

# Renewal Checklist

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

Renewing your health care coverage is easier when you're prepared. Have this information with you when you're ready to renew.

### 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:

- **45-90 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 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 will need to pay for your medical services.

### 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.**

Call us at **888-432-8026** (TTY: **711**), 8 a.m. to 6 p.m., Monday to Friday.

### Want in-person help?

Meet with us at a sales office or at one of our Neighborhood Care Centers. We can help you complete your renewal application and answer any questions you may have. Visit [emblemhealth.com/neighborhoodcare](http://emblemhealth.com/neighborhoodcare).



Hold camera phone over code to schedule an appointment.



Department of Health | Medicaid



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