

FY 2012–13 Medical Insurance Supplement for Low-Income State Employees

Apply for the Supplement Tuesday, May 1, 2012–Wednesday, May 23, 2012

The supplement for medical insurance will again be available to low-income state employees with dependent children. **This year the application period will be from Tuesday, May 1–Wednesday, May 23, 2012.**

To be eligible for the supplement in FY 2012–13, employees MUST complete an application. Even though open enrollment will be passive, and employees are not required to participate, the supplement program is not passive, and requires a new application every year.

- Receiving the supplement is based on the household income from 2011, so the program needs to evaluate applicants and their 2011 income. Even applicants from last year must at least provide new household income information and the first page of 2011 federal tax returns for *any* household earners.
- If you are currently receiving the supplement, know that you **must** apply again to be considered for the application in FY 2012–13. Your current supplement will stop after June 2012.
- As part of the online application, the required documentation (such as 2011 federal tax forms, marriage certificates, and birth certificates) **must be in electronic versions, PDFs or JPGs, and uploaded as part of the application process.** Applications without the electronically attached documents will be considered incomplete and will not be reviewed.
- Applicants from last year should only have to provide new income information and new tax documents, unless new dependents or household members have been added.

Who is it for? Who is eligible?

The supplement is for low-income employees with dependent children who will enroll in one of the State’s medical insurance options during open enrollment, or be willing to enroll if approved. Employees who do not choose a State medical plan during open enrollment, but who are approved for the supplement, will be given an opportunity to enroll in one of the state medical insurance options at a later time.

The supplement is used to cover a portion of the cost of medical insurance premiums for the FY 2012–13 Plan Year (July 1, 2012–June 30, 2013) for approved applicants.

How much will the supplement be?

The specific amount of supplement for individuals is unknown, as that amount will depend on the total number of approved applicants and the total dollars allocated to the program this year. The more approved applicants there are, the smaller the supplement for each individual.

What is the purpose of this program?

The state statute authorizing the program is designed to address the cost of medical insurance for low-income state employees with children. The money for the program comes from the State’s share of a settlement from a class action tobacco lawsuit.

REQUIRED DOCUMENTS

At the time of application, you must be able to upload, in electronic format (PDF, JPG) the following.

- ✓ Applicants from last year, spring 2011, should only have to upload the first page of 2011 federal income tax returns for any household earners of income, as other documents have been retained. If new dependents or household members have been added this year, then appropriate documentation must also be provided
- ✓ **For ALL income earners aged 16 or older in the household at the time of application**—Page 1 and *signature page ONLY* of 2011 Federal Income Tax return
- ✓ **For Children (all children in the household, whether or not you intend to cover them under the medical plan)**—birth certificates/adoption certificates/allocation of parental responsibility/legal custody documents/foster child papers
- ✓ **For Spouses/Same-Gender Domestic Partners**—marriage certificates/common-law affidavits/same-gender domestic partner affidavits
- ✓ **Other Adults Living in the Household**—drivers’ licenses or state IDs (Do not provide drivers licenses for spouses or children.)

Minimum Qualifications for Supplement Program

Employees must meet the following MINIMUM qualifications for the FY 2012–13 Medical Insurance Supplement Program.

1. **Hired prior to July 1, 2012**
2. **Eligible for state medical insurance options**
3. **Have at least one dependent child eligible for state medical coverage**
4. **Had a 2011 calendar year household income of three times (3x) or less of the 2011 Federal Poverty Level (FPL).**

- **Household income** is the total, combined income for calendar year 2011 of all adults and income earners living in the household, under one roof at the time of application—the employee, a spouse, children over the age of 16, and any other adults living in the household.
- Go to www.colorado.gov/dpa/dhr/benefits to see the levels for this year’s program. The FPL is tied to the number of people in a household.

- **For Example**—Three times (3x) the 2011 Federal Poverty Level for a single parent with one child (a total of two household members) is an annual income of \$44,130. For a single parent with two children (total of three household members), three times (3x) the 2011 FPL is \$55,590.

5. **Filed a 2011 federal income tax return**
6. **Employee and dependent children must enroll during open enrollment, or be willing to enroll*, in one of the State’s medical insurance options for the FY 2012–13 Plan Year (July 1, 2012–June 30, 2013).**

Caution: Please read “How is the money distributed among qualified applicants?” for information on how the money is to be distributed among different levels (2x, 2.5x and 3x) the Federal Poverty Level.

*Employees are not required to enroll in medical insurance during open enrollment to be eligible for the supplement. However, approved applicants not covered by a State medical option will be required to enroll at a later date.



How to Apply for the Supplement

Please read carefully as the process has changed.

- X Application period: Tuesday, May 1– Wednesday, May 23, 2012.**
- X** An employee can access the application either through a link on the **Employee Benefits Website**, or at the end of their open enrollment in the online benefits administration system (BAS). The BAS will be available for open enrollment starting on Tuesday, May 1, 2012.
- X** At the conclusion of an employee’s open enrollment process, the employee will be asked about the Medical Insurance Supplement Program. A link to the supplement application will be offered for those interested in applying.
- X** The application will require information about the employee, family members, household members, and household income (the total, combined income of all members of the household).

ALL fields will require an answer, even if it is “none” or “N/A” when the field does not apply.

- X Applicants must upload their required documents electronically during the application process.** This means that applicants must already have their documents scanned and stored on the computer they are using to complete the application. The preferred electronic format for documents will be either as PDFs or JPGs. Applications without the required documents will be considered incomplete. If employees need help scanning, storing or uploading documents, a **department’s benefit administrator** may be able to assist.

At the conclusion of the application there is an electronic signature screen. Once the “Understand and Agree” button has been clicked, the application will be submitted and the applicant will be unable to access the application. An e-mail confirming submission will be automatically sent to the applicant.

Supplement Application Timeline

- **Application period: Tuesday, May 1, 2012– Wednesday, May 23, 2012.**
- **May/June**—After the application period closes, applications and documentation will be reviewed. If the application does not meet the minimum requirements or does not have the required documents, it will be denied. If it meets the minimum requirements, it will be accepted.
- **July**—A special enrollment will be held for those approved for the supplement, but who chose not to enroll in medical insurance during open enrollment.
- **August/September**—Supplements will be awarded.

Questions? Limited computer/Internet access?

Employees with questions or limited computer or Internet access should contact their **department’s benefits or human resources (HR) offices**. Personnel in these offices can answer questions, offer assistance in accessing and completing the online application, and help in uploading documentation into the application. If you don’t how to contact your agency’s benefits or HR office, call 303.866.3434/ 1.800.719.3434 to find out.

How is the money distributed among qualified applicants?

Not everyone who meets the minimum qualifications will receive the supplement, as the money is to be awarded based upon demonstrated need, according to the statute that governs this program. Those applicants who are awarded the supplement should not expect the supplement to completely cover *all* of their medical insurance premiums, as it will depend on available funds.



Qualified applicants will be divided into three levels.

- Level A**—Household income at or under 200% (2x) of the Federal Poverty Level
- Level B**—Household income at or between 201% and 250% (2.5x) of the Federal Poverty Level
- Level C**—Household income at or between 251% and 300% (3x) of the Federal Poverty Level

Annual income levels for this year’s supplement program—See these levels in dollars by household size.

The money will be distributed first to approved Level A applicants. Money cannot be distributed to approved Level B applicants until 100% of the medical insurance premiums for all applicants in Level A are paid by the supplement. Money cannot be distributed to approved Level C applicants until 100% of the medical premiums of Level B are paid.