Proof of qualifying life event form

Who should use this form?	 A qualifying life event is a change in your life that lets you apply for health care coverage outside the annual open enrollment period. This is called a special enrollment period. Examples include getting married, moving to a Kaiser Permanente service area with access to new health plans, or losing coverage because you lost your job. Use this Proof of Qualifying Life Event Form to submit your proof when applying directly to Kaiser Permanente if you or a dependent had a qualifying life event. You may also use this form to submit your proof when applying to your state's health benefit exchange in Colorado or Washington (except Clark, Cowlitz, and certain other counties*). For all other exchange applications, check your state's exchange for information on how to submit proof for exchange plans. It can help you figure out which type of proof you'll need to provide for your qualifying life event. Kaiser Permanente for Individuals and Families (KPIF) plan members should submit their proof along with the Account Change Form. People who aren't Kaiser Permanente for Individuals and Families in Coverage.
Who should not use this form?	 If you or any dependent you're applying for are entitled to Medicare Part A or are enrolled in Medicare Part B, that applicant is not eligible to apply for new KPIF coverage. Visit kp.org/medicare to learn more about your Medicare plan options or to apply for Medicare coverage.
How to use this form California, Colorado, Georgia, Hawaii, Maryland, Oregon, Virginia, Washington*	 Fill out Steps 1, 2, and 3. Submit this form and proof of your qualifying life event with your application or Account Change Form (if applicable). See "Submitting your proof" on page 16 for details.
 O-O When to submit your proof California, Colorado, Georgia, Hawaii, Maryland, Oregon, Virginia, Washington* 	You have a limited period of time to submit your proof. Visit kp.org/specialenrollment for details and deadlines. If we don't get your proof in time, we'll have to cancel your application or account change request. You may apply again if your special enrollment period is still in effect. For applications submitted on buykp.org , submit your proof online.
Need help?	Visit kp.org/specialenrollment for more information. You can also call us at 1-800-494-5314 (TTY 711), or contact your broker/producer or Kaiser Permanente representative.

*In Washington, go to kp.org/specialenrollment to see if Kaiser Permanente is collecting proof for exchange qualifying life events in your county.

STEP 1: Primary applicant information

Who is the primary applicant?

- In an individual plan, the primary applicant is the person who'll be covered by the health plan.
- In a family plan, the primary applicant is the family member on the health plan who's authorized to make changes to the account.
- In a child-only plan (where offered) for a child under 18, the child is the primary applicant.

Please note: This isn't an application for health care coverage. To get health care coverage, you need to submit an application or Account Change Form.

First name	MI	Date of birth (mm/dd/yyyy)
Last name		Phone (mobile phone if available)
Application ID number (if you applied online)		Social Security number (if any)
Medical record number (if any)		
Home address (no P.O. boxes)		
City		State ZIP code
Parent/legal guardian (if primary applicant is under 18) First name		
Last name		
Broker/producer or Kaiser Permanente representative (if any) First name		
Last name		

STEP 2: Qualifying life event information

Qualifying life event number from Step 3	Date of qualifying event (mm/dd/yyyy)	
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For loss of minimum essential health coverage, the date of the qualifying event is the last full day you were covered under your prior plan.

STEP 3: Proof of your qualifying life event

- Check one box for your qualifying life event and one box for the proof you're sending (unless otherwise noted). Make sure the qualifying event and the type of proof apply to your state.
- Send one type of proof, unless otherwise noted.
- Send copies of official documents, not originals.
- Write this information about the primary applicant on the first page of your proof or on an attached page:
- First and last name Home address (no P.O. boxes)
- Health/medical record number (if any)
 Date of birth

Qualifying life event Type of proof 1. Loss of minimum essential From your employer health coverage Letter or other document from your employer stating the employer dropped or will drop coverage or benefits for you, your spouse, or dependent family member and the California, District of date this coverage ended or will end. Columbia, Georgia, Hawaii, Letter or document from your employer stating the employer stopped or will stop Maryland, Oregon, Virginia, contributing to the cost of coverage and the date this contribution ended or will end. Washington* Letter showing your employer's offer of COBRA coverage, including the effective date, or stating when your COBRA coverage ended or will end. Important: This is NOT a Pay stubs of current and previous hours if you lost coverage because of a reduction in qualifying life event if: work hours. • You're losing coverage Proof of age and evidence of loss of coverage when a dependent child turns 26 and is because you didn't pay no longer eligible to be covered under a parent's health plan. your premiums. From your carrier or Medicaid, Medi-Cal, Medicare, or other government programs Your plan was Letter from your carrier showing a coverage end date, including a COBRA coverage rescinded. end date. You had Medicare Letter from your student health plan indicating when student health coverage ended Part B coverage and or will end. don't have any other Letter or notice from Medicaid, Medi-Cal, or the Children's Health Insurance Program coverage. (CHIP) stating when Medicaid, Medi-Cal, or CHIP coverage ended or will end. You voluntarily ended Letter or notice from a government program, like TRICARE, Peace Corps, AmeriCorps, your coverage. or Medicare, stating when that coverage ended or will end. You had temporary Other or short-term coverage like Dated military discharge papers or Certificate of Release, including the date coverage ended or will end, if you're losing coverage because you're no longer on active military duty. traveler's insurance. Dated and signed written verification from a broker/producer or Kaiser Permanente representative, or dated letter from the carrier, if you are or were enrolled in a non-calendar-year plan that's ending, including the date the plan ended.

*In Washington, go to **kp.org/specialenrollment** to see if Kaiser Permanente is collecting proof for exchange qualifying life events in your county.

Qualifying life event	Type of proof
Loss of minimum essential health coverage (continued)	No proof required with your application.
Colorado	
 Important: This is NOT a qualifying life event if: You're losing coverage because you didn't pay your premiums. Your plan was rescinded. You had Medicare Part B coverage and don't have any other coverage. You voluntarily ended your coverage. 	
2. Gaining, becoming, or losing a dependent, or death of a subscriber or a dependent	
2a. Gaining or becoming a dependent through marriage Check 2 boxes total.	Provide one of these: Proof of minimum essential coverage for one spouse for at least one full day in the last 60 days from your prior carrier (applicants within the U.S. only): Paid premium invoice proving coverage within the last 60 days.
District of Columbia, Virginia	Employer benefit record proving coverage within the last 60 days.
This event requires proof of prior coverage. Visit kp.org/specialenrollment for more information.	 And provide one of these: Marriage certificate/license showing the date of the marriage. Official government record of the marriage, including a foreign record of marriage showing the date of the marriage.

Qualifying life event	Type of proof
 2b. Gaining or becoming a dependent through marriage or domestic partnership registration Check 2 boxes total. California, Georgia, Hawaii, Maryland, Oregon, Washington* This event requires proof of prior coverage. Visit kp.org/specialenrollment for more information. 	 Provide one of these: Proof of minimum essential coverage for one spouse for at least one full day in the last 60 days from your prior carrier (applicants within the U.S. only): Paid premium invoice proving coverage within the last 60 days. Employer benefit record proving coverage within the last 60 days. And provide: Official government record of the marriage, including a foreign record of marriage showing the date of the marriage. Official government record, including date of domestic partnership registration.
	Provide one of these: Proof of minimum essential coverage for one spouse for at least one full day in the last 60 days from your prior carrier (applicants within the U.S. only): Paid premium invoice proving coverage within the last 60 days. Employer benefit record proving coverage within the last 60 days. If you can't provide proof of minimum essential coverage, you may send in one of the following: Official documentation showing that you are an American Indian or Native Alaskan. Proof that you lived for one or more days during the 60 days before your life event or during your most recent open enrollment period in a service area where no qualified health plan was available through your state's health benefit exchange. You can provide a screenshot from the exchange website or other proof from the exchange. Proof that you lived outside of the United States or in a United States territory for one or more days before the date of the qualifying life event. And provide one of these: Marriage certificate/license/other documentation showing the date of the marriage. Official government record, including date of civil union.

Qualifying life event	Type of proof
 2d. Gaining or becoming a dependent through the birth of a child, adoption, or placement for adoption or foster care California, District of Columbia, Georgia, Hawaii, Maryland, Oregon, Virginia, Washington* 	 Birth of a child Birth certificate or application for a birth certificate for the child. Record from a clinic, hospital, doctor, midwife, institution, or other provider stating the child's date of birth. Military record showing the child's birth date and place of birth. Official government record of a foreign birth certificate showing the child's birth date and place of birth. Religious record showing the child's birth date and place of birth. Religious record showing the child's birth date and place of birth. Letter or other document from the carrier, like an Explanation of Benefits, showing that services related to birth or after-birth care were given to the child, the mother, or both, including the dates of service. Adoption or foster care Adoption letter or record showing date of adoption, dated and signed by a court official. Court order showing when the order started. It must have a filing date stamp. Official government of Homeland Security immigration document for foreign adoptions, including the date of the adoptions. Medical support court order. It must have a court filing date stamp. Foster care papers dated and signed by a court official.
Colorado [†]	 Birth of a child Birth certificate or application for a birth certificate for the child. Adoption or foster care Adoption letter or record showing date of adoption, dated and signed by a court official. Court order showing when the order started. It must have a court filing date stamp. Official government record of a domestic adoption, or placement for adoption or foster care, showing the child's birth date and place of birth. U.S. Department of Homeland Security immigration document for foreign adoptions, including the date of the adoptions. Medical support court order. It must have a court filing date stamp. Foster care papers dated and signed by a court official.

Qualifying life event	Type of proof
2e. Losing a dependent through divorce, dissolution of domestic partnership, or legal separation California, Maryland	Divorce decree, dissolution agreement, or separation agreement with court filing date stamp.
2f. Losing a dependent through divorce, dissolution of a civil union partnership, or legal separation Colorado [†]	Divorce decree, dissolution agreement, or separation agreement with court filing date stamp.
2g. Death of the subscriber or a dependent California, Maryland	Death certificate.
Colorado [†]	Death certificate or obituary.
3. Child support order or other court order to cover a dependent California, District of Columbia, Georgia, Hawaii, Maryland, Oregon, Virginia, Washington*	Signed court order with court filing date stamp.
Colorado†	Signed court order with court filing date stamp or dated Designated Beneficiary Agreement.

Qualifying life event	Type of proof
4. Permanent relocation with access to new plans California, District of Columbia, Georgia, Hawaii, Maryland, Oregon, Virginia, Washington*	 Provide one of these: Proof of minimum essential coverage for all applicants from your prior carrier for at least one full day in the last 60 days (applicants moving within the U.S. only). Paid premium invoice proving coverage within the last 60 days. Employer benefit record proving coverage within the last 60 days. And, within 60 days of your move, provide any of these – one with your prior residential address and one with your new residential address (no P.O. boxes):
 Choose Permanent relocation with access to new plans, if one of the following applies to you: You moved from a non- Kaiser Permanente area to a Kaiser Permanente area. You moved to a new state. You moved from a foreign country or a United States territory. You moved from a county that did not offer a qualified health plan. 	 Lease or rental agreement. Insurance documents, like homeowner's, renter's, or life insurance policy or statement. Mortgage deed, if it states the owner uses the property as the primary residence. Mortgage or rental payment receipt. Mail from the Department of Motor Vehicles, like a valid driver's license, vehicle registration, or change of address card. Mail from a government agency to your address, like a Social Security statement, or a notice from Temporary Assistance for Needy Families or Supplemental Nutrition Assistance Program. Your valid state ID. Internet, cable, or other utility bill (including any public utility like a gas or water bill) or other confirmation of service (including a utility hookup or work order). Telephone bill showing your address (cellphone or wireless bills are OK). Mail from a financial institution, like a bank statement. U.S. Postal Service change of address. Voter registration card showing your name and address.
This event requires proof of prior coverage. Visit kp.org/specialenrollment for more information.	 Documents from the Department of Corrections, jail, or prison showing recent release or parole, including a dated order of parole, dated order of release, or an address certification. Naturalization papers signed and dated within the last 60 days or green card, Education Certificate, or visa (if you moved to the U.S. from another country).

*In Washington, go to kp.org/specialenrollment to see if Kaiser Permanente is collecting proof for exchange qualifying life events in your county.

Qualifying life event	Type of proof
Permanent relocation with access to new plans (continued) Colorado	No proof required with your application.
Choose Permanent relocation with access to new plans, if one of the following applies to you:	
 You moved from a non-Kaiser Permanente area to a Kaiser Permanente area. 	
 You moved to a new residence within our Kaiser Permanente service area where your current health plan is not available or you have additional health plan options. 	
You moved to a new state.	
 You moved from a foreign country or a United States territory. 	
• You moved from a county that did not offer a qualified health plan.	

Qualifying life event Type of proof 5. Changes in employer Letter from employer stating change in minimum essential health coverage and health coverage making showing determination date. you eligible for a premium Letter or other document from your employer stating the employer changed or will tax credit change coverage or benefits for you or for your spouse or dependent family member, California, Georgia, Hawaii, so it's no longer considered qualifying health coverage, and the date this coverage or Oregon, Colorado[†], District of benefits changed or will change. Columbia, Maryland, Virginia, Washington* You must apply through your state's health benefit exchange You're now eligible for a premium tax credit because your coverage through your employer has changed. 6. Determination by your Letter or notice from your state's health benefit exchange stating you're eligible for a state's health benefit special enrollment period and showing determination date. exchange of exceptional circumstances California, Colorado[†], District of Columbia, Georgia, Hawaii, Maryland, Oregon, Virginia, Washington* 7. Eligibility to purchase Letter or other documentation stating you are now eligible to purchase an individual an individual health health plan through an individual coverage health reimbursement arrangement plan through an (ICHRA) or a gualified small employer health reimbursement arrangement (QSEHRA) individual coverage including the date showing when you are first eligible for the ICHRA or QSEHRA. health reimbursement arrangement (ICHRA) or a gualified small employer health reimbursement arrangement (QSEHRA) California, Colorado[†], District of Columbia, Georgia, Hawaii, Maryland, Oregon, Virginia, Washington*

STEP 3: Proof of your qualifying life event (continued)

Qualifying life event Type of proof 8. Domestic violence or Attestation stating you're a victim of domestic abuse or spousal abandonment. spousal abandonment occurring within the household California, Colorado[†], District of Columbia, Georgia, Hawaii, Maryland, Oregon, Virginia, Washington* 9. Discontinuation of Proof from your employer or COBRA administrator showing subsidies had been employer contribution provided and the date they will end. to COBRA premium California, District of Columbia, Georgia, Hawaii, Maryland, Oregon, Virginia, Washington* Colorado No proof required with your application. 10. Release from incarceration Documents from the Department of Corrections, jail, or prison showing recent California, Colorado[†] release or parole, including a dated order of parole, dated order of release, or an address certification. 11. Misinformation Notice from your state's health benefit exchange or the Department of Managed Health about your enrollment Care stating you're eligible for a special enrollment period and showing determination in minimum essential date. coverage California 12. Provider network changes Notice that the provider is no longer participating in the health benefit plan and California showing determination date. 13. Contract violation Written confirmation, with date, from the Department of Managed Health Care California that the health plan in which you're enrolled has substantially violated a material provision of your contract. Colorado No proof required with your application.

STEP 3: Proof of your qualifying life event (continued)

Qualifying life event Type of proof 14. Eligibility for app-based A copy or a screen shot of your quarterly hours driven. transportation or delivery network company health care stipend California 15. Determination by Letter or notice from the Department of Insurance Commissioner stating you're eligible the Department of for a special enrollment period and showing determination date. **Insurance Commissioner** of exceptional circumstances Colorado[†] 16. Loss of Short Term Health No proof required with your application. Coverage Colorado 17. Initial confirmation of A document from your health care practitioner dated within the last 90 days pregnancy by a health confirming your initial pregnancy. care practitioner District of Columbia, Maryland 18. Change in employer Letter from employer stating change in minimum essential health coverage and health coverage making showing determination date. you ineligible for a Letter or other document from your employer stating the employer changed or will premium tax credit or change coverage or benefits for you or for your spouse or dependent family member, change in eligibility for so it's no longer considered qualifying health coverage, and the date this coverage or cost share reductions benefits changed or will change. Maryland 19. Tax Season Easy Your financial information has been validated by the Comptroller, and you don't Enrollment need to send additional proof. Maryland You must apply through your state's health benefit exchange

STEP 3: Proof of your qualifying life event (continued)

[†]In Colorado, proof for qualifying life events is collected by Kaiser Permanente for health plans purchased on the exchange.

Qualifying life event	Type of proof
20. Easy Enrollment for Unemployment Insurance Claimants Maryland You must apply through your state's health benefit exchange	If you received a letter from Maryland Health Connection stating you preliminarily qualified for health care coverage. Your financial information has been validated by the Maryland Health Connection and you don't need to send additional proof.
21. Change in immigration status California, Colorado [†] , District of Columbia, Georgia, Hawaii, Maryland, Oregon, Virginia, Washington* You must apply through your state's health benefit exchange	Official documentation of a change in citizenship or immigration status.
22. Coverage as American Indian/Native Alaskan California, District of Columbia, Georgia, Hawaii, Maryland, Oregon, Virginia, Washington* You must apply through your state's health benefit exchange	Official documentation showing your status.
Colorado	No proof required with your application.

Qualifying life event	Type of proof
 23. Change in income changing your eligibility for federal financial assistance California, Colorado[†], District of Columbia, Georgia, Hawaii, Maryland, Oregon, Virginia, Washington* You must apply through your state's health benefit exchange. 	 Provide one of these: Proof of minimum essential coverage for all applicants from your prior carrier for at least one full day in the last 60 days. Paid premium invoice proving coverage within the last 60 days. Employer benefit record proving coverage within the last 60 days. And provide: Most recent eligibility determination from your state's health benefit exchange showing determination date.
24. Tax Time Enrollment Colorado	Your financial information has been validated through your tax filing and Connect for Health Colorado and you don't need to send additional proof.
25. Paid penalty for not having health coverage California You must apply through your state's health benefit exchange	If you paid the Individual Shared Responsibility Penalty to California's Franchise Tax Board within the last 60 days, no proof is required.
26. Loss of pregnancy related coverage Maryland	Letter or notice from Medicaid or Children's Health Insurance Program (CHIP) stating when Medicaid or CHIP coverage ended or will end.
27. Loss of medically needy coverage Maryland	Letter or notice from Medicaid or Children's Health Insurance Program (CHIP) stating when Medicaid or CHIP coverage ended or will end.

Qualifying life event	Type of proof
28. Enrollment in any non-calendar year group health plan, individual health insurance coverage, or qualified small employer health reimbursement arrangement (QSEHRA) Maryland	Dated and signed written verification from an agent/broker/producer or dated letter from the carrier, if you are or were enrolled in a non-calendar year plan that's ending, including the date the plan ended.
29. Demonstrating that a qualified plan substantially violated a material provision of its contract in relation to the enrollee Maryland	Written confirmation, with date, from the Maryland Insurance Administration that the health plan in which you're enrolled has substantially violated a material provision of your contract.
30. Being potentially eligible for Medicaid or the Children's Health Insurance Program (CHIP), and being determined ineligible after open enrollment has ended or more than 60 days after the qualifying event Maryland	Letter or notice from Medicaid or Children's Health Insurance Program (CHIP), with date, stating that you are ineligible for coverage.

Submitting your proof

How are you applying?

- If you're applying online: Sign in at kp.org/apply and upload your proof. You don't need to upload this form.
- In Washington (except Clark, Cowlitz, and certain other counties):
 - If you're applying online through Washington Healthplanfinder: Sign in to **kp.org/wa/if-exchange** and upload your proof. You don't need to upload this form with your proof.
 - If you're applying online directly through Kaiser Permanente: Sign in to **kp.org/wa/if-myaccount** and upload this form with your proof.
- If you're applying by mail or fax: Use the information on this page to send your proof and this form to the address or fax number below.
- If you're applying through the health benefit exchange: The health benefit exchange may require submission of proof.

Send application or Account Change Form and proof along with this form:

By mail	By fax
Kaiser Permanente for Individuals and Families	1-855-355-5334
P.O. Box 23127	
San Diego, CA 92193-9921	

To download an Account Change Form, visit kp.org/specialenrollment.

By submitting a signed application or Account Change Form and proof of your qualifying life event, you're saying that the qualifying life event happened. It's important that we get proof of your qualifying life event. We will rely on your signature and proof to decide if you can enroll during a special enrollment period. If we determine that the qualifying life event didn't happen, or we learn of any other inaccuracy in the information that is included in the application, Account Change Form or any other information that you submit, we may take legal action. The legal action may include but is not limited to canceling your coverage retroactively to the day it started. You may also be responsible for the full charges of any services that you received.

In California, KFHP plans are offered and underwritten by Kaiser Foundation Health Plan, Inc., One Kaiser Plaza, Oakland, CA 94612 • In Colorado, all plans are offered and underwritten by Kaiser Foundation Health Plan of Colorado, 10350 E. Dakota Ave., Denver, CO 80247 • In Georgia, all plans are offered and underwritten by Kaiser Foundation Health Plan of Georgia, Inc., Nine Piedmont Center, 3495 Piedmont Rd. NE, Atlanta, GA 30305 • In Hawaii, all plans are offered and underwritten by Kaiser Foundation Health Plan, Inc., 711 Kapiolani Blvd., Honolulu, HI 96813 • In Oregon and southwest Washington (Clark and Cowlitz counties), all plans are offered and underwritten by Kaiser Foundation Health Plan of the Northwest, 500 NE Multnomah St., Suite 100, Portland, OR 97232 • In Washington (except Clark, Cowlitz, and certain other counties), all plans are offered and underwritten by Kaiser Foundation Health Plan of Washington, 1300 SW 27th Street, Renton, WA 98057 • In Maryland, Virginia, and the District of Columbia, all plans are offered and underwritten by Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc., 2101 E. Jefferson St., Rockville, MD 20852.