A policy holder who is currently enrolled in an Employer-Sponsored Insurance (ESI) plan must submit ALL of the required documents below to the KI-HIPP Team* to determine eligibility for the Kentucky Integrated Health Insurance Premium Payment (KI-HIPP) program.

### Summary of Benefits and Coverage (SBC) Form

The Summary of Benefits and Coverage (SBC)* is a form that shows the comparison of costs and coverage between health insurance plans.

*You may request a copy of the SBC from your employer or health insurance company at any time.

### Premium Rate Sheet

The Premium Rate Sheet* is a document with details about charges and rates of health insurance plans.

*You may request a copy of the Premium Rate Sheet from your employer or health insurance company at any time.

### Health Insurance Card

A copy of your health insurance card shows that you are currently enrolled in a health insurance plan.

### Paystub

A copy of your paystub* shows that the premium payment has been taken out of your paycheck to pay for your health insurance coverage.

*With ESI, the premium payment is automatically taken out from your paycheck each pay period. The KI-HIPP Team sends you KI-HIPP payments as reimbursement for the cost of health insurance premiums.

*KI-HIPP Team Contact Information on next page
A policy holder who has access to Employer-Sponsored Insurance (ESI), but is not currently enrolled in an ESI plan, must submit ALL of the required documents below to the KI-HIPP Team to determine eligibility for the Kentucky Integrated Health Insurance Premium Payment (KI-HIPP) program.

### Enrollment Document Checklist (Access to ESI)

A policy holder who has access to Employer-Sponsored Insurance (ESI), but is not currently enrolled in an ESI plan, must submit ALL of the required documents below to the KI-HIPP Team to determine eligibility for the Kentucky Integrated Health Insurance Premium Payment (KI-HIPP) program.

#### Document Name Example

**Summary of Benefits and Coverage (SBC) Form**

The Summary of Benefits and Coverage (SBC)* is a form that shows the comparison of costs and coverage between health insurance plans.

*You may request a copy of the SBC from your employer or health insurance company at any time.

**Premium Rate Sheet**

The Premium Rate Sheet* is a document with details about charges and rates of health insurance plans.

*You may request a copy of the Premium Rate Sheet from your employer or health insurance company at any time.

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**Documents may be submitted to the KI-HIPP Team using one of the following methods:**

- **Upload:** benefind.ky.gov
- **Mail:** CHFS KI-HIPP Unit 275 E. Main St. 6C-A Frankfort, KY 40621
- **Email:** kihipp.program@ky.gov

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**For more information on KI-HIPP:**

- **Please Call:** 855-459-6328
- **Visit our website:** chfs.ky.gov
- **Search for:** KI-HIPP