

FREQUENTLY ASKED QUESTIONS CONCERNING YOUR 2025 CHILDREN'S HEALTH INSURANCE PROGRAM REAUTHORIZATION ACT (CHIPRA) EVALUATION

1. **Why is this information needed by the Gainwell Technologies/CHIPRA Unit?**
The Gainwell Technologies/CHIPRA Unit need to ensure that we are reimbursing you the correct health insurance premium amount. Also, when there is a change with your health insurance premium and/or coverage, the Gainwell Technologies/CHIPRA Unit need to make sure you are still eligible for the program based on those changes.
2. **Who should complete the Employer Health Insurance Data Form?**
The Benefits Manager, Human Resources Manager, or Payroll Manager is required to complete the Employer Health Insurance Data Form. Forms completed by the parents, employee, guardian, or policyholder cannot be accepted by the CHIPRA Program.
3. **Who should complete the CHIPRA application?**
The policyholder, guardian, or parent of the Medicaid member(s) may complete the CHIPRA application. However, the application should be signed by the policyholder only.
4. **What information is the Gainwell Technologies/CHIPRA Unit looking for?**
We need to verify your premium cost and benefits for the **2025** benefit period. Please make sure the entire Employer Health Insurance Data Form and CHIPRA Application are completed.
5. **What is the Benefits Rate Sheet?**
The Benefits Rate Sheet is a document, or documents provided by your employer that lists **all** the plan options available to you for health insurance coverage. This document also provides the rates or costs for each of those options. This document is required to complete your case review
6. **Who is responsible for submitting the Employer Health Insurance Data Form, 2025 Benefits Rate Sheet, and CHIPRA application to the Gainwell Technologies/CHIPRA Unit on or before the applicable due?**
It is the policyholder's responsibility to submit all required documents. For faster processing, all required documents should be submitted to the Gainwell Technologies/CHIPRA Unit together. You will need to have your employer or third-party administrator return the completed Employer Health Insurance Data Form to you for submission to the CHIPRA Unit. When all three (3) required documents are received in your submission, the case review will be processed.
7. **What happens if I do not respond by the applicable due date?**
Your CHIPRA case will be terminated.
8. **What happens if my case is terminated because I did not respond by the applicable due date?**
You will be required to re-apply for the CHIPRA Program. Applications are approved for the month the case review is received by the Gainwell Technologies/CHIPRA Unit.
9. **What do I do if I have a COBRA policy or am a retiree?**
You will need to attach a copy of the **2025** billing statement or premium notice from your COBRA administrator, plan administrator, or insurance carrier to your application packet. Please submit this documentation with your completed CHIPRA application and Benefits Rate Sheet to the Gainwell Technologies/CHIPRA Unit.
10. **What should I do if my employer has changed?**
You will need to ensure that the new employer information is on the CHIPRA, application and the new employer has completed the Employer Health Insurance Data Form. Please include the 2025 Benefits Rate Sheet.
11. **What should I do if the policyholder has changed?**
You will need to ensure the new policyholder's information is on the CHIPRA application and the employer for the policyholder completes and signs the Employer Health Insurance Data Form. Please include the 2025 benefits rate sheet.
12. **How do I confirm that you received my information?**
Please make sure you keep proof of submission for your records. **This will be your confirmation of submission receipt.** We recommend the following: either mailing it via U.S. Certified Mail Return Receipt, have your fax machine print a confirmation statement, or saving your sent email and/or email auto response from Gainwell Technologies. To ensure that all reviews are completed timely, please allow the Gainwell Technologies/CHIPRA Unit thirty (30) calendar days to process your information before inquiring about the status of your review. Please note only one (1) submission is required, as multiple submissions will delay the review process.
13. **How will I know if I am still eligible for the CHIPRA Program?**
You will be notified in writing of the outcome of your review. The process should take approximately thirty (30) calendar days from the date of receipt of your information. Please carefully review all your documents **before** submitting to the Gainwell Technologies/CHIPRA Unit. Missing or incomplete information may result in termination of your CHIPRA case.

14. Will I need to continue to submit my premium payment documentation?

Yes, you will still need to submit your premium payment documentation by the 15th calendar day of the following month. Failure to do so may result in forfeiture of those premiums or termination of your case.

15. How do I allow someone other than myself to received information about my case?

Effective January 1, 2025, a signed CHIPRA Consent/Authorization Form will be required if you want the CHIPRA Unit to share with someone other than yourself the status of your case, payments, or confirmation receipt of documentation.

Please note that any CHIPRA application, Employer Health Insurance Data Form, or Benefits Rate Sheet submitted, completed, or signed before the date of the attached letter will not be accepted. If you were approved prior to January 1, 2025, you will still need to submit a new completed CHIPRA application, Employer Health Insurance Data Form, and 2025 Benefits Rate Sheet to determine continued eligibility for 2025.

You may email, fax, or mail your CHIPRA application, Employer Health Insurance Data Form, and 2025 Benefits Rate Sheet to:

Gainwell Technologies/CHIPRA UNIT
100 Crescent Centre Parkway
Suite 1000
Tucker, GA 30084
Fax: (855) 777-0202
Email: chipra@gainwelltechnologies.com (for attachments PDF format is preferred)

If you have any questions, please contact the Gainwell Technologies/CHIPRA Unit at (678) 564-1162, Option 2.