



6 steps to help you keep your Medicaid coverage

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United
Healthcare
Community Plan

1. Know your health plan – Your health plan is who you call for questions about your benefits, health plan, choosing a doctor and transportation services.

2. Report all new changes – Some common changes include:

- Address
- Phone number
- A new job
- Income
- Number of people who live with you

To report any changes, call 1-800-403-0864, or online at fssabenefits.in.gov/bp/#/

You can also go to your local Division of Family Resources (DFR) office. To find an office near you, visit in.gov/fssa/dfr/2999.htm

3. Pay your part – If you have a monthly premium or contribution for your plan, be sure to pay it on time to avoid losing your health coverage.

4. Renew on time – Know the month and day that you need to renew your benefits. This is called your redetermination date and it happens once a year. If you are not sure, call 1-800-403-0864 with questions.

5. Open and read your mail – Watch for information from your health plan or the DFR. They will send reminders to you. Completely fill out any forms and/or send in any information that is requested. Do this by the due date you are given. Ask a friend or family member to help you understand what's needed.

6. Fill out forms and send them in

- Fax in your forms to 1-888-436-9199. You can do this at your local library.
- Drop forms off at your local DFR Office.
- If you have an FSSA Benefits Portal account, submit forms online to fssabenefits.in.gov/bp/#/
- Or you can mail forms to:
P.O. Box 1810
Marion, IN 46952

