



**Eligibility Operations Memo 17-02**  
**February 15, 2017**

TO: MassHealth Eligibility Operations Staff

FROM: Amy Dybas, Deputy Chief Operating Officer for Member Policy Implementation,  
Training, and Communications *Amy Dybas*

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 January 2017, 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, are 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 Connector. [MAhealthconnector.org](http://MAhealthconnector.org) is the state-based marketplace where individuals in Massachusetts can apply for and purchase health care benefits.

## **Summary of Changes**

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

- Clarified instructions on Question 1, Person 1, to explain who should be listed in this section.
- Updated language in residency question.

*(continued on next page)*

### Summary of Changes (cont.)

- Inserted the new voter registration card in the booklet.
- Clarified instructions on Question 3 of Supplement A.
- Removed Supplement D, Special Enrollment Period Form, at the request of the Connector.

### How to Apply

The updated paper application and booklet are currently available online at [www.mass.gov/masshealth](http://www.mass.gov/masshealth). Click on “Apply for Health Coverage.”

The updated paper application and booklet will not be available in print, since the booklet will be revised for March 1 with the new federal poverty level (FPL) tables. The entire packet will be printed at that time.

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 also 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.

### 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.