

### Applying for MassHealth and Health Connector Coverage

The Massachusetts Application for Health and Dental Coverage and Help Paying Costs (ACA-3) allows applicants to apply for low- or no-cost coverage from MassHealth, including the Children's Medical Security Plan (CMSP), the Health Connector, or the Health Safety Net (HSN). The ACA-3 is the only application an individual needs to complete to apply for subsidized coverage. Please do not use and recycle all prior versions of the application (ex: the ACA-2).

The new paper application is available for use on October 15, 2014. However, beginning on November 15, 2014, individuals are encouraged to apply online at [MAhealthconnector.org](http://MAhealthconnector.org).

### ACA-3 Missing Critical Data Guide

Attached is a job aid that identifies which questions on the ACA-3 paper application are considered Missing Critical Data (MCD) if not answered. This MCD Guide denotes which fields are required, at a minimum, in order for us to process an application. MCD fields that are left blank will result in a request for more information and may delay program determination.

While some questions may not be required, it is strongly recommended that you complete the application as comprehensively as possible. Some questions that are not MCD, may still impact applicant's eligibility for specific programs (e.g. pregnancy, parental status, disability, etc.).

Please note that the same information will be required on the online application and must be answered in order for the application to be processed. The question numbers referenced in the job aid are pertinent to the paper ACA-3 application only.

### Additional Information about the ACA-3

Demographic information is now requested at the individual level. The ACA requires complete demographic information for each individual applying as well as for those who are not applying, but are in the household. The application is divided into six steps and includes supplements such as the Authorized Representative Designation Form (ARD).

**Step 1:** This section captures the adult in the household who has been designated as the contact person for the application.

**Step 2:** This section captures information such as demographics, residency, citizenship and immigration status, and income. This step must be completed for each person in the household.

- If there are more than three people in the household, additional copies of the pages for Person 3 will need to be made and attached to the application.
- Question 6 must be checked yes if an individual is seeking to apply for health or dental coverage or is seeking to see if they qualify for additional coverage.

**Step 3:** This section captures whether anyone in the household is an American Indian or Alaska Native.

**Step 4:** This section captures whether anyone in the household is enrolled in health coverage now or has access to health coverage.

**Step 5:** This section details the applicant's Rights and Responsibilities and captures their signature.

- This section includes questions regarding incarceration and should be checked yes if anyone on the application is incarcerated and applying for coverage.
- This section also includes questions for Enrollment Assistors (including Certified Application Counselor and Navigators). These should be completed when assisting an applicant.

**Step 6:** This section provides Voter Registration information and where to send the completed application.

**Supplement A:** Health Coverage from Jobs. This supplement only needs to be completed if someone in the household is eligible for health coverage from a job.

**Supplement B:** American Indian or Alaska Native Family Member (AI/AN). This supplement only needs to be completed if someone in the household is an American Indian or Alaska Native.

**Supplement C:** Authorized Representative Designation (ARD). Applicants can submit this form if they would like to designate an authorized representative to act on their behalf.

### How to Apply

Applications may be submitted in any of the following ways.

1. Create an online account at **MAhealthconnector.org**. **Applying online is the fastest way to get coverage.**
2. Mail the filled-out, signed paper applications to  
Health Insurance Processing Center  
P.O. Box 4405  
Taunton, MA 02780
3. Fax the filled-out, signed paper applications to 617-887-8770.
4. Call the MassHealth Customer Service Center at 1-800-841-2900 (TTY: 1-800-497-4648 for people who are deaf, hard of hearing, or speech disabled) or the Health Connector at 1-877-MA ENROLL (877-623-6765).
5. Visit a MassHealth Enrollment Center (MEC) to apply in person. See the member booklet for a list of MEC addresses.

### **The ACA-2**

The ACA-2 was the application created for ACA open enrollment in October 2013. The ACA-2 will be phased out beginning October 15, 2014. However, it will be accepted up until November 14, 2014.

### **Supplies and Use of Revised Forms**

Supplies of the new ACA-3 will be available October 15, 2014. To order supplies, call 1-800-841-2900, or e-mail your request to [publications@mahealth.net](mailto:publications@mahealth.net).

When you receive a supply of the new ACA-3, please recycle all ACA-2's and earlier versions of the application.

Starting on November 15, 2014, the ACA-3 will be the only version of the application accepted.

### **Location of Printable Application on the MassHealth Website**

The new ACA-3 application can be printed from the MassHealth website. Go to [www.mass.gov/eohhs/gov/departments/masshealth/applications-and-member-forms.html](http://www.mass.gov/eohhs/gov/departments/masshealth/applications-and-member-forms.html).