**Instructions for Using Sample MIPPA Flyer Template**

This template is available as a Word template that you can adapt for your community. Here are some tips to make the flyer work for you.

1. **Change out photos as desired.**

NCOA has chosen free, publicly available photos to use on this template. You may wish to swap photos for those that better represent the community you serve. NCOA has found that photos of actual people, rather than clipart or abstract images, are more memorable and enticing to potential clients.

These sites provide free stock photos that can be downloaded without a license:

* Unsplash: <https://unsplash.com/>
* Pixabay: <https://pixabay.com/>
* Pexels: <https://www.pexels.com/>

To change any photo, right click on any of the photos and select “Change Picture” to upload a file from your computer.

If you plan to print this flyer in black and white, be sure to do a test print to see that the photos appear clearly.

1. **Update income/resource guidelines for your state.**

NCOA has use the federal resources guidelines for the 48 contiguous states in this flyer. We recognize that your state may have differing income/asset guidelines (e.g., for Alaska/Hawaii or if your state eliminated the MSP asset test). Be sure to check the figures against what your state uses and update as appropriate.

* Extra Help eligibility guidelines: <https://ncoa.org/article/part-d-low-income-subsidy-extra-help-eligibility-and-coverage-chart>
* MSP eligibility guidelines: <https://ncoa.org/article/medicare-savings-programs-eligibility-coverage>

1. **Insert program contact details.**

On the back of the flyer, include a logo, brief description of your organization, and contact information for how beneficiaries can be in touch with you.