



**Eligibility Operations Memo 16-04**  
**August 1, 2016**

TO: MassHealth Eligibility Operations Staff

FROM: Amy Dybas, Director, Member Policy Implementation 

RE: **Massachusetts Application for Health and Dental Coverage and Help Paying Costs (ACA-3)**

**Background**

MassHealth, in conjunction with the Massachusetts Health Connector (the “Connector”) and the Health Safety Net (HSN), has updated the paper application for health benefits. The new Massachusetts Application for Health and Dental Coverage and Help Paying Costs (ACA-3), revised in April 2016, is intended for the following populations in Massachusetts:

- individuals younger than 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 (regardless of the age of the parent or adult relative) when neither parent is living in the home; and
- individuals who are disabled and who are either working 40 or more hours a month or are currently working and have worked at least 240 hours in the six months immediately before the month of the application or, if younger than age 65, not working.

Individuals aged 65 or older, including those in mixed households, and those of any age who need long-term-care services (either in a nursing facility or in the community) will need to fill out the Application for Health Coverage for Seniors and People Needing Long-Term-Care Services (SACA-2).

The ACA-3 captures applicant information to determine eligibility for benefits as required by the Affordable Care Act (ACA). This application is designed to align with the online application from the state-based marketplace that is the “front door” for applying for assistance from MassHealth and the Massachusetts Health Connector.

[MAhealthconnector.org](http://MAhealthconnector.org) is the state-based marketplace where individuals in Massachusetts can apply for and purchase health care benefits.

The revised version of the ACA-3 has been updated to better align with the online application and incorporates changes recommended by field workers and advocates.

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## **Summary of Changes**

This version of the ACA-3 includes the following changes.

- Reordered questions and updated language to align more closely with the HIX online application.
- Updated the estate recovery section of the signature page.
- Added “Immigration Statuses and Document Types” on page 22.
- Added information about enrolling in a health plan.
- At Question 28, added check boxes for months of the year.
- Changed language at the end of the income section advising applicant to go to Step 3 if he or she has added the last person.
- At Question 30, updated language on interest, dividends, and other investment income.
- Changed all instances of “premium tax credits” and “tax credits” to “Advance Premium Tax Credits,” at the Connector’s request.
- Replaced most references of “call MassHealth Customer Service” or “call the MECs” to “call us.” This does not include the voter registration section.

## **How to Apply**

The updated paper application is currently available online at [www.mass.gov/masshealth](http://www.mass.gov/masshealth). Click on “Apply for MassHealth.”

The updated paper application has been available in print since May 2016.

Individuals are encouraged to apply online at [MAhealthconnector.org](http://MAhealthconnector.org). **Applying online may be the fastest way to get coverage.**

To apply, members can use any of the options below.

Mail the filled-out, signed application to

Health Insurance Processing Center  
P.O. Box 4405  
Taunton, MA 02780.

Fax the filled-out, signed application to 1-857-323-8300.

To apply by telephone, 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 1-800-MA ENROLL (1-800-623-6765).

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

## **Supplies and Use of Earlier Versions of the ACA-3**

Earlier versions of the ACA-3 may be accepted. You should continue to use existing procedures and workarounds.

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### **Supplies and Use of Earlier Versions of the ACA-3 (*cont.*)**

When you receive a supply of the new ACA-3 (April 2016), please recycle earlier versions of the form. Although earlier versions will continue to be accepted, they should **not** be distributed to the public.

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

The new ACA-3 and ACA-3-AP (Additional Persons) can be printed from the MassHealth website. Go to [www.mass.gov/masshealth](http://www.mass.gov/masshealth). Click on “Apply for Health Coverage.”

### **Questions**

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