

Your CHIP income checklist

When you apply for or renew a Children’s Health Insurance Program (CHIP) plan, you need to make sure you show how much money your household earns. Here’s a handy checklist to help you gather the right documents for the Department of Human Services. Remember, all proof of income you submit needs to be dated.

For proof of:	Provide something like:
Salaries, wages, commissions, bonuses	<ul style="list-style-type: none"> • Paystubs¹ • Letter from your employer² • Income-producing contract • IRS Form 4070 (to report tips)
Seasonal employment	<ul style="list-style-type: none"> • Letter from your employer² • Tax returns (Form 1040) • W-2 • Unemployment compensation statement • 1099-G or 1099-MISC
Self-employment	<ul style="list-style-type: none"> • Tax returns (Form 1040) with related schedules • Business records • Profit and loss statement
Unemployment/workers’ compensation	<ul style="list-style-type: none"> • Award letters • Printouts that include claim status and additional benefit payment history screens
Social Security benefits	<ul style="list-style-type: none"> • Award letters • Tax returns (Form 1040) if you received benefits for the full year
Retirement benefits	<ul style="list-style-type: none"> • Award letters • 1099-R
Alimony	<ul style="list-style-type: none"> • Court order • 12-month electronic payment history
Child support	<ul style="list-style-type: none"> • Award notice with your name and child’s name, and dates received
Interest/dividends	<ul style="list-style-type: none"> • 1099-INT or 1099-DIV • Tax returns (Form 1040) • Statement from financial institution

We’re here to help.

If you have questions about CHIP – Highmark Healthy Kids coverage, call **1-800-KIDS-105 (1-800-543-7105)**, Monday – Friday, 8:30 a.m. – 5 p.m.

¹ You'll need one paystub from the last 60 days if your income is consistent. If your income changes, include multiple pay stubs from the last 60 days. Each pay stub should have your name and your employer's name.

² A letter from your employer should have the number of hours you worked, your hourly rate, year-to-date gross earnings, and how long your pay period is. The letter should be signed and dated by your employer and include their contact number.

Insurance or benefit administration may be provided by or through Highmark Blue Shield or Highmark Choice Company, independent licensees of the Blue Cross Blue Shield Association. Health care plans are subject to the terms of the benefit agreement.

ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-800-543-7105 (TTY: 711).

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-800-543-7105 (телетайп: 711).