



## 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.

- ☐ **Send paper proofs** of each household member's income, income adjustments and projected annual income (PAI) reported on the renewal form.
  - ☐ Send each household member's:
    - Most recent Federal tax form(s) filed in the past 3 years, **including all:**
      - W-2's,
      - All Schedules
      - Form(s) 1099
    - NOTE: On your Federal tax forms, cross out any sources of income that you no longer receive. If you do not cross out a source of income that appears on your tax return, **we will count it.***
    - Proof of current 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.
- ☐ **Did you answer the question "Is this amount correct?" by selecting "yes" or "no"** in the PAI table on the renewal form for each person in your household? You must answer this question for each household member.
- ☐ **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.
- ☐ **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.

**Need more help?** For a short video on completing this form, visit <https://mn.gov/dhs/health-care/renewal>.

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 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.