



QLE/SEP Tracking Form

Certain Qualifying Life Events (QLEs) may open a Special Enrollment Period (SEP) at Your Health Idaho, which allows individuals and families to enroll in a new insurance plan. If you are already enrolled and are granted an SEP, you can change insurance plans at that time.

If you have experienced (or expect) a QLE, you have 60 days from the date of the event to complete the following:

1. Report your Qualifying Life Event. *
2. Provide documentation to prove the event and eligibility.
3. Select and enroll in a plan.

**Households that receive financial assistance (APTC) for their insurance coverage should report all changes to the Idaho Department of Health and Welfare.*

Use this form to track the progress of your QLE reporting to Your Health Idaho. This form is for your records only and is not considered a validating document for QLE/SEP validation.

CONSUMER INFORMATION

Name: _____

Phone: _____ Email: _____

Does anyone in the household currently have coverage through Your Health Idaho?
Yes No If yes, name of insured: _____

QUALIFYING LIFE EVENT INFORMATION

Qualifying Life Event (select one that most closely describes your life change):

- | | | |
|------------------|-----------------------------------|-------------------|
| Loss of coverage | Change in household size | Change of address |
| Change in income | Change in marketplace eligibility | Other |

Date of QLE: _____ Date QLE reported to YHI: _____

Before an SEP is granted, you must provide proper documentation to prove that your event is valid. For more information about required validation documents, go to [Special Enrollment](#) on the Your Health Idaho website.

Required Document: _____ Date Submitted: _____

Required Document: _____ Date Submitted: _____

Required Document: _____ Date Submitted: _____

Required Document: _____ Date Submitted: _____