Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

We are writing to you today in order to let you know that your application for the Limited Family Planning Benefit was incomplete. We have highlighted the areas on the application that you need to complete in order for us to continue with the application process. If we only need paystubs from you, you will not find the application in this envelope.

**What is the MaineCare Limited Family Planning Benefit?**

The Limited Family Planning Benefit is a **limited** MaineCare program that offers free and confidential family planning services. It is not full MaineCare and it is not health insurance. It covers things like:

* Yearly health checkups for both men and women
* All kinds of birth control, including emergency contraception
* Routine gynecologic exams
* Sexually Transmitted Disease (STD) testing and treatment
* Human Papilloma Virus (HPV) vaccines
* Sexual and reproductive health counseling and education

If you apply and are approved, MaineCare will help pay for the qualifying health care services you recently had. MaineCare will also help pay for any of these services that you will have in the next year.

**How do I apply?**

1. Complete the **Application for Health Insurance & Authorization to Release Information Consent Form**.

* Sign & date the form in 2 places: Section 12 and at the bottom of the last page

1. Provide proof of your income.

* If you get paystubs, send us a copy of all your pay stubs from month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through your most recent pay period.
* If you are self-employed, please send us a copy of your tax return in place of pay stubs.
* You do not need to send income information for anyone else in your household other than yourself.

***If you do not have any income, you do not need to send us anything other than the application.***

1. Mail both the application and your proof of income to us in the postage-paid envelope. We will send your application to the Department of Health and Human Services (DHHS) and follow its progress**.**

Your application will be reviewed by DHHS. If you are found eligible for this benefit, an award letter with a special MaineCare card will be mailed to you. When you go to the doctor, please show this MaineCare card at check-in.

If you have any questions about the Limited Family Planning Benefit or need help filling out the enclosed application, please call us at 662-7957 or 662-7947.

Sincerely,

Kathy Pipkin

Coverage Coordinator at MaineHealth-MedAccess & CarePartners