

Medical Expense Verification Requirements

Clarification added 10-16-2025

Initial Eligibility: To be considered for a medical deduction, verification of medical expenses must be submitted to CHA no later than the due-date of all other required eligibility documentation.

Annual Recertification: To be considered for a medical deduction, verification of medical expenses must be submitted to CHA no later than the due-date of all other required recertification documentation.

General Note: Costs for general health that are typically *not* considered expenses for the prevention of disease include:

- non-prescription medication (except insulin);
- vitamins;
- health club or gym memberships;
- cosmetics or toiletries;
- travel for the general improvement of health;
- specialized food.

All medical expenses claimed as a deduction must meet HUD's definition of a Health and Medical Expense, must be verified, and must also meet the following requirements.

1. Payment verification documents

Any documentation submitted by the family as verification of a medical expense may be rejected if it does not contain all of the information required by CHA and/or if it is partially or completely illegible. CHA may request additional information when needed to determine that a submitted health and medical expense qualifies as a deduction. Any printouts or receipts, such as for pharmacy purchases, must be legible and at a minimum include:

- family's name;
- date the expense was paid; and
- specific monetary amount paid by the family.

Bank Statements are not considered proof of payment.

2. Transportation / travel costs must include:

- medical services provider documentation verifying the date(s) that the family in-person attended medical appointments and verification that a medical service was provided during the appointment;
- mileage is calculated from the family's home to the address of the medical services provider; and
- mileage is calculated using the current IRS medical mileage rate.

3. Shipping costs verification must include:

- legible receipts including the family's name;
- date(s) of purchase; and
- a specific listing of the medical expense and the cost to ship that specific item(s) is isolated on the receipt.

4. Medical expenses for disease prevention must be prescribed by a licensed physician, and must include:

- name and contact information of the licensed physician that prescribed the medical expense;
- family's name;
- date the expense was paid; and
- specific monetary amount paid by the family.

5. Documentation verifying the need for disease-prevention medical expenses must include:
- name and contact information of the medical services provider that verified the need for the medical expense;
 - family's name;
 - date the expense was paid; and
 - specific monetary amount paid by the family.
6. Repayment Plans:
- the cost of an eligible medical expenses is counted as a deduction one time, and one time only;
 - when a family is making regular payments toward the cost of previously-incurred eligible medical expenses, those regular payments are included in anticipated health and medical care expenses;
 - however, if a family has received a deduction for the full amount of a medical bill it is paying over time, the family cannot continue to count that expense even if the total medical services cost has not yet been paid in full; and
 - verification of a repayment plan must include the name of the medical services provider, the date(s) the health and medical expense took place, the amount of the upcoming monthly payments, and when the monthly payments are anticipated to end.
7. Third Party Financing:
- If third-party financing is utilized to pay for health and medical care expenses, documentation must be provided to specifically:
- identify the entity providing the financing;
 - identify what specific health and medical service is financed; and
 - identify the cost of that health and medical service.
- Financing costs, such as interest and financing fees, are not allowed as a medical deduction.
8. Garnishments and Court Judgements:
- If an allowable garnishment and/or court judgement is submitted as a health and medical expense:
- verification must be provided to document the relationship between the garnishment/court judgement and the specific health and medical expense directly related to the garnishment/court judgement.;
 - if the garnishment/court judgement includes a mix of health and medical expenses and other debt, verification of the health and medical expense must be specifically listed as an isolated expense and must include the specific amount of the health and medical expense(s);
 - medical deductions are allowed for medical expenses garnished from wages or confirmed as paid to the Court; a garnishment or judgement without proof of payment is not an allowable medical deduction.