

## MAIL-IN RENEWAL

HRA has established a mail-in renewal program to assist you in maintaining your health insurance coverage. What this means for you:

- You no longer need to renew your Medicaid or Family Health Plus coverage in person
- When it is time for you to renew, you will receive a package in the mail that will include your Renewal Form and the necessary instructions to complete it
- You will be then be able to return your completed Renewal Form and the necessary documentation (proofs) in the postage-paid envelope that we will include in the package we mail to you. The documentation (proofs) that you need to supply will be explained in the instructions that we send to you
- You will be asked to provide new information and/or advise that certain information has not changed since you applied for or last renewed your Medicaid/Family Health Plus coverage
- Typical documents (proofs) that we will require to determine your ongoing eligibility for public health insurance include:
  - Proof if someone is pregnant
  - Proof of any third party health insurance premium that you may be paying
- Depending upon the level of coverage that you need, you may also need to supply:
  - Proof of income
  - Proof of residence (address)
  - Proof of any disability-related work expense
  - Proof of any childcare/dependent care expense
- On the Renewal Form you will find the deadline by which we must receive your completed Renewal Form and necessary documentation (proofs). If your response is not received by then, your Medicaid or Family Health Plus coverage will end.

You can call toll-free HRA Medicaid Helpline (1-888-692-6116) or 311 if you need help with your Renewal Form. If you prefer to drop off your renewal form and documentation (proofs) in person and/or you need help in person, you can go any Medical Assistance Program Community Office. (For a list of locations, click here: [Medicaid Office Locations](#). You may also go to:

- Manhattan: 340A West 34<sup>th</sup> Street, 1<sup>st</sup> Floor, between the hours of 8:00 AM and 6:00 PM, Monday through Friday.