**Health Care Renewal Notices/VCLs when the HC renewal is in progress are:**

**Returned with In-State Forwarding Address**

If renewal notice is returned with a forwarding address in Wisconsin, workers must:

* Follow the process outlined in Process Help 3.16 to update the address on the case based on the programs open on the case, including following the process for required verification for other programs.
* Resend the renewal notice (Process Help 58.3.2 Correspondence History Search Results Page and 58.4 How do I Send a Duplicate Notice)
* Document actions taken in the case comments.

**Note:** The duplicate correspondence will include a cover letter with the case’s most recently updated address for mailings.

 If the renewal notice comes back a second time, with no forwarding address, follow the steps in the **Health Care Renewal Notice Returned with No Forwarding Address** document.

If a **Verification checklist (VCL)** related to the health care renewal is returned with a Wisconsin forwarding address, workers must:

* Update the mailing address in CARES,
* Extend the VCL due date by 20 days,
* Send a new VCL, and
* Document in case comments.