

Kaiser Permanente Child Health Plan (KPCHP)

Enrollment Tip Sheet

Kaiser Permanente Child Health Plan (KPCHP) is temporarily reopening to new enrollment for Los Angeles County on Monday July 2, 2012. KPCHP option is opening on a rotating county schedule in One-e-App (OeA) for active OeA user agencies in Los Angeles, Orange and San Diego Counties. KPCHP's availability is based on the local facilities/service area zip codes.

Eligibility Criteria:

- Children will be covered from birth until their 19th birthday. The child, prospective member, must be 18 years or younger at the time of the application. (*unborn children are NOT eligible*)
- Children who DO NOT qualify for Medi-Cal, Healthy Families, California Children Services (CCS) or who are undocumented (**must have a denial letter within 90 days from the date on KPCHP application**)
- Children who do not have healthcare coverage or will lose coverage within 90 days of the KPCHP application.
- Family income must be at or below 300% of the Federal Income Guideline (FIG)
- Child must live in a Kaiser Permanente Service Area

THINGS TO NOTE:

- Children currently enrolled in Emergency Medi-Cal or Medi-Cal with a Share of Cost (SOC) are eligible for KPCHP (must provide a copy of award letter with application).
- A child enrolled in CCS is not eligible for KPCHP and will be denied UNLESS they have been receiving services through Kaiser Permanente providers for their CCS condition.

How to Apply:

Electronic Application through One-e-App from an active, trained preapproved user agency will ONLY be accepted; no paper applications will be permitted. Paper applications will be returned to the sender with important information on how to enroll in the plan. If an active, trained, preapproved user agency does not have a direct contract for using the One-e-App system, they will assist families enroll via the One-e-App public access website.

Once a family has applied to KPCHP through One-e-App with the assistance of a preapproved user agency they will have to go back to the agency for any additional follow up with the application. Any missing documentation will need to be submitted within 30 days of the date on the application and done by the One-e-App user agency; families are **NOT** allowed to submit missing documentation on their own.

Applying through One-e-App:

The minimum required documents needed with the application are:

- One-e-App Application Cover Sheet
- Signed and dated Application
- Current proof of Income Documentation (needs to be most current documentation, the last 4 consecutive weeks from the date on the application)

Within the One-e-App Application there are two sections that the applicant must sign, the signature needs to be identical in both places.

THINGS TO NOTE:

- The date placed on the application will be the determining factor for all additional documentation. Proof of denial letter, income, etc, will be counted back and made eligible from the date on the KPCHP application.
- To practice applications through One-e-App please use the mock application URL: <https://www.assistedoneeapp.info>

Documents that may be needed:

- **Proof of Income:** Acceptable forms of proof of income documentation include:
 - Pay check stubs (must be within the last 30 days of date on application)

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- If salary is paid in cash an employer letter on employer letterhead with:
 - statement that applicant works for employer
 - how much applicant is paid
 - how often applicant is paid
- As a last resort applicant can use a KPCHP Affidavit (CAAs can be considered as a witness in the affidavit form)
- If self employed, use the KPCHP Profit and Loss form (3 months history or 1040 tax return with schedule page)
- If family is receiving rental income, submit tax form that illustrates the renters income
- If family is receiving in-kind income from a family member on a monthly basis, will need to submit previous year federal tax forms and 3 months of bank statements
- **Proof of Guardianship:** Acceptable forms of Guardianship documentation include:
 - Form GC-250, Letter of Guardianship Document (has to be approved by the court)
 - Power of Attorney for a Minor Child (requires notary signature)
 - California Caregiver Authorization Affidavit (does not require an attorney or notary)

NOTE: If a grandmother is the guardian for a pregnant granddaughter whom has coverage through KPCHP, new baby cannot be added to mother’s case. Will need to seek coverage for the newborn through Medi-Cal.
- **Proof of Denial Letter or Award Letter for Emergency Medi-Cal or SOC Medi-Cal:** Acceptable forms of Denial Letters for Other Health Coverage Programs or Award Letters include:
 - Applying child NEEDS a denial notice from Medi-Cal or Healthy Families within in the last 90 days from date on application
 - Or have an Award Letter for Emergency/ Restrictive Medi-Cal or Medi-Cal with a Share of Cost
 - Birth certificate, if child was not born in the U.S.
 - Employer letter stating they do not offer healthcare coverage
 - Or that they do not contribute to a dependent’s healthcare coverage (applicant is being made responsible for 100% of cost)
 - Group coverage termination letter from employer (different from employer termination letter)

NOTE: Kaiser Permanente has released new Forms (i.e. Affidavit, Profit & Loss Statement) which are available on CHAMP-Net. Forms dating back to 2009 will still be accepted until the end of 2012.

Contacts for Questions and Issues:

<p>For general questions or issues about the One-e-App system</p> <p>Contact the One-e-App Help Desk at 866-426-1979</p> <p>Monday through Friday: 8:00 am to 5:00 pm.</p>	<p>For questions regarding:</p> <ul style="list-style-type: none"> • KPCHP specific cases • Status calls (please give KPCHP 45 days in response time for any application) • Additional information about KPCHP <p>Contact Charitable Health Coverage Operations at 1-800-255-5053</p> <p>Mon, Wed, Thurs and Fri: 8:00 am - 11:30 am and 12:30 - to 3:00 pm</p> <p>Tuesday: 12:30 pm-3:30 pm</p>	<p>For any escalated issue:</p> <p>Once you have called Charitable Health Coverage Operations:</p> <ul style="list-style-type: none"> • More than 3 times regarding one case with no questions answered • An application cannot be found • Or for any issues that cannot be resolved by Charitable Health Coverage Operations <p>Contact the KPCHP Trainers via email:</p> <p>Karlynn McCane karlynn.e.mccane@kp.org Lupe Gutierrez Guadalupe.x.gutierrez@kp.org</p>
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