



Important: To prevent changes to your coverage in Ambetter from MHS, please respond to the Health Insurance Marketplace

You're receiving this letter because the Health Insurance Marketplace informed us that they need more information from you to verify the information in your application for coverage through the Marketplace is accurate. The Marketplace needs the following individuals to submit additional documentation:

Unless you have already heard from the Marketplace that it has the documents it needs, please send the Marketplace a copy of the documents previously requested by going online and uploading them to your Marketplace account, or by mailing them to the Marketplace at the address below. This will allow the Marketplace to process your paperwork faster so you can continue receiving the health coverage, and tax credit and/or cost-sharing reductions, as applicable, that you are eligible for.

For more information about the documents the Marketplace needs from you, **visit your Marketplace account at [HealthCare.gov](https://www.healthcare.gov) or call 1-800-318-2596 (TTY: 1-855-889-4325)**. When you're connected, be ready to provide your state and then ask for a representative to help you.

Please disregard if you have already contacted the Marketplace about these documents.

What should I do next?

1. Look at the previous notice you received from the Marketplace to verify what types of documents you need to submit. Below is a full list of documents for different situations; send only copies of the information needed for your situation.
2. Upload a copy of the documents to your Marketplace account. This is the fastest way to get your documents processed. If you can't upload your documents, you can mail them to the address below. If you mail documents, be sure to mail a **copy**, and keep the originals for your records.

Instructions for uploading a document in your account on Healthcare.gov

1. Use your username and password to log into your account at HealthCare.gov
2. Click the link for the application that you have already started that is beneath the heading, "View my current applications"
3. Click on "Application Details." This is on the left hand side of your screen
4. Click on the large green "Verify" button
5. Select the document type that you wish to use, then click "Select file to upload" and select the file from your computer that you wish to upload
6. Click the small green "Upload" box
7. Confirm that a green check mark is next to your document. This means you have uploaded your document successfully.

Where should I send my documents?

If you choose to mail your documents rather than uploading them, send a copy of the documents to:

Health Insurance Marketplace
Attn: Supporting Documentation
465 Industrial Blvd.
London, KY 40750

What happens if I don't submit documents?

If the information the Marketplace requested was about your citizenship or immigration status, you'll lose your eligibility for coverage through the Marketplace if it doesn't receive your document(s) within the timeframe listed on the notice the Marketplace mailed to you. You have the option to continue your coverage outside of the Marketplace, but you won't be able to receive a tax credit or cost-sharing reductions. Please contact Ambetter from MHS directly if you wish to continue coverage outside the Marketplace.

If the information the Marketplace requested was about your income, and it doesn't receive your document(s) within the timeframe listed on the notice the Marketplace sent you, the Marketplace will use information available through available data sources to recalculate your eligibility and amount of tax credit or cost-sharing reductions, which means you might lose some or all of the help you're getting to pay for your coverage. Additionally, if your tax credit or cost-sharing reductions are recalculated, when you pay your taxes next year, you may owe money to the federal government.

Sincerely,

Ambetter from MHS

DOCUMENTS NEEDED TO PROVE CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS

Please keep your original documents and send us a copy as instructed from the list below.

Documents to Prove Your Status as a U.S. Citizen or U.S. National

If you're a citizen, you only need one document from the first list below to prove U.S. citizenship or nationality:

- U.S. Passport
- Certificate of Naturalization (N-550/N-570)
- Certificate of Citizenship (N-560/N-561)
- State-issued Enhanced Driver's License (available in Michigan, New York, Vermont and Washington)
- Document from a Federally recognized Indian Tribe that includes the person's name, the name of the Federally recognized Indian Tribe that issued the document, and shows the person's membership, enrollment or affiliation with the Tribe. Documents you can provide include:
 - o A Tribal enrollment card
 - o A Certificate of Degree of Indian Blood
 - o A Tribal census document
 - o Documents on Tribal letterhead signed by a Tribal official

If you are a U.S. citizen or national but you don't have any of the documents listed above, you need to send in two documents: one from each of the lists below:

Send in one document from this list:

- U.S. public birth certificate
- Consular Report of Birth Abroad (FS-240, CRBA)
- Certification of Report of Birth (DS-1350)
- Certification of Birth Abroad (FS-545)
- U.S. Citizen Identification Card (I-197 or the prior version I-179)
- Northern Mariana Card (I-873)
- Final adoption decree showing the person's name and U.S. place of birth
- U.S. Civil Service Employment Record showing employment before June 1, 1976
- Military record showing a U.S. place of birth
- U.S. medical record from a clinic, hospital, physician, midwife or institution showing a U.S. place of birth
- U.S. life, health or other insurance record showing U.S. place of birth
- Religious record showing U.S. place of birth recorded in the U.S.
- School record showing the child's name and U.S. place of birth
- Federal or State census record showing U.S. citizenship or U.S. place of birth
- Documentation of a foreign-born adopted child who received automatic U.S. citizenship (IR3 or IH3)

And one document from this list:

- Driver's license issued by a State or Territory or Identification card issued by the Federal, State, or local government
- School identification card
- U.S. military card or draft record or Military dependent's identification card
- U.S. Coast Guard Merchant Mariner card
- Voter Registration Card
- For children under 19, a clinic, doctor, hospital, or school record, including preschool or day care records
- Two documents containing consistent information about an applicant's identity, such as employer IDs, high school and college diplomas, marriage certificates, divorce decrees, property deeds or titles

These documents must have a photograph or other information such as name, age, sex, race, height, weight, eye color, or address.

Documents to Prove Immigration Status

Send your most recent immigration document that shows your current immigration status so that the Marketplace can decide if you're still eligible in your state. You should have one of the following documents:

- Permanent Resident Card, "Green Card" (I-551)
- Reentry Permit (I-327)
- Refugee Travel Document (I-571)
- Employment Authorization Card (I-766)
- Machine Readable Immigrant Visa (with temporary I-551 language)
- Temporary I-551 Stamp (on passport or I-94/I-94A)
- Arrival/Departure Record (I-94/I-94A)
- Arrival/Departure Record in foreign passport (I-94)
- Foreign Passport
- Certificate of Eligibility for Nonimmigrant Student Status (I-20)
- Certificate of Eligibility for Exchange Visitor Status (DS2019)
- Notice of Action (I-797)
- Document indicating membership in a federally recognized Indian tribe or American Indian born in Canada
- Certification from U.S. Department of Health and Human Services (HHS) Office of Refugee Resettlement (ORR)
- Office of Refugee Resettlement (ORR) eligibility letter (if under 18)
- Certification from U.S. HHS ORR
- Document indicating withholding of removal (or withholding of deportation)
- Administrative order staying removal issued by the Department of Homeland Security
- Resident of American Samoa Card

DOCUMENTS NEEDED TO PROVE YOUR YEARLY HOUSEHOLD INCOME FOR 2018

Please keep your original documents and send us a copy of one document from the list below.

Documents to Prove Your Yearly Household Income

- Wages and tax statement (W-2)
- Pay stub
- Letter from employer
- Self-employment ledger
- Cost of living adjustment letter and other benefit verification notices
- Lease agreement, if you earn income from renting property or other items
- Copy of a check paid to the household member showing self-employment income
- Bank or investment fund statement
- Document or letter from the Social Security Administration (SSA) with information about benefits the household member receives
- Form SSA 1099 Social Security benefits statement
- Letter from government agency with information about unemployment benefits a household member receives

The dates on these documents don't need to be for 2018. You can provide recent pay stubs if you don't expect your income to change. If you do expect your income to go up or down in 2019, you can provide other documents, like a document that states when contract work will end or what your new wages will be. If any of your income comes from freelance work, you can fill out a self-employment ledger that includes your expected income.

DOCUMENTS NEEDED TO PROVE YOUR SELF-EMPLOYMENT

Please keep your original documents and send us a copy of one document from the list below.

Documents to Prove Self-Employment

- 1040 SE with Schedule C, F, or SE (for self-employment income)
- 1065 Schedule K1 with Schedule E
- Tax return
- Bookkeeping records receipts for ALL allowable expenses
- Bank Statements (personal & business) and cancelled checks
- Signed time sheets and receipt of payroll, if you have employees
- Most recent quarterly or year-to-date profit and loss statement

DOCUMENTS NEEDED TO PROVE UNEARNED INCOME

Please keep your original documents and send us a copy of one document from the list below.

Documents to Prove Unearned Income

- Annuity statement
- Statement of pension distribution from any government or private source
- Worker's compensation letter
- Prizes, settlements, and awards, including court-ordered awards letter
- Proof of gifts and contributions
- Proof of inheritances in cash or property
- Proof of strike pay and other benefits from unions
- Sales receipts or other proof of money received from the sale, exchange or replacement of things you own
- Interests and dividends income statement
- Loan statement showing loan proceeds
- Royalty income statement or 1099-MISC
- Proof of bonus/incentive payments (like a letter of bank statement showing deposit)
- Proof of severance pay
- Pay stub indicating sick pay
- Letter, deposit, or other proof of deferred compensation payments
- Pay stub indicating substitute/assistant pay
- Pay stub indicating vacation pay
- Proof of residuals
- Letter, deposit, or other proof of travel/business reimbursement pay

DOCUMENTS NEEDED TO PROVE VETERAN STATUS

Please keep your original documents and send us a copy of one document from the list below.

Documents to Prove Veteran Status

- Veteran's discharge certificate showing "Honorable" discharge
- Current orders showing active duty in the Army, Navy, Air Force, Marine Corps, or Coast Guard

DOCUMENTS NEEDED TO VERIFY INCARCERATION STATUS

Please keep your original documents and send us a copy of one document from the list below.

Documents to Verify Incarceration

- Official release papers from institution
- Document(s) showing active employment or evidence that you live in the community, like a pay stub or utility bill from the last 60 days, or a current lease agreement.
- A signed affidavit saying that you live in the community
- Certificate of parole

DOCUMENTS NEEDED TO PROVE INDIAN STATUS

Please keep your original documents and send us a copy of one document from the list below.

Documents to Prove Indian Status

- Tribal Card
- Document issued by BIA recognizing an individual as American Indian/Alaska Native
- Authentic document from a tribe declaring membership for an individual
- Certificate of Degree of Indian Blood
- Certificate of Indian status card
- I-872 American Indian Card
- Document issued by IHS indicating individual is/was eligible for IHS services as an American Indian/Alaska Native
- U.S. American Indian/Alaska Native tribal enrollment documentation
- Document that shows a relationship to an individual listed on an Indian Census Roll

DOCUMENTS NEEDED TO PROVE EMPLOYER-SPONSORED COVERAGE

Please keep your original documents and send us a copy of one document from the list below.

Documents to Prove Employer-Sponsored Coverage Status

- Completed Employer Coverage Tool and a cover letter signed by the employer
- Letter or other documentation from an employer or other documentation with this information:
 - o The dates that the employee (or employee’s family member) is eligible for employer coverage (if applicable), **and**
 - o Attestation that the employer doesn’t offer coverage to the employee (or the employee’s family member), **or**
 - o Attestation that the employer doesn’t provide coverage that meets the minimum value standard, **or**
 - o If the employer offers a plan to the employee that meets the minimum value standard, the cost of the employee's share of the premium for the lowest-cost self only plan that meets the minimum value standard (factoring in wellness incentives)

DOCUMENTS NEEDED TO PROVE NO MINIMAL ESSENTIAL COVERAGE STATUS

Please keep your original documents and send us a copy of one document from the list below.

Documents to Prove No Minimal Essential Coverage Status

- Letter from health insurer including coverage termination date
- Statement of health benefits
- Letter from Veterans Administration
- Letter from Peace Corps
- Letter or statement of Medicare benefits
- Letter or statement of Medicaid benefits
- Letter or statement of Children’s Health Insurance Program (CHIP) benefits

DOCUMENTS NEEDED TO PROVE RESIDENCY

Please keep your original documents and send us a copy of one document from the list below.

Documents to Prove Residency

- Driver’s license
- State ID
- Mortgage payment receipt
- Mortgage deed showing primary residency
- Lease agreement
- School enrollment documentation
- Utility bill
- Government mail (SSA statement, DMV notice, etc.)

DOCUMENTS NEEDED TO PROVE A SOCIAL SECURITY NUMBER

Please keep your original documents and send us a copy of one document from the list below.

Documents to Prove Social Security Number

- Social Security card
- Tax form(s)
- Benefit or income statement from Social Security containing your SSN
- Pending application for an SSN
- Letter from Social Security stating that you're not eligible for an SSN or are only eligible for a non-work SSN
- Letter stating that you refuse to obtain an SSN for established religious objections

DOCUMENTS NEEDED TO PROVE IDENTITY

Please keep your original documents and send us a copy as instructed from the list below.

Documents to Prove Identity

A copy of one of the documents below:

- Driver's license issued by state or territory
- School identification card
- Voter identification card
- U.S. military draft card or draft record
- Identification card issued by the federal, state, or local government
- U.S. passport or U.S. passport card
- Certificate of Naturalization (Form N-550 or N-570) or Certificate of U.S. Citizenship (Form N-560 or N-561)
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Document that contains a photograph (Form I-766)
- Military dependent's identification card
- Native American tribal document
- U.S. Coast Guard Merchant Mariner card
- Foreign passport, or identification card issued by a foreign embassy or consulate that contains a photograph

Or if you can't provide a copy of one of the documents above, you can submit copies of 2 of these documents:

- Birth certificate
- Social Security card
- Marriage certificate
- Divorce decree
- Employer identification card
- High school or college diploma (including high school equivalency diplomas)
- Property deed or title