



RI RESIDENT  
123 MAIN ST  
CITY, RI 12345

**Manage Your Benefits:**

Download the **HealthyRhode Mobile App** in the App Store® or on Google Play® to manage your benefits from your phone.

Visit our website <https://healthyrhode.ri.gov> to manage your benefits online. To only receive notices electronically, use the **Go Green** option on the My Profile page.

## Additional Documentation Required

### Why am I getting this Notice?

We need you to submit additional documents to determine your eligibility or keep your benefits for Medicaid. The table below has the details on what you need to provide.

**If you do not provide the requested information by the due date below, you may get less benefits, your benefits will end, or your application will be denied.**

### What document (s) do I need to send?

The table below will show you the documents you need to provide and when they are due. If the same document is needed for more than one program, you only need to send one copy. Visit the website or scan the QR code below to see a list of documents you can submit.

**DO NOT PROVIDE ORIGINAL DOCUMENTS**

Who is this for?	What information is needed?	What types of documents can I provide? (Choose 1 of the below documents for each piece of information needed)	When is this due?
RI RESIDENT	Employment or Self-Employment Income	For your employment/job • Income Tax Return • Earnings Statement	11/01/2023 (Medicaid)

Please provide the requested documents as soon as possible but before the due date(s) to avoid an interruption or delay in your benefits. Once we receive them, if we have any questions or need additional information, we will contact you. Please go to <https://dhs.ri.gov/apply-now/acceptable-documents> or use the QR code to the right to view a full list of acceptable documents.



For more information visit <https://healthyrhode.ri.gov>  
Para más información visite <https://healthyrhode.ri.gov>  
Para mais informações visite <https://healthyrhode.ri.gov>



# How do I send my documents?

1.

Gather the requested documents and take pictures (for mobile or web submission) or make copies (for mail or drop off submission) of the documents. If you do not have any of the documents listed, please visit <https://dhs.ri.gov/apply-now/acceptable-documents> or scan the QR code to the right for a full list of acceptable documents you can provide.



- You have the option to select a "Reasonable Explanation" to verify your attested income instead of providing documents. This option can be viewed on The HealthyRhode Mobile App or when you log in to your account at [healthyrhode.ri.gov](https://healthyrhode.ri.gov).

**Reminder: Please send only copies of your documents. Please do NOT send originals. We cannot return original documents to you.**

2.

Send the documents to us by using one of the 4 options below by the **Due Date(s)** listed in the table above. Please remember to include the QR code sheet(s) included with this notice if you are mailing or dropping off copies of your documents.



**Upload** files/photos of your documents on the HealthyRhode Mobile App.



**Log in to your account at** [www.healthyrhode.ri.gov](http://www.healthyrhode.ri.gov) and use the **View/Upload Documents** link to upload your documents.



**Mail document copies to**  
STATE OF RHODE ISLAND  
P.O. BOX 8709  
CRANSTON, RI  
02920-8787



**Drop off or bring** copies of your documents to the most convenient drop box or office/scanning center. For full list of locations scan the QR code to the right or visit



<https://dhs.ri.gov/about-us/dhs-offices>

The Executive Office of Health and Human Services (EOHHS) and the Department of Human Services (DHS) does not discriminate on the basis of race, color, national origin, disability, political beliefs, age, religion or gender in acceptance for or provision of services, employment or treatment, in its education and other program activities. Under other provisions of applicable law, EOHHS/DHS does not discriminate on the basis of sexual orientation, gender identity or expression. For further information about these non-discrimination laws, regulations and complaint procedures for resolution of complaints of discrimination, contact DHS at 25 Howard Ave, Bldg. 57, Cranston, RI 02920, telephone number (401) 462-2971 (for deaf/hearing impaired 1-800-745-6575 voice; TTY 711).

For more information about your rights and responsibilities, please scan the QR codes or visit the websites below:

For health coverage programs:

[https://healthsourceri.com/wp-content/uploads/HealthSource-RI\\_NonDiscrimination-Policy.pdf](https://healthsourceri.com/wp-content/uploads/HealthSource-RI_NonDiscrimination-Policy.pdf)



For health and human services programs:

<https://dhs.ri.gov/Programs/NondiscriminationStatement.php>



## For Questions/Concerns:

- If you have questions about affordable health coverage, such as a Qualified Health Plan (QHP), please contact HealthSource RI at 1-855-840-4774.
- If you have questions about health and human services programs, such as SNAP, RIW, CCAP, LTSS, Medicaid, etc., please contact the Department of Human Services at 1-855-MY-RIDHS (1-855-697-4347).
- TTY: 1-800-745-5555

For more information visit <https://healthyrhode.ri.gov>

Para más información visite <https://healthyrhode.ri.gov>

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## Mail/Drop-Off QR Code Sheet



RI RESIDENT

You must return this page with copies of documents verifying the following:

### **Information Needed:**

- Employment or Self-Employment Income

