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.”

**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
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 showing 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 showing 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 showing Verification of Citizenship/Lawful Presence]

Step 11: The “Eligibility Results” page will display, approving the newborn on health care coverage.