Adding a Newborn in Healthplanfinder

Scenario: Mother is open on Washington Apple Health in Healthplanfinder and needs to add her newborn.

Step 1: From the Primary Applicant’s dashboard under “Quick Links”, select “Report a Change in Income or Household”.

Step 2: On the “Report Changes/Life Event” page:
- Select “Yes” for “Someone needs to be added to or removed from my list of household members to be considered for coverage” and click “Next”.

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Step 3: On the “Do you have other household members or tax dependents?” question:
- Click “Add Member.”

![Image of Add Member screen]

Step 4: For the “Add Household Member” screen
- Complete all required fields marked with a red asterisk* to add the newborn
- The reason for the add is “Birth”.
- Click “Save” and then “Next” to continue
- Please note that reporting a SSN is not required, but is helpful to include if available

![Image of Add Household Member screen]
Step 5: On the “Set Household Relationship” screen:
- Complete the household relationships and click “Next” to continue

Step 6: On the “Additional Questions” screen:
- Update the pregnancy question to “No”
Step 7: On the “Pregnancy End Date” module:
- Update the Pregnancy End Date to the newborn’s date of birth.

![Image of Pregnancy End Date module]

Step 8: On the “Additional Questions” screen:
- Update the “Date of Residency” to the newborn’s date of birth.
- **Remember:** Newborns born to a mother on Washington Apple Health are U.S. Citizens.

![Image of Additional Questions screen]

Step 9: Continue through the application, making any applicable changes.

Step 10: After the “Application Review” screen, a pop up box will request “Verification of Citizenship/Lawful Presence” for the newborn if no SSN was input for the newborn.
- Click “Continue”.

![Image of Verification of Citizenship/Lawful Presence screen]
Step 11: The “Eligibility Results” page will display, approving the newborn on health care coverage.