

Case Number:

You must take action or you may lose your benefits. It is time to renew your health coverage. We need to see if you and your household members still qualify for Health First Colorado (Colorado's Medicaid Program).

## How Can I Submit My Renewal?

- **Online:** Go to <u>CO.gov/PEAK</u>. Log in to your account. Click "Manage my benefits." Then choose "Renew Benefits." If you do not have an account, you can create one at any time. Follow the instructions on <u>CO.gov/PEAK</u> to create an account.
- **Mobile app:** Download the Health First Colorado app and log in with your PEAK account or create an account on the mobile app to complete and electronically sign the renewal form. Use this app to:
  - See if your coverage is active
  - Complete your yearly renewal
  - Learn about your health coverage
  - Update your information
  - Find providers
  - View your member ID card

Sign up to get helpful information about your Health First Colorado benefits by text! Text "JOIN" to 66596. Message and data rates may apply.

• Paper: Mail, fax, or bring the completed signature page and updated renewal form pages to your local county office:

## • Fax:

• Call: at /State Relay: 711 and tell them you are calling about renewal of your health coverage.







How Do I Complete This Form?

Case Number:

• Review the current information we have for all members of your household. You must take action whether or not you have changes to report.

- If you do have changes to your information: Provide updates, SIGN (on page 4) the Renewal Form Signature Page, and return the entire form by .
  - To maintain your health coverage, you are required to report changes. If you have changes and do not report them, you may have to pay back medical payments paid by Health First Colorado.
- If you **do not have changes** to your information: **SIGN** (**on page 4**) and return the Renewal Form Signature Page by . **If you do not return the signature form by the deadline, you may lose your health care coverage.**

### What Happens Next?

- We will check to see if you and your household still qualify for Health First Colorado.
- We will contact you if we need anything else from you to help us make our decision, including letters requesting information or verifications about your reported changes. Please make sure to complete all requests for information we send.
- After , we will send you another letter to tell you if you still qualify for Health First Colorado.



## What I Should Know - Rights & Responsibilities

- I am signing this renewal form under penalty of perjury. That means that I have provided true answers to all the questions on this form to the best of my knowledge. Also, I understand that I may receive penalties under federal law if I provide false or untrue information.
- Federal and Colorado state law require the Department of Health Care Policy and Financing to recover all medical assistance benefits, including capitation payments, paid on behalf of Health First Colorado clients from the estates of deceased Health First Colorado clients who were permanently institutionalized. For Health First Colorado clients who were over the age of 55 when benefits were provided, the Department recovers payments for nursing facility services, home and community-based services, and related hospital and prescription drug services. There are certain exemptions to estate recovery. Please contact your county or <u>coestaterecovery@hms.com</u> for additional information.
- I know I am responsible for keeping my information up to date. I understand I must report any changes to the information I have provided within 10 days of the change. I understand changes I report might affect whether someone in my household qualifies for health care coverage. I can report changes online at <u>CO.gov/PEAK</u> or through my county office or organization that assists me.
- I understand the Department is authorized to collect and process my household information and confirm that information through federal databases that verify information. Everyone on my form has given me permission to share and submit their information and to receive communications about their eligibility and enrollment.
- The information the Department collects, and processes will be used to decide if I and members of my household qualify for health care coverage. The Department's authority to collect, process and verify my information comes from the Patient Protection and Affordable Care Act and the Social Security Act. I understand that if I do not qualify for Medicaid or Child Health Plan Plus, the Department will share my information with Connect for Health Colorado so they can see if I qualify.
- I know that under federal law and state law, discrimination is not permitted on the basis of race, color, ethnic or national origin, ancestry, age, sex, gender, sexual orientation, gender identity and expression, religion, creed, political beliefs, disability, or marital status. I can file a complaint of discrimination by visiting: <u>https://hcpf.colorado.gov/nondiscrimination-policy</u> and <u>https://www.hhs.gov/ocr/filing-with-ocr/index.html</u>.
- If I think Health First Colorado/Child Health Plan Plus (CHP+) has made a mistake, I can appeal the decision. Appeal means I tell a county or state office that I disagree with a decision and I want a hearing. I have the right to represent myself at my appeal hearing. I may also choose a lawyer, relative, friend or any other person to act as my authorized representative. The Department will tell me in writing (Notice of Action) how to make an appeal.



#### **Renewal Form Signature Page** Read and sign this attachment (This page MUST be returned)

## Health First Colorado

Case Number:

Please refer to What I Should Know - Rights & Responsibilities before signing. Read and sign this attachment (This page MUST be returned).

Check the box that applies:				
I have read all parts of the Renewal Form and Rights and Responsibilities for Health First Colorado/CHP+. All information in the Renewal Form is correct. I do not need to make any changes or corrections to the information.				
I have read all parts of the Renewal Form and Rights and Responsibilities for Health First Colorado/CHP+. I need to make changes or corrections to the information. I will return the Renewal Form with the changes and corrections.				
Signature of household contact or Authorized Representative       Date (MM/DD/YYYY):				
Check here if an authorized representative signed.				
If you want to add, change or update an authorized representative, fill out the form that came with this letter.				
Check here if you want an authorized representative.				
What We Need From You				

Our records show that we need more information about the amount of income from self-employment you or someone else in your household receives and how often you receive it. With this packet, please provide proof of self-employment income.

You do not need to complete the resource section for your Medical Assistance redetermination. However, if you receive Medicare Savings Program benefits or want to apply for any Medical Assistance program that counts resources, you must complete the resource section every year.

## Authorized Representative or Organization Form: Applicant Section

Health First Colorado

Case Number:

#### Complete this attachment if you need assistance with completing the Renewal Form.

An Authorized Representative is a trusted individual or organization you choose to help you with your Renewal Form. We need your permission so that your authorized representative can talk with us about the Renewal Form, to see your information, and act for you on all issues related to your health coverage. If you no longer want an authorized representative, you may go online at <u>CO.gov/PEAK</u>, or contact your county office, or organization or complete the form below.

#### If you have an authorized representative now, please answer these questions.

We show that you chose this individual as your authorized representative:

- Do you still want this individual to be your authorized representative?  $\Box$  YES  $\Box$  NO
- If "YES," has any of their information changed?  $\Box$  YES  $\Box$  NO

### If you want to add, change or update an authorized representative's information please write the new information below:

Authorized Representative First Name     A	Authorized Representati	ve Middle Name	Authorized Representative Last Name
Organization/Company Name (if applicable)		Organization/Company	ID (if applicable)
Authorized Representative Street Address (leave bl	ank if you don't have o	ne)	Apartment/Suite #
City	State Z	ip Code	County
Email Address	Phone Number	-	Phone Extension
Do you want your new authorized representative	e to receive copies of n	otices/communications?	
By signing, you allow the authorized representative to sign your Renewal Form, get information about this Renewal Form, and act for you on all future matters with this agency.	Applicant's Signat	ure	Date (MM/DD/YYYY):           /         /

## Authorized Representative or Organization Form: Authorized Representative or Organization Section

Health First Colorado

Case Number:

## Ask the authorized representative to complete this section if you added or changed your authorized representative.

Signature of Authorized Representative/Organizational Contact       Date (MM/DD/YYYY):	By signing, I agree to fulfill all responsibilities within the scope of the authoriz fulfill, which is different than having legal authority to act on behalf of the app information regarding the applicant or client provided by the agency in complia authorized representative is an organization, the signature of an organizational organization is required. As a provider, staff member or volunteer of an organization adhere to the regulations in 42 CFR §431, Subpart F and to 45 CFR §155.260(affederal laws concerning conflicts of interests and confidentiality of information).	licant or client. I agree to maintain the confidentiality of any ance with state, federal, and all other applicable laws. If an contact who is either a provider, staff member or volunteer of the zation which is an authorized representative, I affirm that I will f), and 42 CFR §447.10, as well as all other relevant state and
	Signature of Authorized Representative/Organizational Contact	Date (MM/DD/YYYY):
	If you have been given the legal authority to act on behalf of the applicant or cl representative through this form, such as the ability to make medical or financi provide the appropriate documents verifying that you have that authority.	

By checking this box, I affirm that I have legal authority to act on behalf of the applicant or client.(Please provide a copy of the following documents with this form when it is submitted: a power of attorney, court order establishing legal guardianship, or other legal document explicitly stating that you may legally act on behalf of the applicant or client.)

2 Has your contact information cl	nanged?	If you marked "NO," please skip to question 3
If you update your address, it will be update To add or remove someone from the house	-	I am now homeless
Home Address (Currently On File)		
Mailing Address (Currently On File)		

State Zip Code	What date did this address change? (MM/DD/YYYY)
covide updated information b       ES NO     If you marked	below: ed "YES," do not enter a mailing address below
	Apartment #
State Zip Code	What date did this address change? (MM/DD/YYYY
	ES NO If you marke

**2C** If you want to change how we contact you, please provide updated information below:

Primary Phone Number (Currently On File)	
Primary Phone Number (New)	Cell Work Home

New Email Address?			
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Preferred method of contact:	Call Home Phone	Call Cell Phone	Text Cell Phone

We can send links that allow you to view electronic notices about your case. You may choose more than one option, but if you do not choose, you will receive paper notices by standard mail.

I want to receive communication by: $\Box$ Pa	aper notices 🛛 🗌 An email sen	t to the email address listed in <b>2</b> C
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3B

## **3A** Mark in the table below if any members currently on file need to be removed from the household:

Current Benefits: MA = Medical Assistance, BHA = Behavioral Health Administration

Remove?	Full Name	Date of Birth	<b>Current Benefits</b>	Date they left the household
REMOVE				

If any one in the household has **changes to their name**, please update below:

<b>Full Name</b> (Currently On File)	Date of Birth	What is their new first name?	What is their <b>new middle name?</b>	What is their <b>new last name?</b>	What date did this name change? (MM/DD/YYYY)

**3C** If anyone in the household's **relationship to the Head of Household has changed**, please update below:

Individual	Relationship to Head of Household (Currently On File)	What is the <b>new relationship to</b> Head of Household?	What date did this relationship change? (MM/DD/YYYY)

3D

If anyone in the household's **marital status has changed**, please update below:

Individual	Marital Status (Currently On File)	What is the <b>new marital status?</b>	What date did this marital status change? (MM/DD/YYYY)

# We do not have a Social Security Number (SSN) or Taxpayer ID on file for the following members of your household. Please update their information below:

## If they are requesting Health First Colorado or Child Health Plan Plus (CHP+), and have a SSN, we need this information.

• If you provide their SSN, it will help us to quickly process their renewal. We use SSNs to check income and other information to see what type of health coverage they may qualify for. You do not need to provide immigration status or Social Security Number (SSN) for household members who are not requesting health coverage.

#### If they do not have a SSN, and they are requesting health coverage, tell us why they do not have a SSN.

- If they are not eligible to receive a SSN, do they have a Taxpayer Identification Number (TIN), such as an Individual Taxpayer Identification Number (ITIN) or an Adoption Taxpayer Identification Number (ATIN)? If so, enter it below.
- If they do not have a Social Security Number, please visit <u>http://www.ssa.gov/ssnumber/ for information</u> on how to apply for a Social Security Number. You may also call the Social Security Administration at **1-800-772-1213** (TTY 1-800-325-0778).

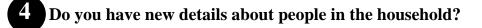
Individual	Social Security Number (SSN) or Taxpayer ID	If they do not have an SSN, Please tell us why:
		<ul> <li>Have applied for SSN</li> <li>Only eligible to receive a SSN for a valid non-work reason</li> <li>Not eligible to receive a SSN</li> <li>Refuses to obtain due to well established religious objection</li> </ul>

If you have a new person in your household, please complete the remaining questions:

3F

<sup>1</sup> 1	First Name: Middle Name: Last Name:	Suffix (Jr., Sr. I, II, III ):
	Date of Birth (MM/DD/YYYY):       Date added to household (MM/DD/YYYY):       How is this person related to formation of the second sec	Head of Household?
	Gender(Optional):       Marital Status:         Male       Female       Other         As of       /       /         this person's marital status is	
	Does this new person want to apply for health coverage? If "NO," do they have other health covera	age? YES NO
	Help with past medical cost may be available during the 3 months before the month this renewal was subr paying for medical care received when they were not covered, when did they receive the care? Please include proof of expenses for each month you request retroactive coverage.	nitted. If they need help
	Month One: (MM/YYY)     Month Two: (MM/YYY)     Month Thro: (MM/YYYY)	
	If they are requesting Health First Colorado or Child Health Plan Plus (CHP+),       If they do have a solution of the plan Plus (CHP+),         and have a SSN, we need this information.       If you provide their SSN, it will help us to quickly process their renewal. We use         SSNs to check income and other information to see what type of health coverage they may qualify for. You do not need to provide immigration status or Social Security       If they do have a please provide it         Number (SSN) for household members who are not requesting health coverage.	n SSN or Taxpayer ID, below: TaxPayer ID
	<ul> <li>If they do not have a Social Security Number, please visit <u>http://www.ssa.gov/</u></li> <li><u>ssnumber/ for information</u> on how to apply for a Social Security Number. You may also call the Social Security Administration at <b>1-800-772-1213</b> (TTY)</li> <li>work reason</li> <li>Not eligible to receive</li> </ul>	e a SSN for a valid non-

1. Does this person file federal taxes?		☐ YES ☐ NO
2. Is this person living with both parents, b	YES NO	
3. Does this person expect to be claimed	as a tax dependent on someone else's tax return?	YES NO
4. Does this person have a medical, physic expected to last, more than 12 months,	ical, mental, or developmental condition that has lasted, or is including blindness?	YES NO
5. Does this person expect to be claimed (the parent the child <b>does not</b> live with		YES NO
5. Does this person have a medical, physic regularly need help with some or all of (such as bathing, dressing, eating, usin		YES NO
7. Does this person need to move to a numerical health institution or long-term of or do they need in-home health care to	YES NO	
Applicants who are not a U.S. citizen, benefits, but they may qualify for Eme	ergency Medicaid and/or Reproductive Benefits? or a legal resident for at least 5 years, cannot receive full Medicaid rgency Medicaid and Reproductive Benefits. Emergency Medicaid ife-threatening emergencies, labor and delivery for pregnant people,	YES NO
Does this person want to apply for Fan health care and counseling for prevent	nily Planning Benefits? Family planning provides ing, delaying or planning a pregnancy.	YES NO
10. Is this person a U.S. citizen or U.S. na	ational?	YES NO
1. If this person is not a U.S. citizen or U.S. fill out the following table:	U.S. national, do they have an eligible immigration status?	YES NO
Non-Citizen Status:	Immigration Document Type:	
Alien or I-94 Number:	Card/Passport Number:	
Document Expiration Date:	Country of Issuance:	



YES NO

If you marked "NO," please skip to question 5

## If anyone in the household is currently pregnant, please provide details below:

Who is pregnant?	When did this pregnancy begin? (MM/DD/YYYY)	Expected Due Date (MM/DD/YYYY)	Expected Number of Babies

If you have Colorado Works and have not provided this before, please send in a doctor's statement with a due date.

4B Help with past medical cost may be available during the 3 months before the month this renewal was submitted. If they need help paying for medical care received when they were not covered, when did they receive the care?

Please include proof of expenses for each month you request retroactive coverage.

Individual	Month One	Month Two	Month Three
	(MM/YYYY)	(MM/YYYY)	(MM/YYYY)



4A

Is the information we have on file correct?

Individual	Asking for Health First Colorado? (Yes or No)	If changed, What is the correct answer?	Files Federal Taxes? (Yes or No)	If changed, What is the correct answer?	Living with both parents, but parents do not expect to file a joint tax return? (Yes or No)	If changed, What is the correct answer?
		□ YES □ NO		YES NO		□ YES □ NO

Individual	Expected to be claimed as a tax dependent on someone else's tax return? (Yes or No)	If changed, What is the correct answer?	Expected to be claimed by a non-custodial parents (the parent the child does not live with most nights)? (Yes or No)	If changed, What is the correct answer?	Is this person now a full-time student? (Yes or No)	If changed, What is the correct answer?
		□ YES □ NO		☐ YES ☐ NO		□ YES □ NO

If this person has **changes to their immigration status** currently on file, please update below

Individual	Immigration Status (Currently on file)	If changed, what is their <b>new immigration status?</b>	If changed, enter the <b>Date</b> of Change (MM/DD/YYYY)

If this person has **changes to their health insurance provider (other than Medicaid)** currently on file, please update below:

Individual	Other Health	If changed, what is their	If changed, enter their
	Insurance Provider	new health insurance	Coverage Start Date
	(Currently on file)	provider?	(MM/DD/YYYY)

**Does this person want to apply for Emergency Medicaid and/or Reproductive Benefits?** Applicants who are not a U.S. citizen, or a legal resident for at least 5 years, cannot receive full Medicaid benefits, but they may qualify for Emergency Medicaid and Reproductive Benefits. Emergency Medicaid and Reproductive Benefits can cover life-threatening emergencies, labor and delivery for pregnant people, and birth control.

Individual	Yes or No?
	YES NO

**Does this person want to apply for Family Planning Benefits?** Family planning provides health care and counseling for preventing, delaying or planning a pregnancy.

Individual	Yes or No?

Case Number/Correspondence ID: 1BXXXX/0527771898

Individual	Yes or No?

5A

Please review the income information on file and report if you have any changes:

To receive a quicker decision, proof of your income can be provided. Further information may be requested by the local office.

# Update currently on-file information about income in your household:

If anyone in the household has changes to their (job, self-employment or other income source), please update below:

Income Source # [Individual]	[employer]	
Income Type	Amount	How Often Paid?
Job Self-employment Other Income		
Do they still receive income through this source? If "NO", when was their last day? (MM/DD/YYYY)	YES  NO   How	v often are they paid now? Weekly Every 2 Weeks Monthly
Gross amount of most recent payment \$ Date of most recent paycheck (MM/DD/YYYY)		Other:
Is this a seasonal job? (Complete if job income) If "YES," what is the annual gross income for this sea	asonal job?	this job start or stop ng them in missions or tips? nplete if job income)

<b>5B</b> Does anyone in the household have new income to report?	□ YES □ NO	If you marked "NO," please skip this page
If anyone in the household has new income to report, please add below.	. If you need additional space	e, use the blank page at the end of the packet.
For self-employment, submit proof of income from self-employment for the	nis month or last month with	this form. Make sure to submit self-

employment expenses so we can assess net profit. For other income, send proof of changes for new sources.

(#1)	
	er Income
Employer (if applicable):       Date Income Started       /       /       Received date of first         (MM/DD/YYYY):       /       /       /       payment (MM/DD/YYYY):	
How often is this person paid?	
What was the gross amount of their <b>most</b> recent payment? Do they expect this amount to stay roughly the same for the next year?	or YES NO
If Job Income:       Type of income they earn:       Is this a job that pays commissions or tips?       Is this a seasonal job?       If "YES," what income for this         0 Other       Other       YES       NO       \$	t is the annual gross s seasonal job?
If Other       Income       Social Security       Child Support       Alimony/Spousal Support       Unemployment       Other:         Income:       type:         Child Support       Alimony/Spousal Support        Other:	
	er Income
Employer (if applicable):       Date Income Started (MM/DD/YYYY):       Image: Comparison of the start of the st	
How often is this person paid?	
What was the gross amount of their <b>most</b> <b>recent</b> payment? Do they expect this amount to stay roughly the same for the next year?	YES NO
Is this a seasonal job.	t is the annual gross
Income:       Salary / Tips / Hourly Wages       commissions or tips?       income for this         Other       YES NO       YES NO       \$	seasonal job?
If Other       Income         Income:       type:       Social Security       Child Support       Alimony/Spousal Support       Unemployment       Other:	

Please report if you have any changes in what you pay for rent/mortgage, home insurance, property taxes, HOA fees, utilities, dependent (child/adult) care, medical expenses and court-ordered child support, AND if you have any new things that you pay for:

6

6A If your household has changes to expense currently on file, please update below:

Person Responsible for Expense	Type of Expense	Amount	How Often Paid?	How much was the last bill? (If you are no longer responsible for this, please write 0)	If changed, how often is is it paid now? (e.g., no longer paying, Weekly, Every Two Weeks, Monthly,etc)	If changed how much did they pay?	When did they pay? (MM/DD/YYYY)
				\$		\$	
<b>6C</b> If your household If additional expe	ed LEAP (energy ass d has a new expense enses need to be add	please add belo	0w:	-		TES NO	e packet.
#1 Person Responsil	ble for Expense:			Expense Desci Deductibles	ription (e.g., Rent,		
Please select only	one Expense Type:			When did this person his expense? (MM/D	become responsible D/YYYY)	for /	
Trust Fees	Depende	nt Elder Care	А	amount:	\$		
Shelter  Prescriptions	Child Ca	re nsurance Premiu	ums	How often?	Weekly	Every 2 Weeks	s 🗌 Monthly
Other:					Other:		

#2)				
Person Responsible for	Expense:	Expense Descript Deductibles	tion (e.g., Rent,	
Please select only one E	xpense Type:	When did this person be	come responsible for	
Child Support	Medical	this expense? (MM/DD/	YYYY)	
Trust Fees	Dependent Elder Care	Amount:	\$	
Shelter	Child Care			
□ Prescriptions	Health Insurance Premiums	How often?	Weekly Every 2 Weeks Monthly	
Other:			Other:	
#3				
Person Responsible for	Expense:	Expense Descript Deductibles	tion (e.g., Rent,	
Please select only one E	xpense Type:	When did this person become responsible for		
Child Support	Medical	this expense? (MM/DD/	YYYY)	
Trust Fees	Dependent Elder Care	Amount:	\$	
Shelter	Child Care			
□ Prescriptions	Health Insurance Premiums	How often?	Weekly Every 2 Weeks Monthly	
Other:			Other:	

7 Please report if you have any changes to your vehicle ownership:

7A If your household has any changes to vehicles currently on file, please update below. Please send proof of changes to resource:

Owner	Туре	Year	Make And Model	Still Owned?	Date no longer owned (MM/DD/YYYY)
				🗌 No longer own	

If your household has a new vehicle, please add below. You may be asked to provide proof:

Owner	Туре	Year	Make and Model	Current Value	When did they get this vehicle? (MM/ DD/YYYY)
			\$		
			\$		

<sup>7C</sup> If your household has changes to resources currently on file, please update below. You may be asked to provide proof:

				•	nger own this out the below:		ource is still owned anges, fill out below:
Owner	Resource	Type of Resource	Value On File	Date no longer owned (MM/DD/ YYYY)	If applicable, amount received for resource	Updated Value	When did the value of this resource change? (MM/DD/YYYY)
					\$	\$	

## 7D If your household has a new expense please add below:

7B

Examples include but are not limited to cash, checking and savings accounts, annuities, trusts, mutual funds, promissory notes, property and retirement accounts. Please send proof of changes if adding a resource.

#1 Owner:	Resource Description: (e.g., Bank Name – Checking Account)
Resource Type:         Life Insurance       Burial Policies       Properties         Stocks       Trust Accounts       Promissory Notes         Annuities       Bank Account         Other	Value \$ When did they get this resource? (MM/DD/YYYY) Additional Owner

2) Owner:		Resource Description: (e.g., Bank Name – Checking Account)
Resource Type:      Life Insurance    Burial Pol      Stocks    Trust Accord      Annuities    Bank Accord      Other    Image: Content of the state of the	ounts	Value \$ When did they get this resource? (MM/DD/YYYY) Additional Owner

If you have any <b>additional information to help explain your renewal changes</b> , please do so below:	

