

Dear Parent or Guardian:

Once a year, you or your representative must have an interview, called a “face-to-face reauthorization”, to determine if your child(ren) is still eligible for CHPlus A (formerly Medicaid).

**What do you need to do?**

You must schedule an appointment for your face-to-face reauthorization interview. You have a choice of having this interview with:

- the community organization or the health plan where you originally applied, where you will meet with a person called a “facilitated enroller”, or
- any other community organization / facilitated enroller who is convenient for you, or
- your local department of social services. If you want to reauthorize with us, you must call us at (phone number) for an appointment.

**YOU MUST HAVE THIS INTERVIEW BEFORE \_\_\_\_\_ TO MAKE SURE THAT YOUR CHILD’S COVERAGE DOES NOT END.**

At the reauthorization interview, you must verify current income, childcare costs, health insurance premiums, and any changes that have occurred since last year, such as the addition of another family member.

There are several things enclosed with this letter:

1. A “Growing Up Healthy” Application. Fill out as much of it as you can, and bring it to your interview.
2. A list of what documents you should bring to the interview. Bring only what applies to your situation.
3. A statewide list of organizations with facilitated enrollers, and the areas they serve. You may select one, and call them to set up an interview,

**OR**

call your local department of social services.

Do not assume that your child is no longer eligible for health insurance if your income has increased. He/she may still be eligible for Child Health Plus A or B.

**PLEASE BRING THIS LETTER WITH YOU TO YOUR REAUTHORIZATION INTERVIEW**