



## Applying for Health Coverage – Checklist and Tip Sheet

### Things to have ready

For when you apply for the first time, renew your coverage or talk to your eligibility worker

**\*Tip** – make sure you have the following available for all members of your household

- Employment income – pay stub, W2, I-99
- Social Security benefit income – award letters from Social Security or statements with benefits amount/type
- Current health insurance policy information – insurance company name, ID/group number
- Social Security number – **\*Tip** – write this on every page of your application if you're completing a paper version, so if pages get misplaced, they can easily figure out who they belong to; You can also use your Case Number on each page, if you know it.
- Asset information – bank statements, ownership paperwork for vehicles and property (i.e. titles, liens) [*not everyone will need this information, but if you have a disability determination from Social Security or the State Medical Review Team, you will need this information*]

**\*Tip** – providing as many supporting documents as possible with your application can help keep the process moving forward. If the county/tribe has to reach out to you for documents, it slows down their ability to determine if you are eligible.

**\*Tip** – If you've received a letter about your health insurance coverage, make sure to have it handy when you call your eligibility worker.

**\*Tip** – When you receive a letter from your eligibility worker about information they need to process your application, or a letter about renewing your coverage, there is usually a deadline for you to send the information back. This deadline is important – so don't put off sending in the information.

**\*Tip** – always provide updated information to your eligibility worker, such as address, income, household member changes as soon as possible

**\*Tip** – Keep track of who you talk to and when, what you submit and when, and any letters you receive regarding your applications/renewals or requests for more information. Check out this handy [tracking form](#) – or create your own.