



Client name and address


Date
Caseworker
HHSC benefits office address and phone and fax numbers

**Please sign your form and send it back to us:**

You sent us an application form to renew benefits, but it wasn't signed. We can't begin working on your case until it is signed and dated.

We are sending this form back to you with this letter. Please follow these steps:

**Step 1:** Look over your form.

- If you need to correct anything: (a) mark it out, and (b) update it.
- Make sure you answered all questions.

**Step 2:** Sign and date the form.

You also need the following people to sign (if they apply to you):

- Your spouse.
- Your guardian.
- The person who has your power of attorney.
- The person who can act for you (an authorized representative).

**Step 3:** Send your signed and dated form back to us one of these ways:

**Mail:** Use the pre-paid envelope that came with this letter.

**Fax:**

**In person:** At the HHSC benefits office listed above.

**Questions?**

Call the HHSC benefits office listed above, Monday to Friday, 8 a.m. to 5 p.m. Central Time.