

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 have a 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.

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

If you decide to go to your local department of social services, your interview is scheduled for (date) at (time).

The interview will be held at: \_\_\_\_\_  
\_\_\_\_\_

If you come to this interview, you will be part of a group of parents who will also be reauthorizing for their children. No personal information about your household will be discussed in front of the group. Your right to keep your information confidential is protected by law and is important to us. A worker will be available to answer in private any questions you may have.

**If you plan to reauthorize with a facilitated enroller instead of coming to this interview at the local department of social services, please call the number above and cancel this appointment.**

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**

keep the above appointment with 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**