

Proof of qualifying life event form

***	Who should use this form?
**	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, having a baby, 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 the Health Insurance Marketplace in
 Colorado or Washington (except Clark, Cowlitz, and certain other counties*). For all other
 Marketplace applications, check your Marketplace for information on how to submit
 proof for Marketplace 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 (KPIF)
 plan members should submit their proof along with their Application for Health
 Care 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, you're not eligible for 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 13 for details.



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, call **711**), or contact your agent or broker/producer.

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

Primary applicant name



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 Last name MI Application ID number (if you applied online)	Social Security number (if any) Phone Date of birth (mm/dd/yyyy)
Haalah (maadisal maadu muun haa (if am.)	
Health/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	
Thist hame	
Last name	
Agent/broker/producer/KPIF representative (if any) First name	
Last name	

Primary applicant name	
STEP 2: Qualifying life	event information
Qualifying life event number from S For loss of health care coverage, the	tep 3 Date of qualifying event (mm/dd/yyyy) date of the qualifying event is the last full day you were covered under your prior plan.
STEP 3: Proof of your o	ualifying life event
 qualifying event and the type of Send one type of proof, unless o Send copies of official document Write this information about the First and last name Health/medical record numbe 	therwise noted. ts, not originals. primary applicant on the first page of your proof or on an attached page: Home address (no P.O. boxes) r (if any) Date of birth
Qualifying life event	Type of proof
 1. Loss of health care coverage California, Georgia, Hawaii, Maryland, Oregon, Virginia, Washington* 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. You had temporary 	 From your employer □ 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 date this coverage ended or will end. □ Letter or document from your employer stating the employer stopped or will stop contributing to the cost of coverage and the date this contribution ended or will end. □ Letter showing your employer's offer of COBRA coverage, including the effective date, or stating when your COBRA coverage ended or will end. □ Pay stubs of current and previous hours if you lost coverage because of a reduction in work hours. □ Proof of age and evidence of loss of coverage when a dependent child turns 26 and is no longer eligible to be covered under a parent's health plan. From your carrier or Medicaid, Medi-Cal, Medicare, or other government programs □ Letter from your carrier showing a coverage end date, including a COBRA coverage end date. □ Letter from from your student health plan indicating when student health coverage ended or will end. □ Letter or notice from Medicaid, Medi-Cal, or the Children's Health Insurance Program (CHIP) stating when Medicaid, Medi-Cal, or CHIP coverage ended or will end. □ Letter or notice from a government program, like TRICARE, Peace Corps, AmeriCorps, or Medicare, stating when that coverage ended or will end.
or short-term coverage like traveler's insurance.	Other □ 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. □ 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. □ Attestation stating you're a victim of domestic abuse or spousal abandonment.

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

Qualifying life event Type of proof Loss of health care From your employer coverage (continued) 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 Colorado[†] date this coverage ended or will end. Important: This is NOT a Letter or document from your employer stating the employer stopped or will stop qualifying life event if: contributing to the cost of coverage and the date this contribution ended or will end. You're losing coverage Letter showing your employer's offer of COBRA coverage, including the start date, or because you didn't pay stating when your COBRA coverage ended or will end. your premiums. Proof of age and evidence of loss of coverage when a dependent child turns 26 and is • Your plan was no longer eligible to be covered under a parent's health plan. rescinded. From your carrier or Medicaid, Medi-Cal, Medicare, or other government programs You had Medicare Letter from your carrier showing a coverage end date, including COBRA coverage Part B coverage and end date. don't have any other coverage. Letter from the Division of Insurance confirming your loss of health coverage. You voluntarily ended your coverage. Provide one of these: 2. Gaining or becoming a dependent through Proof of minimum essential coverage for one spouse for at least one full day in the last 60 marriage days from your prior carrier (applicants within the U.S. only): Check 2 boxes total. Paid premium invoice proving coverage within the last 60 days. Employer benefit record proving coverage within the last 60 days. Georgia, Hawaii, Virginia And provide one of these: You have to submit proof Marriage certificate/license showing the date of the marriage. of prior coverage for one spouse for at least one full Official government record of the marriage, including a foreign record of marriage day unless you were living in showing the date of the marriage. an area where no qualified health plan was offered through your Marketplace. Your state's Marketplace can tell you if no qualified health plan was available. You may send a screenshot from the Marketplace website or other documentation the Marketplace provides.

[†]In Colorado, Kaiser Permanente is collecting proof for Marketplace qualifying life events.

Primary	арр	licant	name
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Gaining or becoming a dependent through marriage or domestic partnership registration (where recognized) (continued)

Check 2 boxes total.

California, Maryland, Oregon, Washington*

You have to submit proof of prior coverage for one spouse for at least one full day unless you were living in an area where no qualified health plan was offered through your Marketplace. Your state's Marketplace can tell you if no qualified health plan was available. You may send a screenshot from the Marketplace website or other documentation the Marketplace provides.

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:

- ☐ 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.
- Official government record, including date of domestic partnership registration.

Gaining or becoming a dependent through marriage or civil union registration (where recognized)

Check 2 boxes total.

Colorado[†]

You have to submit proof of prior coverage for one spouse for at least one full day unless you were living in an area where no qualified health plan was offered through your Marketplace. Your state's Marketplace can tell you if no qualified health plan was available. You may send a screenshot from the Marketplace website or other documentation the Marketplace provides.

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 the Marketplace. You can provide a screenshot from the Marketplace website or other documentation from the Marketplace.
- Proof that you lived outside of the United States or in a United States territory for one or more days during the 60 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 registration.

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

†In Colorado, Kaiser Permanente is collecting proof for Marketplace qualifying life events.

Primary applicant name	
STEP 3: Proof of your q	ualifying life event (continued)
3. Gaining or becoming a dependent through the birth of a child, adoption, foster care, or placement for adoption or foster care California, Georgia, Hawaii, Maryland, Oregon, Virginia, Washington (Clark and Cowlitz counties)*	 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. 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 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.
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.

^{*}In Washington, go to **kp.org/specialenrollment** to see if Kaiser Permanente is collecting proof for Marketplace qualifying life events in your county.
†In Colorado, Kaiser Permanente is collecting proof for Marketplace qualifying life events.

Primary applicant name

Qualifying life event	Type of proof
4. Child support order or other court order to cover a child	☐ Signed court order with court filing date stamp.
Georgia, Hawaii, Maryland, Oregon, Virginia, Washington*	
Child support order or other court order to cover a dependent	☐ Signed court order with court filing date stamp.
California	
Colorado†	Signed court order with court filing date stamp or dated Designated Beneficiary Agreement.

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

†In Colorado, Kaiser Permanente is collecting proof for Marketplace qualifying life events.

Primary	app	licant	name
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Qualifying life event Type of proof Provide one of these: 5. Permanent relocation Proof of minimum essential coverage for all applicants from your prior carrier for at least California, Georgia, Hawaii, one full day in the last 60 days (applicants moving within the U.S. only). Maryland, Oregon, Virginia, Paid premium invoice proving coverage within the last 60 days. Washington* 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 Choose **Permanent** residential address and one with your new residential address (no P.O. boxes): Relocation, if one of the Lease or rental agreement. following applies to you: Insurance documents, like homeowner's, renter's, or life insurance policy or statement. You moved from Mortgage deed, if it states the owner uses the property as the primary residence. a non-Kaiser Mortgage or rental payment receipt. Permanente area to Mail from the Department of Motor Vehicles, like a valid driver's license, vehicle a Kaiser Permanente registration, or change of address card. area. Mail from a government agency to your address, like a Social Security statement, or You moved to a new a notice from Temporary Assistance for Needy Families or Supplemental Nutrition state. Assistance Program. Your valid state ID. You moved from a Internet, cable, or other utility bill (including any public utility like a gas or foreign country or a water bill) or other confirmation of service (including a utility hookup or work United States territory. order). You moved from a Telephone bill showing your address (cellphone or wireless bills are OK). county that did not Mail from a financial institution, like a bank statement. offer a qualified health U.S. Postal Service change of address confirmation letter. plan.‡ Pay stub showing your address. Voter registration card showing your name and address. [‡]You have to submit proof Documents from the Department of Corrections, jail, or prison showing recent release of prior coverage for all or parole, including a dated order of parole, dated order of release, or an address applicants from your prior certification. carrier for at least one full Naturalization papers signed and dated within the last 60 days or green card, day unless you were living in Education Certificate, or visa (if you moved to the U.S. from another country). an area where no qualified health plan was offered through your Marketplace. Your state's Marketplace can tell you if no qualified health plan was available. You may send a screenshot from the Marketplace website or other documentation the Marketplace provides.

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

Permanent relocation

(continued)

Colorado[†]

Choose **Permanent Relocation**, 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.[‡]

†You have to submit proof of prior coverage for all applicants from your prior carrier for at least one full day unless you were living in an area where no qualified health plan was offered through your Marketplace. Your state's Marketplace can tell you if no qualified health plan was available. You may send a screenshot from the Marketplace website or other documentation the Marketplace provides.

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):

- Lease or rental agreement.
- ☐ Mortgage deed, if it states the owner uses the property as the primary residence.
- ☐ Valid driver's license from the Department of Motor Vehicles.
- 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).
- U.S. Postal Service change of address confirmation letter.

In Colorado, Kaiser Permanente is collecting proof for Marketplace qualifying life events.

Qualifying life event	Type of proof
6. Change in eligibility for federal financial assistance through the Health Insurance Marketplace California, Colorado†, 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. 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 the Marketplace showing determination
You must apply through the Health Insurance Marketplace. The Marketplace may require you to submit proof of change in income directly to the Marketplace.	date.
■ 7. Change in eligibility for employer health coverage California, Colorado†, Georgia, Hawaii, Maryland, Oregon, Virginia, Washington*	 Letter from employer stating change in minimum essential health coverage and showing determination date. Letter or other document from your employer stating the employer changed or will change coverage or benefits for you or for your spouse or dependent family member, so it's no longer considered qualifying health coverage, and the date this coverage or
You're now eligible for a premium tax credit because your coverage through your employer has changed.	benefits changed or will change.
■ 8. Determination by the Health Insurance Marketplace California, Colorado†, Georgia, Hawaii, Maryland, Oregon, Virginia, Washington*	Letter or notice from the Marketplace stating you're eligible for a special enrollment period and showing determination date.

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

†In Colorado, Kaiser Permanente is collecting proof for Marketplace qualifying life events.

Primary applic	ant name
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Qualifying life event	Type of proof
9. 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.
Losing a dependent through divorce, dissolution of a registered civil union, or legal separation Colorado†	Divorce decree, dissolution agreement, or separation agreement with court filing date stamp.
☐ 10. Death of the subscriber or dependent California, Maryland	☐ Death certificate.
Colorado†	Death certificate or obituary.
■ 11. Release from incarceration California, Colorado†	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.
■ 12. Misinformation about coverage California	Notice from the Marketplace stating you're eligible for a special enrollment period and showing determination date.
■ 13. Provider network changes California	Notice from provider stating you're eligible for a special enrollment period and showing determination date.
☐ 14. Contract violation California	Written confirmation, with date, from the Department of Managed Health Care that the health plan in which you're enrolled has substantially violated a material provision of your contract.
Colorado†	Written confirmation, with date, from the Division of Insurance that the health plan in which you're enrolled has substantially violated a material provision of your contract.
■ 15. Domestic violence or spousal abandonment Colorado†	☐ Attestation stating you're a victim of domestic abuse or spousal abandonment.
☐ 16. Change in immigration status† You must apply through the Health Insurance Marketplace	Official documentation of a change in citizenship or immigration status.

[†]In Colorado, Kaiser Permanente is collecting proof for Marketplace qualifying life events.

Primary applicant name

Qualifying life event	Type of proof
17. Coverage as American Indian/Native Alaskan† Colorado – you must apply	Official documentation showing your status.
through the Health Insurance Marketplace	
■ 18. Determination by the Department of Insurance Commissioner Colorado†	Letter or notice from the Department of Insurance Commissioner stating you're eligible for a special enrollment period and showing determination date.
 19. Getting pregnant as confirmed by a health care practitioner Maryland 	A document from your health care practitioner dated within the last 90 days confirming your initial pregnancy.
20. Loss of Short Term Health Coverage Colorado†	Dated and signed written verification from an agent/broker or dated letter from the carrier, if you are or were enrolled in a short term health plan that's ending on or after April 1, 2019, including the date the plan ended.
21. Change in eligibility for a Health Reimbursement Account (HRA) California, Colorado [†] , Georgia, Hawaii, Maryland, Oregon, Virginia, Washington*	Letter or other documentation stating you are now eligible for a Health Reimbursement Account, including the date showing when you are first eligible for the HRA.

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

In Colorado, Kaiser Permanente is collecting proof for Marketplace qualifying life events.

Submitting your proof

How are you applying?

- If you're applying online: Sign in at buykp.org 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 for your area.

Send application and proof along with this form:

By mail

California, Colorado, Georgia, Hawaii, Oregon, and southwest Washington (Clark and Cowlitz counties):

Kaiser Permanente for Individuals and Families P.O. Box 23219 San Diego, CA 92193-9921

Maryland and Virginia:

Employer Services Dept./KPIF 5W Kaiser Permanente for Individuals and Families 2101 East Jefferson St. Rockville, MD 20852-9995

Washington (except Clark, Cowlitz, and certain other counties):
Kaiser Foundation Health Plan of Washington
Membership Administration
P.O. Box 34750
Seattle, WA 98124-1750

By fax

California	1-866-816-5139			
Colorado	1-866-920-6471			
Georgia	1-866-920-6476			
Hawaii	1-866-920-6470			
Maryland and Virginia	1-855-414-2796			
Oregon	1-866-920-6473			
Washington				
(Clark and Cowlitz counties)	1-866-920-6475			
Washington (except Clark, Cowlitz, and certain other				
counties)	206-630-7001			

To get an Account Change Form, call **1-800-494-5314** (TTY **711**).

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Submitting your proof (continued)

Send Account Change Form and proof along with this form:

By mail

California:

Kaiser Permanente for Individuals and Families P.O. Box 23127 San Diego, CA 92193-9921

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Colorado:

Kaiser Permanente for Individuals and Families P.O. Box 203004 Denver, CO 80220-9004

Georgia:

Kaiser Permanente for Individuals and Families P.O. Box 203005 Denver, CO 80220-9005

Hawaii:

Kaiser Permanente for Individuals and Families P.O. Box 203006 Denver, CO 80220-9006

Maryland and Virginia:

Employer Services Dept./KPIF 5W Kaiser Permanente for Individuals and Families 2101 East Jefferson St. Rockville, MD 20852-9995

Oregon and southwest Washington (Clark and Cowlitz counties):

Kaiser Permanente for Individuals and Families P.O. Box 203007 Denver, CO 80220-9007

Washington (except Clark, Cowlitz, and certain other counties):

Kaiser Foundation Health Plan of Washington Membership Administration P.O. Box 34750

Seattle, WA 98124-1750

By fax

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,

* In Georgia, an plans are offered and underwritten by Kaiser Foundation Health Plan of Georgia, Inc., Nine Pledmont 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, 601 Union St., Suite 3100, Seattle, WA 98101 • 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.

