

## we can help you get and keep the health insurance your child needs.

Call 1-800-432-5902 today and schedule an appointment with our friendly staff of Facilitated Enrollers. We can help you fill out the paperwork and collect the needed information so you can get your child the health insurance they need. Below are three simple steps to help you start the process.



### step 1

Call 1-800-432-5902 today and schedule an appointment.

### step 2

#### gather the necessary documents.

**Proof of residency** (proof must be from last 6 months)

- ▶ If this was mailed to you, include it with your application
- ▶ Gas/electric bill
- ▶ Telephone bill (not cell phone)
- ▶ Cable bill
- ▶ Any postmarked envelope that is not a window envelope or was forwarded

#### proof of date of birth/citizenship

- ▶ Birth Certificate
- ▶ Residency Card
- ▶ Passport

You can order a new birth certificate through the Local Department of Health or through the New York State Department of Health at [www.health.state.ny.us/vital\\_records/birth.htm](http://www.health.state.ny.us/vital_records/birth.htm).

There will be a charge to order a new record of birth.

#### proof of your household income

Include *all* money that is received in your household.

- ▶ Pay stubs
- ▶ Unemployment
- ▶ Child Support
- ▶ Alimony

If you are not sure if it should be included, bring the information anyway.

##### Self-employment:

Signed and dated copy of your most recent 1040 Federal Income Tax Return with all Schedules attached.

##### Pay and Unemployment

You must include with your application, the last 30 days (4 weeks) of pay stubs.

- If you are paid weekly, you will need four pay stubs.
- If you are paid every two weeks, you will need two pay stubs.
- If you are paid monthly, you will need one pay stub.

Unemployment records are available online at <https://ui.labor.state.ny.us> or call the New York State Unemployment Tel-Service line at 1-888-581-5812.

##### Child Support

Please include a copy of the court order or a printout of the payment history from

[www.newyorkchildsupport.com](http://www.newyorkchildsupport.com). If you need a PIN number to access the information on the website, contact the NYS Child Support Customer Service at 1-888-208-4485 to get a PIN.

##### Other Income

Please provide the most recent proof of all other forms of income. These include, but are not limited to:

- Rental Income
- Gifts of cash
- Social Security Benefits
- Annuity payments
- Private Pensions/Annuities
- Interest/Dividends/Royalties
- Worker's Compensation
- Veteran's Benefits

### step 3

Based on the information that you provide, the Facilitated Enroller will determine what coverage your children are eligible for. They will forward your application to the appropriate organization. If your children are eligible for Child Health Plus, your application will be processed by the Plan. If you are eligible for Medicaid, Medicaid Managed Care or Family Health Plus, the application will be sent to the Local Department of Social Services. A Subscriber ID card will be sent to you when coverage is approved.