authorization to represent or act on another's behalf in private affairs, business, or some other legal matter.
Report on Incapacity	A form used to obtain information from a doctor, chiropractor, hospital, clinic, psychologist, psychiatrist or other medical professional to indicate a physical or mental health issue or a disability.
Review Recertification Eligibility Document	A form sent to review your FIP/Refugee Case Assistance and or a new certification for SNAP (Food Assistance program).
Retirement Income	Retirement income can include social security benefits as well as any benefits from annuities, retirement or profit sharing plans, insurance contracts, IRAs, etc. Retirement income may be fully or partially taxable.
Self- Employment Record	Most recent federal tax forms. If a tax return was not filed, send records that show income and expenses.
Shelter Expenses	For renters a lease agreement or written statement from landlord or housing authority. For homeowners, mortgage, property tax and insurance statements.

Social Security Card	A card issued by US Government that contains details of a person's social security number.
SSI/SSA Award Letter	An official letter from Social Security that verifies the amount an individual receives each month in Social Security benefits and/or Supplemental Security Income (SSI) payments. These letters are normally issued following a request from a person receiving benefits or his/her authorized representative.
Trust	A legal arrangement that gives control or ownership of a property/financial account to someone for the benefit of another person.
Unemployment Benefits	Money paid by the government, special-purpose fund or similar to those who are unemployed and looking for work.
Utility Bill	Billing Statement for heating or cooling/air conditioning.
Verification of School Enrollment	A document that verifies a student's enrolment status. The status can be full-time, part-time status or not enrolled. Also can verify future or past graduation dates.
VA Benefits	Assistance to eligible Veterans, their eligible dependents, and surviving spouse. This may also include monthly cash payments, health care, education, and housing assistance.
Will	A legal document that states who will inherit your assets and belongings after you pass away.