

# Preparing for Your Enrollment Session with Benalytics

Here are things you can do to make the most of your upcoming appointment

Benalytics is the Virginia Department of Health's authorized program enroller. During this Open Enrollment period the VDH has asked Benalytics to provide you with individual, one-on-one support — and help you obtain the health-insurance coverage that best meets your needs.

The VDH has made it easy for you to arrange a personal enrollment session. Just use the [online scheduling tool](#) to select the days and times most convenient for *you*.

Within 24-48 hours of submitting your choices, you will receive a text confirming your meeting appointment. Please then take the time to gather the following information and documents. By having these materials on hand, you can make the most out of your call with Benalytics!

## For You and Your Family

Have the full, legal names; dates of birth; and Social Security numbers for yourself, and, as applicable:

- Your spouse or unmarried partner
- Your children
- Anyone under Age 21 who lives with you
- Anyone else you include as a dependent on your tax return



## Proof of Residency



If it has been a while since you've updated your personal information with the VDH, you may need to provide proof of residency. If so, be sure to have one of the following documents on hand. It must be complete and show your first and last names clearly. Eligible documents include utility, phone, and internet bills; lease or tenancy agreements; insurance documents; and residency cards.

## Employment and Income



The following list reflects a range of employment statuses and sources of income. Be sure to have the information and documents that apply to your situation (and, as requested, those of the household members listed on page 1).

- Employer information
- Income (e.g., wages, salary, tips)
- Self-employment or business income
- Unemployment insurance
- Alimony
- Social Security income, including disability payments — but not Supplemental Security Income (SSI)
- Retirement or pension income
- Investment income (e.g., interest, dividends), rental income, and other taxable income

## Proof of Income



Have a copy of any of the following materials applicable to your current employment status. In each instance, you will need the entire document, with your full name and address clearly visible, reflecting a date within the past 30 days.

- Pay stub
- Letter of No Employment
- Wage slips
- Employee Contract of Employment
- Unemployment benefit letter
- Social Security benefit letter
- Bank statements (e.g., for the self-employed)

## Proof of Insurance



Have whichever of the following apply to your situation.

- Medicare Card
- Medicaid Card
- Employer Insurance Card
- Medicaid Denial Letter
- ACA Insurance Card
- Prescription Drug Plan Card



## Don't Forget Your Photo ID!

Be sure to have your current U.S. driver's license, Passport, State ID Card, or Green Card with you during your call!

Thank you for scheduling your personal enrollment-session appointment. Your Benalytics advisor looks forward to giving you the time, attention, and support you need — to secure the coverage that works best for you!

