

# Renewal Checklist

## For Essential Plan, Medicaid, Child Health Plus, and Health and Recovery Plan members

Renewing your health coverage is easier when you're prepared. You'll need to review and update all the information from your last application to make sure everything is correct. You will be asked about the information below and may need to provide documentation.

### Family Information

- Birth dates for all family members who need coverage
- Social Security numbers of each dependent listed on your tax return
- Birth certificate, passport, or permanent resident card

### Income Information

- Proof of income
- Recent paystubs (totaling one month with no date gaps) or profit-and-loss statement if you're self-employed
- OR, the first two pages of your most recent tax return (Form 1040)

These help with estimating your annual modified adjusted gross income (MAGI) for your application.

### Health Coverage Information

- Information about your employer and any health plans it offers
- Employer address, name of the human resources contact, employee identification number, and health plan price
- Policy numbers of any current health insurance plans covering members of your household
- Your current health care insurance card

## When do I need to renew my coverage?

You need to renew your coverage once per year. This is a sample timeline of how it works:

- **45-60 days before your renewal date:** NY State of Health will send you a letter with instructions.
- **45 days before and up until your renewal date on the 15th of the month:** Update your information and complete your renewal (see our handy checklist for what you need).
- **Once your application is updated and approved:** Your coverage renews on the first of the month following your renewal date.
- **Anytime throughout this process:** Call EmblemHealth for help at **888-432-8026** (TTY: **711**), 8 a.m. to 6 p.m., Monday to Friday.

## What happens if I don't renew my coverage?

You will lose your EmblemHealth plan coverage and you may experience a gap in coverage.

## What if I renew at a local Department of Social Services (DSS) or Human Resources Administration (HRA)?

You will need to submit your renewal packet directly to DSS or HRA but we can help you complete it.

## We can help even if you haven't received your renewal notice!



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For locations, visit **emblemhealth.com/neighborhoodcare**.



On the Web — Hold camera phone over code to schedule an appointment.



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