

GEORGIA MEDICAID

Renewal Checklist

Use this worksheet when your renewal notice arrives. It helps you capture the deadline, gather the requested proof, submit carefully, and keep a record.

Timing matters.

Georgia says members should watch for a letter or email about 45 days before the renewal date. A reminder may come about 15 days before the deadline. Start as soon as your renewal window opens.

MY RENEWAL DEADLINE

1. Read the notice first

- Write down the renewal deadline and the date the notice arrived.
- Circle every item the notice asks you to complete or verify.
- Check which household members are listed.
- Confirm your mailing address, phone number, and email are current.
- Note how the notice says to return information.

Keep the notice. The instructions and deadlines in your own notice control your case.

2. Gather requested proof

Only send what your notice requests. Possible items may include:

- ☐ Recent pay stubs or an employer statement
- ☐ Self-employment income and expense records
- ☐ Proof of other income, if requested
- ☐ Health insurance information
- ☐ Information about household changes
- ☐ Resource records, if your Medicaid category requires them
- ☐ Identity, citizenship, or immigration documents, if requested
- ☐ Other:

Before you submit: Make sure every page is readable, complete, and shows the person's name and relevant dates where applicable.

3. Choose a submission route

Online — Georgia Gateway is the fastest route. It can renew benefits, show notices, and upload documents.

By phone — Call 1-877-423-4746 to use the renewal system or ask for help.

Other — Mail, fax, or take paperwork to your local Division of Family & Children Services office as directed.

Accessibility: Free interpreters are available. For Georgia Relay, dial 711.

4. Submit and save proof

- ☐ Answer every required question.
- ☐ Upload or attach every requested page.
- ☐ Review names, dates, amounts, and contact information.
- ☐ Submit before the deadline.
- ☐ Save the confirmation page, receipt, fax report, or stamped copy.
- ☐ Keep a copy of everything you sent.

Submission is not the final step.

Keep watching Georgia Gateway, your mail, and your email for the state's decision or a request for more information.

5. Track what happens next

- 1 Check for follow-up. Respond by the date shown if the state asks for more information.
- 2 Read the final notice. It will say whether coverage is renewed for the next 12 months or whether the member is no longer eligible.
- 3 Verify each person. Different household members may have different eligibility results.
- 4 Save the decision. Keep the entire notice, envelope, and any online confirmation.

Decision received on:

Coverage renewed through:

More information due by:

6. If coverage ends

- ☐ Read the reason and effective date in the decision notice.
- ☐ Check the notice's Fair Hearing instructions immediately.
- ☐ If you believe the decision is wrong, request a Fair Hearing within the deadline.
- ☐ Follow the notice's instructions for other health coverage options.
- ☐ Keep proof of any appeal or new application.

Appeal deadline

Georgia's renewal guide says a Fair Hearing must be requested within 30 days of Medicaid coverage ending. Your decision notice explains how to request it. Act promptly.

Official help and independent support

Georgia Gateway / DHS

- Online: Georgia Gateway
- Customer line: 1-877-423-4746
- Hours: Monday–Friday, 8:00 a.m.–5:00 p.m. Eastern
- Georgia Relay: 711

Georgia Benefits Support

Plain-language education, organization tools, and one-on-one navigation support.

Website: georgiabenefitssupport.com

Email: info@georgiabenefitssupport.com

Do not email sensitive case documents unless a secure method has been confirmed.

Case record & follow-up log

Keep this page with your renewal notice, copies, and confirmation. A clear record makes follow-up easier.

Submission record

My submission record

Submitted on:

Method:

Confirmation/reference:

Questions to ask

- Is my renewal open, and what is the exact deadline? _____
- What information is still missing? _____
- Was each uploaded or submitted document _____ received?
- Does each household member have a decision?
- What is my reference number for this contact?

Document inventory

Document	Person / period	What the notice asked for	Submitted

7. Keep a contact log

Write down each call, upload, office visit, or letter. Include the name of anyone you spoke with and any reference number.

Date / time	Contact / channel	What happened	Next step

Official references: [Georgia Medicaid renewal overview](#) · [Georgia Gateway](#) · [Georgia Medicaid: How to Apply](#)

Independent resource notice: Georgia Benefits Support is not a government agency or law firm. This checklist is educational and does not determine eligibility, guarantee renewal, or provide legal advice. Rules and case instructions can change; follow your notice and confirm current requirements with the agency. Information reviewed October 1, 2026.