



# Silver State Health Insurance Exchange

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## MEMORANDUM

**DATE:** 5/16/25

**TO:** GetInsured NV Call Center Staff

**FROM:** Silver State Health Insurance Exchange Policy Unit

**SUBJECT:** Updated Acceptable QLE Documentation

### Background:

The Nevada Health Link Policy Manual<sup>1</sup> that was released on August 19, 2024, outlines the acceptable supporting documentation for all QLE events. The policy manual will be updated in August 2025 to incorporate these changes. Until then, the acceptable supporting documentation for these events are listed as the following:

### Guidance and Instruction:

#### Adoption

To qualify for a SEP, you must provide proof of the adoption event. Here's a list of documents that you can upload:

Proof of adoption within the last 60 days

ADOPTION_LETTER	Adoption letter or record showing date of adoption dated and signed by a court official
LEGAL_GUARDIANSHIP_LETTER	Government issued or legal document showing the date legal guardianship was established
FOREIGN_ADOPTION_LETTER	U.S. Department of Homeland Security immigration document for foreign adoptions
FOSTER_CARE_LETTER	Foster care papers dated and signed by a court official
GOV_ADOPTION_LETTER	Government issued or legal document showing the date that the child was placed in the home
COURT_ORDER	Court order showing the effective date of the order
MEDICAL_SUPPORT_ORDER	Medical support order

#### Birth

To qualify for a SEP, you must provide proof of the birth event. Here's a list of documents that you can upload:

Proof of birth within the last 60 days

BIRTH_CERT	Birth Certificate
BIRTH_CONF	Birth Confirmations
MEDICAL_RECORD	Copy of the medical record from a clinic, hospital, physician, midwife, institution, or other medical provider showing the child's date of birth

<sup>1</sup> See Nevada Health Link Policy Manual Section "9.14 Validation documents"

HOSPITAL_RECORD	Letter from a hospital, clinic, physician, or other medical provider attesting the child's date of birth.
MILITARY_BIRTH_RECORD	Copy of the military record showing the child's date and place of birth
FOREIGN_BIRTH_RECORD	Copy of a foreign birth record showing the child's date and place of birth
RELIGIOUS_BIRTH_RECORD	Copy of a religious record showing the child's date and place of birth

### **Change in Incarceration/ Incarceration**

To qualify for a SEP, you must provide proof of the change in your incarceration status. Here's a list of documents that you can upload:

Proof of termination of incarceration within the last 60 days

TIME_SERVED_LETTER	Verification of time served
CONV_DISPOSITION_LETTER	Conviction Disposition Charges

### **Change in Legal Presence**

To qualify for a SEP, you must provide some documentation as a proof of your legal status. Here's a list of documents that you can upload:

Proof of change in legal presence within the last 60 days

I551	I-551 resident alien card (green card)
T_I551	Temporary I-551 resident alien card (temporary green card)
I766	I-766 employment authorization card
CUR_VISA_STATUS	Proof of current visa status (for example, a stamp in your passport or, an approval letter from the United States Citizenship and Immigration Services (USCIS))
COURT_ORDER_IMMIGRATION	Proof of resolution in Immigration court (all pages)
NOTICE_OF_HEARING	Notice of hearing from the Executive Office for Immigration Review
IMMIGRATION_CONF	Confirmation that your application for an immigration status was received
USCIS_LETTER	Letters to or from USCIS
I797_APPROVAL	I-797 USCIS Notice of Action *APPROVAL Notice ONLY, or I-797c with green card*
ICE_LETTER	Order of Supervision from ICE
ICE_STATUS_LETTER	Other documents from USCIS or ICE that show your current status
I94	I-94 arrival/departure record
I130	An approved immediate relative 1-130 petition
I571	Refugee Travel Document (I-571)
I327	Re-entry Permit (I-327)
DS2019	SEVIS ID (I-20 or DS 2019) (all pages)

ORR_LETTER	Office of Refugee Resettlement (ORR) or Office on Trafficking In Persons (OTIP) Certification or eligibility letter (all pages)
WITHHOLDING_LETTER	Withholding of Removal
ASYLUM_LETTER	Asylum
REMOVAL_CANCELLATION	Cancellation of Removal
ADMIN_CLOSURE	Administrative Closure
ADMIN_STAY_ORDER	Administrative Order Staying Removal
ORDER_OF_SUPERVISION	Order of Supervision
PROOF_OF_STAY	Proof that you lived continuously in the U.S. before 1972 (for example, your lease agreement or proof of employment)

### **Change In American Indian/Alaskan Native Status and Gain of American Indian Status**

To qualify for a SEP, you must provide documentation as proof of your AI/AN status. Here's a list of documents that you can upload:

Proof for American Indian / Alaskan Native Status

BIA_CERTIFICATION	Certificate of Indian Alaskan from BIA
TRIBAL_MEMBERSHIP	Tribal membership

### **Change In Citizenship**

To qualify for a SEP, you must provide documentation as proof of the change in your citizenship status. Here's a list of documents that you can upload:

Proof of change in citizenship status within 60 days

N550	Certificate of U.S. citizenship (N-560, N-561) or Certificate of Naturalization (N-550, N-570)
US_PASSPORT	U.S. Passport book or card (acceptable even if expired)
REAL_ID	Real ID Driver's License (enhanced) or State Real ID (enhanced State ID)
US_BIRTH_CERT	United States birth certificate or a birth certificate from a US territory, military record showing U.S. place of birth, other official or religious records showing U.S. place of birth, or adoption decree

### **Exemption Cancelled**

To qualify for a SEP, you must provide documentation as proof of your Qualifying life event. Here's a list of documents that you can upload:

Proof of exemption cancelled within the last 60 days

EXEMPTION_LETTER	Exemption approval letter
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## **ICHRA SEP**

To qualify for a SEP, you must provide documentation as proof of your Qualifying life event. Here's a list of documents that you can upload:

Proof of ICHRA change within the last 60 days

ICHRA Letter	Notice from the employer showing when individual coverage or ICHRA will begin

## **QSEHRA SEP**

To qualify for a SEP, you must provide documentation as proof of your Qualifying life event. Here's a list of documents that you can upload:

Proof of QSEHRA change within the last 60 days

QSEHRA Letter	Notice from the employer showing when individual coverage or QSEHRA will begin

## **Income Change CSR**

To qualify for a SEP, you must provide documentation as proof of your Qualifying life event. Here's a list of documents that you can upload:

Proof of income change within the last 60 days

PAYCHECK	Paycheck stubs showing employee information, pay date or pay period, and gross amount of pay.
FORM_1040	1040 federal or state tax return from the previous year if representative of attested income.
WAGES	Wages and tax statement (W-2 and/or 1099, including 1099 MISC, 1099G, 1099R, 1099 SSA, 1099 DIV, 1099 SS, 1099 INT) showing first/last name, income amount, year, and employer name (if applicable).
EARNINGS_STATEMENT	A signed earning statement from your employer showing first/last name, company contact information and gross pay information, signed by the employer, and dated
TERM_LETTER	Termination letter from employer
SELF_EMPL_LETTER	Self-employment ledger documentation showing first/last name, company name, income amount. If you're submitting a self-employment ledger, include the dates covered by the ledger, and the net income from profit/loss (can be a Schedule C, the most recent quarterly or year-to-date profit and loss statement, or self-employment ledger).
FORM_1040_SE	1040 SE with Schedule C, F, or SE (for self-employment income)
FORM_1065	1065 Schedule K1 with Schedule E
UNEMPLOYMENT_LETTER	Unemployment benefits letter
TAX_RETURN	Tax return
PROFIT_LOSS_STMT	Most recent quarterly or year-to-date profit and loss statement

## **Divorce/ Legal Separation**

To qualify for a SEP, you must provide documentation as proof of your Qualifying life event. Here's a list of documents that you can upload:

Proof of existing or prior coverage within the last 60 days and proof of divorce within the last 60 days

CARRIER_TERM_LETTER	Termination letter from prior carrier; email termination notices from prior carrier that can be validated may also be accepted (including and limited to carriers participating with the Exchange)
GOV_TERM_LETTER	Termination letter from a government provider (i.e., Medicaid)
COBRA_TERM	COBRA notice of termination of employer contribution to enrollment
COVERAGE_EXHAUSTION_LETTER	Employer letter of exhaustion of contribution to COBRA enrollment
PEBPS_LETTER	Dated letter from PEBPS
PREV_EMPL_LETTER	Letter from the previous employer confirming loss of coverage
MARKETPLACE_LETTER	Document from another state's Marketplace
STUDENT_HEALTH_COV	A document proving you had student health coverage
DEDUCTION_PAYSTUB	A paystub showing health coverage deductions
DIVORCE_DECREE	Divorce decree/Certificate

## **Loss of Coverage Through Employer**

To qualify for a SEP, you must provide proof of the loss of your existing Employer coverage. Here's a list of documents that you can upload:

Proof of existing or prior coverage within the last 60 days

CARRIER_TERM_LETTER	Termination letter from prior carrier; email termination notices from prior carrier that can be validated may also be accepted (including and limited to carriers participating with the Exchange)
GOV_TERM_LETTER	Termination letter from a government provider (i.e., Medicaid)
COBRA_TERM	COBRA notice of termination of employer contribution to enrollment
COVERAGE_EXHAUSTION_LETTER	Employer letter of exhaustion of contribution to COBRA enrollment
PEBPS_LETTER	Dated letter from PEBPS
PREV_EMPL_LETTER	Letter from the previous employer confirming loss of coverage
MARKETPLACE_LETTER	Document from another state's Marketplace
STUDENT_HEALTH_COV	A document proving you had student health coverage
DEDUCTION_PAYSTUB	A paystub showing health coverage deductions

## **Loss of Medicaid**

To qualify for a SEP, you must provide proof of the loss of your existing Medicaid coverage. Here's a list of documents that you can upload:

Proof of existing or prior coverage

MEDICAID_LETTER	Notice of Decision from DWSS (NOD)
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## **Loss of MEC**

To qualify for a SEP, you must provide proof of the loss of your existing coverage. Here's a list of documents that you can upload:

Proof of existing or prior coverage within the last 60 days

CARRIER_TERM_LETTER	Termination letter from prior carrier; email termination notices from prior carrier that can be validated may also be accepted (including and limited to carriers participating with the Exchange)
GOV_TERM_LETTER	Termination letter from a government provider (i.e., Medicaid)
COBRA_TERM	COBRA notice of termination of employer contribution to enrollment
COVERAGE_EXHAUSTION_LETTER	Employer letter of exhaustion of contribution to COBRA enrollment
PEBPS_LETTER	Dated letter from PEBPS
PREV_EMPL_LETTER	Letter from the previous employer confirming loss of coverage
MARKETPLACE_LETTER	Document from another state's Marketplace
STUDENT_HEALTH_COV	A document proving you had student health coverage
DEDUCTION_PAYSTUB	A paystub showing health coverage deductions

## **Marriage**

To qualify for a SEP, you must provide proof that at least one partner had coverage within the last 60 days prior to the event. Here's a list of documents that you can upload:

Proof of existing or prior coverage within the last 60 days and proof of marriage within the last 60 days

CARRIER_TERM_LETTER	Termination letter from prior carrier; email termination notices from prior carrier that can be validated may also be accepted (including and limited to carriers participating with the Exchange)
GOV_TERM_LETTER	Termination letter from a government provider (i.e., Medicaid)
COBRA_TERM	COBRA notice of termination of employer contribution to enrollment
COVERAGE_EXHAUSTION_LETTER	Employer letter of exhaustion of contribution to COBRA enrollment
PEBPS_LETTER	Dated letter from PEBPS
PREV_EMPL_LETTER	Letter from the previous employer confirming loss of coverage
MARKETPLACE_LETTER	Document from another state's Marketplace
STUDENT_HEALTH_COV	A document proving you had student health coverage
DEDUCTION_PAYSTUB	A paystub showing health coverage deductions

MARRIAGE_LETTER	Marriage certificate
DOMESTIC_PARTNER_CERT	Domestic legal document
MARRIAGE_AFFIDAVIT	Marriage affidavit or affidavit of support that's signed and dated by the person who officiated the marriage or the official witness of the marriage.
RELIGIOUS_MARRIAGE_LETTER	A religious document showing who got married and the date of the marriage.

### **Moved Into State**

To qualify for a SEP, you must provide proof that you had qualifying coverage prior to moving, provide documentation of your prior residence and your new residence. Here's a list of documents that you can upload:

Proof of existing or prior coverage within the last 60 days, proof of current address and proof of prior address

Proof of existing or prior coverage within the last 60 days	CARRIER_TERM_LETTER	Termination letter from prior carrier; email termination notices from prior carrier that can be validated may also be accepted (including and limited to carriers participating with the Exchange)
	GOV_TERM_LETTER	Termination letter from a government provider (i.e., Medicaid)
	COBRA_TERM	COBRA notice of termination of employer contribution to enrollment
	COVERAGE_EXHAUSTION_LETTER	Employer letter of exhaustion of contribution to COBRA enrollment
	PEBPS_LETTER	Dated letter from PEBPS
	PREV_EMPL_LETTER	Letter from the previous employer confirming loss of coverage
	MARKETPLACE_LETTER	Document from another state's Marketplace
	STUDENT_HEALTH_COV	A document proving you had student health coverage
DEDUCTION_PAYSTUB	A paystub showing health coverage deductions	

Proof of prior address and current address	STATE_ID	State Issued ID
	DRIVERS_LIC	Driver's License
	RENGAT_AGREEMET	Rental agreement
	UTIL_BILLS	Utility Bills
	VOTER_CARD	Voter Card
	AUTO_REGISTRATION	Automobile Registration
	HOME_PAYMENT	Home payment notice
	COLLEGE_ENROLLMENT_LETTER	College Enrollment letter
	PROPERTY_TAX	Property Tax notice
	OFFER_OF_EMPLOYMENT	Offer of Employment
	HOME_PURCHASE_AGREEMENT	Home purchase agreement
	POSTAL_ADDRESS_LETTER	Postal Service change of address confirmation letter, including your mail forwarding date and the address mail will be forwarded to.
	GOV_LETTERHEAD	Letter from a government organization on official letterhead or stationery
BANK_STMT	Bank Statement	
Proof of	STATE_ID	State Issued ID
	DRIVERS_LIC	Driver's License

prior address	RENGAT_AGREEMET	Rental agreement
	UTIL_BILLS	Utility Bills
	VOTER_CARD	Voter Card
	AUTO_REGISTRATION	Automobile Registration
	HOME_PAYMENT	Home payment notice
	COLLEGE_ENROLLMENT_LETTER	College Enrollment letter
	PROPERTY_TAX	Property Tax notice
	OFFER_OF_EMPLOYMENT	Offer of Employment
	HOME_PURCHASE_AGREEMENT	Home purchase agreement
	POSTAL_ADDRESS_LETTER	Postal Service change of address confirmation letter, including your mail forwarding date and the address mail will be forwarded to.
	GOV_LETTERHEAD	Letter from a government organization on official letterhead or stationery
	BANK_STMT	Bank Statement

**Scope:**

Nothing in this policy memo shall be construed to alter any aspect of terminations, enrollment, or processes, other than those specified herein, nor supersede any future requirements from local, state, or federal statute<sup>2</sup>.

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<sup>2</sup> 45 CFR 155.420 (g)