




Eligibility Operations Memo 15-08
October 1, 2015

TO: MassHealth Eligibility Operations Staff

FROM: Timothy P. Cahill, Deputy Director, Member Services 

RE: **Application for Health Coverage for Seniors and People Needing Long-Term-Care Services (SACA-2)**

Background

MassHealth has updated the paper application for health benefits for seniors and people needing long-term-care services. The Application for Health Coverage for Seniors and People Needing Long-Term-Care Services (SACA-2), revised in March 2015, is intended for the following populations in Massachusetts:

- individuals aged 65 and older who are living in the community;
- individuals any age who need long-term-care services (either in a nursing facility or in the community);
- individuals who are eligible under certain programs to get long-term-care services to live in the community; or
- a member of a married couple living together and
 - both spouses are applying for health coverage;
 - there are no children under age 19 living with the couple; and
 - one spouse is aged 65 or older and the other spouse is younger than age 65.

Individuals under age 65 who do not need long-term-care services (either in a nursing facility or in the community), parents of children younger than age 19 and adult relatives living with or taking care of children younger than age 19 when neither parent is living in the home, and disabled adults who are not working or who meet other working requirements will need to fill out the Massachusetts Application for Health and Dental Coverage and Help Paying Costs (ACA-3).

The revised version of the SACA-2 has been updated to better align with the online application, allow indexers to enter applications more quickly and efficiently, clarify language to more effectively gather accurate data, and incorporate certain changes recommended by field workers and advocates.

Summary of Changes

The March 2015 version of the SACA-2 includes the following changes.

- Moved the date of birth and social security number blocks closer to the applicant's name block.
- Added marital status question and a question about owning or renting property in the information sections about the applicant and spouse.
- Reordered some questions to allow for better flow of information.
- Moved the citizenship question closer to the beginning of the application.

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Summary of Changes (*cont.*)

- Added language about tax filing to assist in modified adjusted gross income (MAGI) determination if a member of the household is under age 65.
- Color coded supplements to match questions in application.
- Renamed the supplements and removed the letter after the supplement name (no longer Supplement A — now Long-Term-Care Supplement).
- Made the Person 2 (Spouse) section look more like Person 1 section.
- Brought Current Job and Income Information section in line with the ACA-3.
- Changed the look of Money from Other Sources section by reordering sources of income and how often received.
- Reordered assets section to put the most common types of assets first and give a more distinct delineation to the separate sections by using bolder lines.
- In the Assets section, added the address of mobile home under Vehicles/Mobile Homes.
- Moved the incarceration question to Section 10 — Read and Sign this Application. This mirrors the ACA-3.
- Made the signature section more distinguishable by shading it and stating “Sign this application.”
- Added voter registration to Section 10, after the instructions about submitting the completed application. This mirrors the ACA-3.
- Reordered some of the questions and redesigned the Long-Term-Care Supplement to be used as a stand-alone form. A signature section was also added to this supplement.
- Added Authorized Representative Designation Form (ARD) to the end of the application.

How to Apply

The March 2015 version of the SACA-2 is currently available.

Mail the filled-out, signed application to

MassHealth Enrollment Center
Central Processing Unit
P.O. Box 290794
Charlestown, MA 02129-0214.

Fax the filled-out, signed application to 1-617-887-8799 (NOTE: new fax number).

Visit a MassHealth Enrollment Center (MEC) to apply in person.

Supplies and Use of Earlier Versions of the SACA-2

Earlier versions of the SACA-2 may be accepted.

When you receive a supply of the March 2015 version of the SACA-2, please recycle earlier versions of the form. Although earlier versions will be accepted, they should **not** be distributed to the public.

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Location of Printable Application on the MassHealth Website

The new Senior Guide to Health Care Coverage (SACA-1) and the SACA-2 can be printed from the MassHealth website. Go to www.mass.gov/eohhs/gov/departments/masshealth/applications-and-member-forms.html.

Questions

If you have any questions about this memo, please have your MEC designee contact the Policy Hotline.