pennie

Updated: July 2026

Documents to verify:

Qualifying Life Events

What is this document for?

When you apply for Pennie coverage through a Special Enrollment Period (SEP), you may be asked to provide documents to confirm the Qualifying Life Event (QLE) that makes you eligible. See below for QLEs that require documentation, what documents you can submit, and how to submit them:

How do you submit documents to Pennie for verification?

There are two ways to send documents to Pennie:

The fastest option is to **upload documents online**.

- Log in to your Pennie account
- Once you're logged in, you will see an 'upload documents' link on your Dashboard. Click this link and follow the steps on the page to upload documentation to help us verify whether your life event qualifies you for a Special Enrollment Period.
- After you submit your documentation, Pennie will review and determine whether your life event qualifies for a Special Enrollment Period. Please check back often for the latest updates to your account and any next steps required.

OR

Mail a copy of the documents to the address below.

- Make sure to write your name and Application ID, which would be included on your eligibility notice, on all your documents. You should keep the original documents for your records.
- Include the notice's cover sheet with the barcode when mailing your documentation.
- Send a copy of the documents to:

Pennie Customer Service

PO Box 2008

Birmingham, AL 35203

Instructions for Submitting Documents

- **All Documents Must include:**
- First and Last Name
- Date of Life Event such as:
  - Date you lost your coverage.
  - Date you were married.
  - Date of final adoption.
  - Date of Birth
  - Date you gained a Court Ordered Dependent
  - Date you were released from incarceration.
  - Date you moved into Pennsylvania.
- Official Letterhead
- **Scanning Documents**
  - Documents must be:
  - Legible
    - Scan documents using a scanner, dedicated smartphone scanner app.
    - Use official mobile apps or built-in-scanner tools to ensure documents are legible and compliant with privacy standards.
  - PDFs are the preferred file format.
  - Separate documents
    - Scan each unique document as a separate file, rather than all documents in one long file.
- **Verification**
- Confirm all documents are submitted as soon as possible to allow time for document processing.
  - Check tickets opened on your account to see if Pennie has requested any additional documentation to complete verification.

Plan shopping cannot be completed until your documentation has been reviewed and approved.

Qualifying Life Event Quick Reference Chart

Special Enrollment Periods (SEPs) allow customers to enroll in coverage through Pennie outside of the annual Open Enrollment Period. In general, SEPs allow for plan shopping up to 60 days after the date of the qualifying life event unless otherwise specified.

Only some events allow shopping up to 60 days before the event occurs. Some events may require customers to provide proof of the event before being able to shop. Questions? Call Pennie Customer Service at 1-844-844-8040 TTY 711.

	Availability			Processing		
Event	**New Enrollees**	**Current Enrollees**	**BEFORE Event**	**Required Documentation**	**Coverage Effective Date (See Appendix B)**	**Additional Notes**
Change in Marital Status						
Marriage	✓	✓	✗	Yes, Approval of Documents before Plan Shopping. Provide proof of health coverage for at least one spouse from the last 60 days.	1st of month (after plan choice)	Enrollee must show at least one spouse had prior coverage before enrollment.
Divorce	✗	✓	✗	Yes, Approval of Documents before Plan Shopping.	1st of month (after plan choice)	The event date is the date the enrollees' divorce has been finalized by the court (see final divorce decree issued by the court)
Adding a Dependent						
Birth	✓	✓	✗	Yes, Approval of Documents before Plan Shopping.	Event Date	
Adoption	✓	✓	✗	Yes, Approval of Documents before Plan Shopping.	Event Date	
Gain a court-appointed dependent	✓	✓	✗	Yes, Approval of Documents before Plan Shopping.	Event Date	

Event	Availability: New Enrollees	Availability: Current Enrollees	Availability: BEFORE Event	Processing: Required Documentation	Processing: Coverage Effective Date (See Appendix B)	Additional Notes
Removing a Dependent						
Death of Dependent	✗	✓	✗	System Automated	1st of month (after plan selection)	
Death of Subscriber	✗	✓	✗	System Automated	Event Date	
Move / Change in Residence						
New Pennsylvania Resident	✓	✓	✓	Yes, Approval of Documents before Plan Shopping.	1st of month (after event or plan selection, if later)	Enrollee must show they had coverage for at least one day in the past 60-days.
Moved, now eligible for different health plans	✗	✓	✓	System Automated	1st of month (after event or plan selection, if later)	**Enrollee Must:** - Recently moved to an area of Pennsylvania where current plan is no longer offered. - Currently enrolled in a plan through Pennie

	Availability			Processing		
Event	New Enrollees	Current Enrollees	BEFORE Event	Required Documentation	Coverage Effective Date (See Appendix B)	Additional Notes
Income Related Events						
Change in income, with change in eligibility for financial savings	✗	✓	✗	System Automated	1st of month (after plan choice)	Includes: ✓ Newly eligible for APTC greater than $0 ✓ Newly eligible for APTC ✓ Newly ineligible for APTC Does NOT Include ✗ Income change resulting in an increase or decrease of APTC Customers can adjust the elected amount of APTC at any time.
Income reduction, with gain in eligibility for financial savings	✓	✗	✗	Yes, Approval of Documents before Plan Shopping.	1st of month (after plan choice)	Loss of income resulting in newly eligible for APTC greater than $0 Demonstration of prior coverage for one day in the past 60 days, required.
Change in income, with change in eligibility for healthcare savings	✗	✓	✗	System Automated	1st of month (after plan choice)	Change in income resulting in a change in eligibility for cost-sharing reductions.
Tax Filer SEP	✓	✗	✗	Yes, Approval of Documents before Plan Shopping / System Automated	1st of month (after plan choice)	Must submit PA REV-1882 with tax return (or attest that REV-1882 not available through tax filing software provider).
Gaining QHP Eligibility						
Gain eligible immigration status	✓	✓	✗	Yes, Approval of Documents before Plan Shopping.	1st of month (after plan choice)	
Released from incarceration	✓	✓	✗	Yes, Approval of Documents before Plan Shopping.	1st of month (after plan choice)	

	Availability			Processing		
Event	New Enrollees	Current Enrollees	BEFORE Event	Required Documentation	Coverage Effective Date (See Appendix B)	Additional Notes
Loss of or Change in Coverage						
Loss of Minimum Essential Coverage (MEC)	✓	✓	✓	Yes, Approval of Documents Prior to Plan Shopping	1st of month (after event or plan selection, if later)	Includes: ✓ Loss of Employer Sponsored Insurance due to job loss ✓ Exhaustion of COBRA coverage Does NOT Include ✗ Loss of coverage due to non-payment of premiums ✗ Voluntarily dropping COBRA (unless employer ceases contributions after enrollment)., Medicaid / CHIP coverage.
Loss of Other Qualifying Coverage	✓	✓	✓	Yes, Approval of Documents before Plan Shopping.	1st of month (after event or plan selection, if later)	Includes: ✓ Loss of Medical Assistance for the Medically Needy ✓ Loss of pregnancy-related coverage ✓ Expiration of non-calendar year MEC
Change to employer plan, with gain in eligibility for financial savings	✓	✓	✗	Yes, Approval of Documents before Plan Shopping.	1st of month (after event or plan selection, if later)	Employer plan no longer meets affordability' standards, or no longer meets benefit standards to be considered MEC
Newly eligible for employer health reimbursement arrangement (HRA)	✓	✓	✓	Yes, Approval of Documents before Plan Shopping.	1st of month (after event or plan selection, if later)	Individual Coverage HRA (ICHRA), or Qualified Small Employer HRA (QSEHRA)

	Availability			Processing		
Event	New Enrollees	Current Enrollees	BEFORE Event	Required Documentation	Coverage Effective Date (See Appendix B)	Additional Notes
Error						
Error – Plan or benefit display	✓	✓	✗	Yes, Approval of Documents before Plan Shopping. Contact Pennie Customer Support for documentation requirements.	1st of month (after plan selection)	Eligibility for an Error QLE is based on the facts and circumstances of the individual case. Customers should provide as much information as possible when requesting an Error or an individual Exceptional Circumstance QLE to ensure that we have sufficient information to determine their eligibility for an SEP.
Error – Health plan violation	✓	✓	✗	Yes, Approval of Documents before Plan Shopping. Contact Pennie Customer Support for documentation requirements.	1st of month (after plan selection)	
Error – Due to Exchange	✓	✓	✗	Yes, Approval of Documents before Plan Shopping. Contact Pennie Customer Support for documentation requirements.	1st of month (after plan selection)	
Error – Due to Assister/Broker	✓	✓	✗	Yes, Approval of Documents before Plan Shopping. Contact Pennie Customer Support for documentation requirements.	1st of month (after plan selection)	<u>Document Examples</u> Broker Attested Error Written Communication with Broker showing error Other Documentation that demonstrates error on the part of the broker.

	Availability			Processing		
Event	New Enrollees	Current Enrollees	BEFORE Event	Required Documentation	Coverage Effective Date (See Appendix B)	Additional Notes
Other						
Survivor of domestic abuse or spousal abandonment	✓	✓	✗	Yes, Demonstration of prior coverage for one day in the past 60 days, required.	1st of month (after plan selection)	Demonstration of prior coverage for one day in the past 60 days, required.
American Indian/Alaska Native (AI/AN)	✓	✓	✗	Yes, Approval of Documents before Plan Shopping.	1st of month (after plan selection)	SEP available monthly for AI/AN customers
Exceptional circumstances - system error, system backlog, or natural disaster	✓	✓	✗	Pennie-initiated SEP	1st of month (after plan selection)	SEP Triggered by Pennie during Open Enrollment
Exceptional circumstances - Individual	✓	✓	✗	Yes, Approval of Documents before Plan Shopping. Exceptional circumstances is to be granted on a case-by-case basis. Call Pennie Customer Support for document requirements.	1st of month (after plan selection)	Eligibility for an Error or Exceptional Circumstance QLE is based on the facts and circumstances of the individual case. ⓘ Customers should provide as much information as possible when requesting an Error or an individual Exceptional Circumstance QLE to ensure that we have sufficient information to determine their eligibility for an SEP. Does not include new or recent diagnoses of an illness

APPENDIX A: Verification Rules

	Description
Self Attested	Customer attests to accuracy of information upon submission of application. Pennie may request documentation at a later time to verify any information on a customer's application.
System Automated	Some SEPs are automated within the Pennie system, meaning that once the customer has provided all necessary information the system is able to automatically determine eligibility for the SEP and open plan shopping for the customer.
Approval of Documents Prior to Plan Shopping	Customer must submit documentation to verify eligibility for the reported qualifying life event. Pennie must approve documentation prior to the customer having an SEP opened and being able to shop for a plan.
Demonstration of Prior Coverage	New customers must submit documentation to demonstrate having been enrolled in minimum essential coverage (MEC) for at least 1 day in the past 60 days to be eligible for SEP. Pennie must approve documentation prior to the customer being able to shop for a plan.

APPENDIX B: Coverage Effective Date Rule (Examples)

	Event Date	Plan Shopping	Effective Date	Additional Information
Event Date	April 8	May 18	April 8	
1st of month *(after plan selection)*	April 8	May 18	June 1	
1st of month *(after event or plan selection, if later)*	April 8	March 31	May 1	
	April 8	May 14	June 1	
	April 8	May 18	June 1	
	April 8	June 2	July 1	

Adoption & Gain a Court Appointed Dependent

Type of Document	Document Requirements (If Applicable)
Court Order Showing Legal Adoption (Final Decree)	Must be submitted on official letterhead or stationery, including: o Child's name o Child's Date of Birth o Signed by the agency / court o Date of Adoption
Certificate of Adoption (Form H-105)	Must be submitted on official letterhead or stationery, including: o Child's name o Child's Date of Birth o Signed by the agency / court o Date of Adoption
Court Order Defining Child Support	Must be submitted on official letterhead or stationery, including: o Child's name o Child's Date of Birth o Signed by the agency / court
Foster Care Placement Papers / Agreement	Must be submitted on official letterhead or stationery, including: o Child's name o Child's Date of Birth o Shows authorization for child to be in the home. o Signed by the agency / court
Other Court Documents	Must be submitted on official letterhead or stationery. o Child's name o Child's Date of Birth o Shows authorization for child to be in the home. o Signed by the agency / court

Birth of a child

Type of Document	Document Requirements (If Applicable)
Official Birth Certificate	Must be submitted on official letterhead or stationery.
Certification of report of birth (Hospital Medical Record / Proof of Birth Letter)	Must be submitted on official letterhead or stationery, including: o Baby name o Date of Birth o At least One parent name o Signature from hospital (i.e. nurse, physician)
Hospital Discharge Papers	Must be submitted on official letterhead or stationery. o Baby name o Date of Birth o At least One parent name
Hospital Certificate with Footprints	Must be submitted on official letterhead or stationery (i.e. logo). o Baby name o Date of Birth o Baby Footprint
Newborn Crib Tag and Wristband	Must submit all three: o Mother's wristband ▪ Mother's name ▪ Date of admission o Baby wristband ▪ Parents last name (i.e. Baby Smith) ▪ Date of Birth / Admission o Crib Tag ▪ Parents last name (i.e. Baby Smith) ▪ Date of Birth ▪ Physician Name

Marriage

Documents must show:

- Proof of Marriage in the past 60 days.

AND

- Proof of having health coverage for at least 1 day in the past 60 days.

Type of Document	Document Requirements (If Applicable)
Documents showing proof of marriage	
Government Issued Marriage Certificate or License	Must be submitted on official letterhead or stationery. o Both Spouses Names o Marriage Date
Joint Tax Returns	Must be an official tax form showing a couple is Married filing jointly. NOTE: To be eligible for Financial Savings a married couple must file a joint tax return. You cannot file "married filing separately" and get Financial Savings.
Documents showing health coverage in the past 60-days	
Insurance Documents	A letter showing you and / or your spouse's health coverage, including COBRA. Documents must be on official letterhead or stationery.
Documents from employer	A letter showing you and / or your spouse's health coverage, including COBRA. Documents must be on official letterhead or stationery.
Document from a health care program	A letter from a Government Health Program including: o Medicaid o CHIP o TRICARE o Veterans Affairs (VA) o Peace Corps Document must be on official letterhead or stationery.

Divorce

- A married couple whose divorce has not been finalized must continue to file joint tax returns to be eligible for financial savings through Pennie.

Type of Document	Document Requirements (If Applicable)

Decree of Divorce	- Must be submitted on official letterhead or stationery.
	  o Both Spouses Names
	  o Date Divorce was finalized

Attorney Notice	- Letter from Attorney informing you that your divorce has been finalized.
	- Must be submitted on official letterhead or stationery and include:
	  o Name
	  o Date Divorce was finalized.

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New Pennsylvania Resident

Documents must show:

- Proof of new Pennsylvania Residency

AND

- Proof of having health coverage for at least 1 day in the past 60 days,

New Pennsylvania Residents who previously lived in a U.S. territory for at least 1 day in the past 60-days can submit documents showing you lived outside the continental U.S. to verify eligibility in addition to documents showing new residency.

Type of Document	Document Requirements (If Applicable)
Documents to show New Residency	
Bills or Financial Statements	Documents must show a change of address or newly started services at your new address, including: o Mail from a financial institution or a bank statement o An internet, cable, phone, or other public utility (like gas or water) bill or service communication. Documents must show the date that your new utilities or services started.
U.S. Postal Service Change of Address Confirmation Letter	Must include the mail forwarding date and the address mail will be forwarded to.
Mortgage or rental document for your new address.	May include: o A mortgage deed that says the owner uses the property as a primary residence. A rental or lease agreement that shows a start date at your new address. Should be signed by both the person leasing the apartment and the owner / apartment manager.

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Type of Document	Document Requirements (If Applicable)
A letter from a government organization	Must be on official letterhead or stationery, that shows a change of address to your new address, including: o A Social Security Statement o A notice from the PA Department of Human Services . o Mail from the Department of Motor Vehicles (DMV). o Mail from Internal Revenue Service (IRS). o Mail from the Low-Income Home Energy Assistance Program (LIHEAP). o A voter registration card.
A letter from an insurance company	May include homeowner's / rental insurance policy. Documents should be on official stationery or letterhead and include: o New Address o Policy Start Date

If you're homeless or in transitional housing:

You can submit a reference letter from a person in your state who can confirm you live in the area permanently. This could be a friend, family member, or caseworker. This person must also confirm their own residency by including one of the documents listed above.

Documents showing health coverage in the past 60-days

Insurance Documents	A letter showing you and / or your dependent's health coverage, including COBRA. Documents must be on official letterhead or stationery.
Documents from employer	A letter showing you and / or your dependent's health coverage, including COBRA. Documents must be on official letterhead or stationery.
Document from a health care program	A letter from a Government Health Program including: o Medicaid o CHIP o TRICARE o Veterans Affairs (VA) o Peace Corps Document must be on official letterhead or stationery.

Documents confirming you moved from a U.S. territory	
Type of Document	**Document Requirements (If Applicable)**
Government Issued Documents	Documents must be on official letterhead or stationery. May include: o Driver's License o Government Issued ID o Voter Registration Card o Other form of official documentation showing you lived in a U.S. Territory.
A document at your previous address	Must be: o Dated within 12 months before your move. o Include your new address (dated within 60 days after your move).

Documents confirming you moved from a foreign country	
An Arrival / Departure Record	May include: I-94 / I-94A either in a foreign passport or separately. Must show clear date of entry into the U.S.
A passport admission stamp	Must show clear date of entry into the U.S.

Income reduction, with gain in eligibility for financial savings.

Documents must show:

- Income documentation showing a recent reduction in income.

AND

- Proof of having health coverage for at least 1 day in the past 60 days,

Type of Document	Document Requirements (If Applicable)
Documents showing a recent reduction in income	
Income from a job	**Paycheck stubs** showing employee information, pay date or pay period, and gross amount of pay, for the 4 weeks prior to the date listed on your notice. **1040 federal or state tax returns** from the previous year if representative of attested income. **Wages and tax statement** (W-2 and/or 1099, including 1099 MISC, 1099G, 1099R, 1099SSA, 1099DIV, 1099SS, 1099INT) showing first/last name, income amount, year, and employer name (if applicable). **A signed earning statement** from your employer showing first/last name, company contact information and gross pay information, signed by the employer and dated. N If you are seasonally employed, any of the proofs above should include information about the duration of your employment.
Self-Employment Income	**Self-Employment ledger documentation** o ***Must include:*** first/last name, company name, and income amount. N If you're submitting a self-employment ledger, include the dates covered by the ledger, and the net income from profit/loss (can be a Schedule C, the most recent quarterly or year to-date profit and loss statement, or a self-employment ledger). **1040 SE with Schedule C, F, or SE (for self-employment income)** **1065 Schedule K1 with Schedule E** **Tax return** **Bookkeeping records** **Receipts for all allowable expenses** **Signed time sheets and receipt of payroll, if you have employees** **Most recent quarterly or year-to-date profit and loss statement**
Social Security Disability or Retirement Benefits	**Award letter/certificate dated within the last year** **Annual benefit statement** Correspondence from the Social Security Administration with your award status (denied, award amount, still pending)

Type of Document	Document Requirements (If Applicable)
PA Unemployment Benefits	Award Letter/Certificate Monthly benefits statement from the PA Department of Labor Copy of Direct Payment Card with statement Letter from the PA Department of Labor with reason for denial
Rental Income	Rent checks or rental payment receipts. Current lease Signed letter from tenant with monthly rent amount Filed tax return if representative of attested rental income
Oher Sources of Income	Agricultural income certificate Alimony received: court order stating alimony amount or signed statement from individual providing alimony with amount and frequency. Annuity statement Bank or investment fund statement. Cost of living adjustment letter and other benefit verification notices **Farm Income** (See acceptable proof of "Self-Employment Income" listed above) **Foreign-Earned Income** (See acceptable proof of "Income from a Job" listed above) Gambling Income: Form W-2G Interests and dividends income statement Letter, deposit, or other proof of deferred compensation payments Letter, deposit, or other proof of travel/business reimbursement pay. Loan statement showing loan proceeds. Military Leave and Earnings statement Pay stub indicating sick pay. Pay stub indicating substitute/assistant pay. Pay stub indicating vacation pay. Prizes, settlements, and awards, including court-ordered awards letter. Proof of bonus/incentive payments Proof of gifts and contributions

	- **Proof of inheritances in cash or property** - **Proof of residuals** - **Proof of severance pay** - **Proof of strike pay and other benefits from unions.** - **Rental, real estate, royalties, partnerships, S-Corps, trusts:** rent checks or rental payment receipts, current lease, signed letter from tenant with monthly rental amount, royalty checks, or financial record of payment from trusts. - **Royalty income statement or 1099-MISC** - **Sales receipts or other proof of money received from the sale, exchange, or replacement of things you own.** - **Statement of pension distribution from any government or private source** - **Worker's compensation letter**

Documents showing health coverage in the past 60-days	
Insurance Documents	- A letter showing you and / or your dependent's health coverage, including COBRA. - Documents must be on official letterhead or stationery.
Documents from employer	- A letter showing you and / or your dependent's health coverage, including COBRA. - Documents must be on official letterhead or stationery.

Document from a health care program	- A letter from a Government Health Program including:
	  o Medicaid
	  o CHIP
	  o TRICARE
	  o Veterans Affairs (VA)
	  o Peace Corps
	- Document must be on official letterhead or stationery.

Tax Filer QLE

- If you completed REV-1882 through the Pennsylvania Department of Revenue you will be automatically account transferred to Pennie and a Tax Filer Special Enrollment Period will automatically be opened for you.
- You will receive notification from Pennie once we have your information from the PA Department of Revenue.
- If you would like to enroll into coverage sooner, you may submit one of the following documents below to verify your eligibility for a Tax Filer Special Enrollment Period.

Type of Document	Document Requirements (If Applicable)
Tax Document from PA Department of Revenue	- **A copy of the REV-1882 form you submitted to the PA Department of Revenue** (you do not need to submit your entire Pennsylvania Tax Filing). Rev-1882 Form MUST have been submitted to the Department of Revenue before being sent to Pennie for verification of submission.
Pennie Authorized Tax Filer Attestation Form	- Complete and submit Pennie's Tax Filer Attestation Form and submit it to Pennie for review. - **Attestation Must be:** o Completed in full. o Signed by the Primary Tax Filer (Insurance Brokers and Assisters may not sign attestation on behalf of a Pennie Customer. Form must be completed by an individual or their Power of Attorney).

Loss of Minimum Essential Coverage (MEC) & Loss of Other Qualifying Coverage

- Documents must **show a loss** of qualifying health coverage in the past 60-days

OR

- Show you **will lose** coverage in the next 60-days.

Type of Document	Document Requirements (If Applicable)
A letter from an insurance company	Letter from Insurance Company Indicating the type of coverage lost and the last date of coverage. Must be submitted on official letterhead or stationery, including: o A letter or premium bill from your former insurance company that shows you or your dependent's cancellation/termination from health coverage. o A decertification letter from your insurance company stating when coverage will no longer be offered.
A letter from an employer	Must be submitted on official letterhead or stationery, confirming one of these about you or your spouse or dependent family member: o That your employer dropped or will drop your coverage or benefits. o That your employer stopped or will stop contributing to your cost of coverage. o That your employer changed or will change coverage or benefits, and your coverage will no longer be considered qualifying health coverage.
A letter about COBRA coverage	A letter from an employer or health insurance company that confirms these: o Your employer's offer of COBRA coverage along with the date this coverage would start. o Your COBRA coverage ended or will end, or your employer stopped or will stop contributing to the cost of coverage and when.

Type of Document	Document Requirements (If Applicable)
A healthcare program document	Must be submitted on official letterhead or stationery, including: o A letter from a government health program, like TRICARE, Veterans Affairs (VA), Peace Corps, or Medicare, showing when coverage ended or will end. o A letter from your state Medicaid or CHIP agency showing that your eligibility for Medicaid or CHIP was denied and when it was denied or that your Medicaid or CHIP coverage ended or will end. o A dated copy of your military discharge document (DD214).
A letter if you lost student health coverage	Must be submitted on official letterhead or stationery, including: o When the coverage ended or will end.
Pay stubs, if you lost employer-sponsored coverage.	You can submit: 2 pay stubs from the past 1-3 months, one that shows a deduction for health coverage and another which shows that the deduction ended in the past 60 days. If a reduction in work hours caused you to lose coverage, you can submit one previous pay stub that shows that you worked 30 or more hours and a deduction for health coverage, and a pay stub from the past 60 days that shows that you worked less than 30 hours and no deduction for health coverage.
Document showing you lost coverage because of: divorce, custody agreements, or annulment ***submit within 60 days of submitting your application, including:***	Divorce or annulment papers that show the date responsibility ends for providing health coverage or proof that you stopped getting health coverage because of your relationship to your former spouse. Other confirmation that you lost or will lose coverage because of divorce, legal separation, or annulment that shows the date that health coverage ends.
Document showing you lost coverage due to death of a family member, including:	A death certificate or public notice of death and proof that you were getting health coverage because of your relationship to the deceased person, like a letter from an insurance company or employer that shows the names of the people on the health plan. Other confirmation that shows you lost or will lose coverage because of the death of a spouse or other family member.

Release from Incarceration

Type of Document	Document Requirements (If Applicable)
Certificate of Release / Discharge Papers:	States the official date and terms of release (e.g., parole, completion of sentence).
Personal Property Inventory:	A receipt for all personal items and funds returned upon discharge.

Gain eligible immigration status.

- Documents should show you have gained lawfully present status within the past 60 days.
- Document must include:
  - Name
  - Immigration Status
  - Date on which citizenship or lawful presence was gained.

Type of Document	Document Requirements (If Applicable)
Proof of U.S. Citizenship	**Certification of citizenship or naturalization** **Federal or State Census Record** **Military record showing U.S. place of birth** **Enhanced driver's license (Michigan, Minnesota, New York, Vermont, Washington State) or enhanced identification card.** **U.S. Passport**
Proof of Adoption / Birth	**Certification of birth report** **Final Adoption Decree** **Report of birth abroad of a U.S. citizen**

Type of Document	Document Requirements (If Applicable)
Immigration Issued "I" Forms	I-20 (certification of eligibility for non-immigrant student status) I-327 (reentry permit) I-360 prima facie determinations I-551 (permanent resident card) I-571 (refugee travel document) I-688 (temporary resident card) I-688A (employment authorization card) I-688B (employment authorization document) I-766 (employment authorization card) I-94 (arrival/departure record) I-94 (arrival/departure record) in unexpired foreign passport Temporary i-551 Stamp
Other Documents show proof of lawful presence or immigration status.	Document indicating withholding of removal. DS2019 (certification of eligibility for exchange visitor status) Evidence of U.S. Civil Services employment before June 1, 1976 Federal or state census record Final Adoption decree Machine-readable immigrant visa on unexpired foreign passport Medical records Northern Marianas ID card Office of Refugee Resettlement Official religious records PASS card S. citizen ID card School records Section 1-1 of the Child Citizenship Act of 2000 documentation Tribal Affiliation card or document Unexpired foreign passport

Newly eligible for employer health reimbursement arrangement (HRA)

- If your job offers you a Health Reimbursement Arrangements (HRA), you can enroll in health coverage through Pennie. You will need to provide information about your HRA in your Pennie application.
- If you are offered an HRA from your job, you may not be eligible for tax credits through Pennie.
- There are several types of HRAs. The two most common are: individual coverage health reimbursement arrangements (ICHRA) and qualified small employer health reimbursement arrangements (QSEHRA).
- To determine if your HRA offer meets affordability standards and potential eligibility for tax credits you can complete the HRA worksheet.

Type of Document	Document Requirements (If Applicable)
Employer HRA / ICRA Notice	**Must include:** ○ **The type of HRA offered** ○ **The amount of the benefit** ○ **Effective dates** ○ **Other family members that may be covered** ○ **If minimal essential coverage is required** ○ **Any other terms set forth by the employer**

Chane to Employer Plan, with gain in eligibility for financial savings.

- Documentation must show that your employer plan no longer meets the affordability standards set each year by the IRS. See What is considered affordable coverage through an employer? – pennie help

Type of Document	Document Requirements (If Applicable)
Employer Letter	**A official notice from your employer outlining the changes to your employer plan.** **A signed letter from your employer on letterhead informing you of changes to your employer plan.** **Notice should include:** ○ **Customer or household member name, when applicable** ○ **Employer name** ○ **Description of the plan change** ○ **Effective date of the plan change**
Insurance Notice	**A notice from your employer insurance plan outlining the changes to your health plan.** **Must be on official letter head or stationary.** **Notice should include:** ○ **Customer or household member name, when applicable** ○ **Employer name** ○ **Description of the plan change** ○ **Effective date of the plan change**

Survivor of domestic abuse or spousal abandonment.

- Proof of having health coverage for at least 1 day in the past 60 days,

Documents showing health coverage in the past 60-days	
Type of Document	**Document Requirements (If Applicable)**
Insurance Documents	- A letter showing you and / or your dependent's health coverage, including COBRA. - Documents must be on official letterhead or stationery.
Documents from employer	- A letter showing you and / or your dependent's health coverage, including COBRA. - Documents must be on official letterhead or stationery.
Document from a health care program	- A letter from a Government Health Program including: o Medicaid o CHIP o TRICARE o Veterans Affairs (VA) o Peace Corps - Document must be on official letterhead or stationery.

American Indian / Alaskan Native (AI/AN)

Type of Document	Document Requirements (If Applicable)
Tribal Enrollment Card	Must show: o First, Last Name o Tribal Affiliation o Official Tribal or Government Source Information
Official letter from Tribe	On official Stationery or Letterhead Must show: o First, Last Name o Tribal Affiliation o Official Tribal or Government Source Information
Certificate of Indian Blood	On official Stationery or Letterhead Must show: o First, Last Name o Tribal Affiliation o Official Tribal or Government Source Information
Other Official documents	Showing tribal affiliation, when accepted by Pennie guidance. Must show: o First, Last Name o Tribal Affiliation o Official Tribal or Government Source Information