Health Care Renewal Checklist

IMPORTANT INFORMATION: Use this checklist to complete the enclosed renewal form. If you miss an item on this list, your renewal will be delayed and you may have a gap in coverage.

Need more help? For a link to a short video on how to complete this form, go to the website https://mn.gov/dhs/health-care/renewal.

☐ Report changes on the renewal form. Cross out anything that is not correct or has changed. Write new information where needed in each section of the enclosed form.

☐ Send paper proofs of each household member’s income, income adjustments and 2020 projected annual income (PAI).
  - Send each household member’s PAI paper proofs. If a federal tax return has been filed in the past 3 years, send a copy of all the pages of the most recent federal tax return. This may include the following:
    - Federal tax form 1040, 1040A, 1040EZ
    - W-2s
    - All schedules
    - Form 1099
  - Cross out any source of income on your federal tax return that you no longer get. If you do not cross out a source of income that appears on your tax return, we will count it.
  - If you have not filed a federal tax return in the last three years, contact your agency for what to send to prove your 2020 PAI.
  - Send proof of current income sources for each household member. Proof of current income varies depending on your source of income. Examples of proof of income include:
    - Copies of pay stubs from the last 30 days
    - A written statement from your employer
    - An award letter or court order
    - An unemployment statement
  - Write your case number on each page of the proof you send to us.

☐ Complete the enclosed Appendix A form for every job which offers insurance, even if you did not enroll in the insurance.

Sign the renewal form. You must sign the signature page of the renewal form or we will return it to you.

Due to data privacy laws, we cannot discuss information about the renewal form with other adults in your household unless you give us permission. If you want to give another adult permission to discuss your case with us and act on your behalf, complete the following form: https://edocs.dhs.state.mn.us/lfserver/Public/DHS-3437-ENG. Send the permission form with your renewal form to your agency. Complete one form for each person who is 18 years old or older that you want to give us permission to talk to.