

# Do you qualify for a special enrollment period?

Outside of open enrollment, the only time you can apply for or change health coverage is if you have a qualifying life event, which allows you to change or apply for coverage for a limited time before or after this qualifying life event occurs. This is called a special enrollment period.

To qualify for a special enrollment period, you must:

- Have a qualifying life event
- Have proof of your qualifying life event
- Apply within 60 days of your qualifying life event. For some qualifying life events, you can enroll before the date of your qualifying life event.

## What if I don't have health coverage when my qualifying life event occurs?

If you don't have health coverage when your qualifying life event occurs, you may be able to enroll in a new plan, either directly through Kaiser Permanente or through your state's health benefit exchange. Qualifying life events such as marriage, permanent relocation with access to new plans, or change in employer health coverage making you eligible for a premium tax credit require proof of prior coverage. Visit [kp.org/speciaenrollment](https://kp.org/speciaenrollment) for more information.

## What if I want federal financial help when my qualifying life event occurs?

If you qualify for and want financial help from the federal government, you must apply through the health benefit exchange.

## What if I'm a member who bought my plan directly through Kaiser Permanente when my qualifying life event occurs?

If you're a current member who bought your plan directly through Kaiser Permanente, you can always change plans during open enrollment. In some cases, you may be able to change plans during a special enrollment period when you have a qualifying life event. Visit [kp.org/speciaenrollment](https://kp.org/speciaenrollment) for more information.

## What if I'm a member who bought my plan through my state's health benefit exchange when my qualifying life event occurs?

If you're a current member who bought your plan through your state's health benefit exchange, you can always change plans during open enrollment. In some cases, you may be able to change plans during a special enrollment period when you have a qualifying life event. Visit the health benefit exchange for more information.

## How long does the special enrollment period last?

The special enrollment period generally lasts 60 days from the date of your qualifying life event. For example, if you get married on June 1, you have 60 days – or until July 30 – to apply for coverage. Some qualifying life events allow more than 60 days from the date of your qualifying life event. Visit [kp.org/speciaenrollment](https://kp.org/speciaenrollment) for more information.

## What if my qualifying life event happens during open enrollment?

Even if your qualifying life event happens during open enrollment, you'll still have a special enrollment period.

## What if I know about my qualifying life event in advance?

If your qualifying life event is a loss of minimum essential health coverage that you know about in advance, you may be able to apply for new coverage ahead of time. In this case, you may have 60 days before and 60 days after the qualifying life event to apply.

## What are the qualifying life events?

Here's a list of some of the qualifying life events that qualify you for a special enrollment period:

- Loss of minimum essential health coverage
- Gaining, becoming, or losing a dependent
- Child support order or other court order to cover a dependent
- Permanently relocating with access to new plans (moving)
- Change in employer health coverage making you eligible for a premium tax credit
- Determination by the health benefit exchange of exceptional circumstances

If you get your health coverage through the exchange, these qualifying life events also apply:

- Change in income changing your eligibility for federal financial assistance through the health benefit exchange
- Change in immigration status
- Coverage as an American Indian/Native Alaskan

Some qualifying life events require prior health coverage for you to qualify for a special enrollment period. For more information on qualifying life events, start dates, and prior coverage requirements, visit [kp.org/specialenrollment](https://www.kp.org/specialenrollment).



## How do I apply?

During your special enrollment period, you can apply directly through Kaiser Permanente or through your state's health benefit exchange.

### Applying through the health benefit exchange

If you're applying through your state's health benefit exchange, refer to its instructions online on how to submit an application or to change your account and whether proof of the qualifying life event is required. You'll also find instructions on how to submit your proof.

### Applying through Kaiser Permanente

You have a number of ways to apply through Kaiser Permanente:

- **Online:** Go to [buykp.org/apply](https://www.buykp.org/apply) and submit your Application for Health Coverage and upload proof of your qualifying life event.
- **Mail or fax:** Send your application or Account Change Form, Proof of Qualifying Life Event Form (you can find all 3 forms at [kp.org/specialenrollment](https://www.kp.org/specialenrollment)), and proof of your qualifying life event to the address or fax number listed for your region on the next page.

### Submitting proof of your qualifying life event

Whether you apply online or by mail or fax, you'll need to send in proof of your qualifying life event. To find out what types of proof are accepted, visit [kp.org/specialenrollment](https://www.kp.org/specialenrollment).

If you apply by mail or fax, please send in the Proof of Qualifying Life Event Form along with your application or Account Change Form.

### When to submit your proof of qualifying life event

You have a limited period of time to submit your proof for your qualifying life event. Please visit [kp.org/specialenrollment](https://www.kp.org/specialenrollment) to view proof requirements and deadlines. If we don't get your proof in time, we may need to cancel your application or account change, and you'll have to apply again. If your 60-day special enrollment period is up, you may have to wait until the next open enrollment period.



**Addresses and fax numbers  
(for those who bought or are  
applying for coverage through  
Kaiser Permanente)**

**Send application for new coverage  
and proof:**

**By mail**

California, Colorado, Georgia, Hawaii, Oregon,  
and southwest Washington (Clark and Cowlitz  
counties):

Kaiser Permanente for Individuals and Families  
P.O. Box 23219, San Diego, CA 92193-9921

Maryland and Virginia:

Employer Services Dept./KPIF 5W  
Kaiser Permanente for Individuals and Families  
2101 East Jefferson St., Rockville, MD  
20852-9995

Washington (except Clark, Cowlitz, and  
certain other counties):

Kaiser Foundation Health Plan of Washington  
Membership Administration  
P.O. Box 34750, Seattle, WA 98124-1750

**By fax**

California.....	1-866-816-5139
Colorado.....	1-866-920-6471
Georgia.....	1-866-920-6476
Hawaii.....	1-866-920-6470
Maryland and Virginia.....	1-855-414-2796
Oregon.....	1-866-920-6473
Southwest Washington (Clark and Cowlitz counties) ...	1-866-920-6475
Washington (except Clark, Cowlitz, and certain other counties).....	206-630-7001

**Send Account Change Form for existing  
coverage and proof:**

**By mail**

California:

Kaiser Permanente for Individuals and Families  
P.O. Box 23127, San Diego, CA 92193-9921

Colorado:

Kaiser Permanente for Individuals and Families  
P.O. Box 203004, Denver, CO 80220-9004

Georgia:

Kaiser Permanente for Individuals and Families  
P.O. Box 203005, Denver, CO 80220-9005

Hawaii:

Kaiser Permanente for Individuals and Families  
P.O. Box 203006, Denver, CO 80220-9006

Maryland and Virginia:

Employer Services Dept./KPIF 5W  
Kaiser Permanente for Individuals and Families  
2101 East Jefferson St., Rockville, MD  
20852-9995

Oregon and southwest Washington  
(Clark and Cowlitz counties):

Kaiser Permanente for Individuals and Families  
P.O. Box 203007, Denver, CO 80220-9007

Washington (except Clark, Cowlitz, and  
certain other counties):

Kaiser Foundation Health Plan of Washington  
Membership Administration  
P.O. Box 34750, Seattle, WA 98124-1750

**By fax**

California.....	1-855-355-5334
Colorado, Georgia, Hawaii, Oregon, and Southwest Washington (Clark and Cowlitz counties).....	1-866-846-2650
Maryland and Virginia.....	1-855-414-2796
Washington (except Clark, Cowlitz, and certain other counties).....	206-630-7001

To find out more about special enrollment periods, go to [kp.org/specialenrollment](http://kp.org/specialenrollment).

In California, KFHP plans are offered and underwritten by Kaiser Foundation Health Plan, Inc., One Kaiser Plaza, Oakland, CA 94612 • In Colorado, all plans are offered and underwritten by Kaiser Foundation Health Plan of Colorado, 10350 E. Dakota Ave., Denver, CO 80247 • In Georgia, all plans are offered and underwritten by Kaiser Foundation Health Plan of Georgia, Inc., Nine Piedmont Center, 3495 Piedmont Rd. NE, Atlanta, GA 30305 • In Hawaii, all plans are offered and underwritten by Kaiser Foundation Health Plan, Inc., 711 Kapiolani Blvd., Honolulu, HI 96813 • In Oregon and southwest Washington (Clark and Cowlitz counties), all plans are offered and underwritten by Kaiser Foundation Health Plan of the Northwest, 500 NE Multnomah St., Suite 100, Portland, OR 97232 • In Washington (except Clark, Cowlitz, and certain other counties), all plans are offered and underwritten by Kaiser Foundation Health Plan of Washington or Kaiser Foundation Health Plan of Washington Options, Inc., 601 Union St., Suite 3100, Seattle, WA 98101 • In Maryland, Virginia, and the District of Columbia, all plans are offered and underwritten by Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc., 2101 E. Jefferson St., Rockville, MD 20852