



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Office of Medicaid
www.mass.gov/masshealth

Eligibility Operations Memo 25-01

DATE: January 2025

TO: MassHealth Eligibility Operations Staff

FROM: Heather Rossi, Deputy Chief Operating Officer, Eligibility Policy and Implementation

RE: **Current Applications, Renewals, and Member Forms**

Introduction

During the federal Public Health Emergency (PHE) and the subsequent Redetermination Period, MassHealth authorized the use of older versions of member forms, applications, and renewals to expedite the renewal, application, and case maintenance processes. With the end of the Redetermination Period on April 1, 2024, MassHealth began implementing post-PHE best business practices.

MassHealth recommends submitting versions of member forms, applications, and renewals that are the most current version to ensure the member eligibility and case maintenance processes are thorough and accurate. This EOM provides guidance on the use and submission of acceptable member applications, renewals, and forms.

Acceptable Applications, Renewals, and Member Forms

Internal and external stakeholders are asked to review the available MassHealth member applications, renewals, and member forms to ensure their inventory is current and discard any outdated member materials.

MassHealth will continue to review any submitted forms. MassHealth updates existing member forms to align with current regulatory, sub-regulatory, and legal updates as they occur and makes considerable effort to align each form with the operating systems used to accurately determine eligibility. Submitting the most current version of each form streamlines the eligibility and case maintenance processes.

All MassHealth applications, renewals, and member forms posted on the MassHealth website are the current versions. Most forms are available in PDF or Word format and in MassHealth's six most frequently requested languages: English, Spanish, Brazilian Portuguese, Haitian Creole, Vietnamese, and Simplified Chinese. The version date can be found in the bottom corner of the form with the form name code.

Should an applicant submit a form that is not current, MassHealth staff may need to take additional steps to ensure that the applicant provided all the information necessary to make an eligibility decision. MassHealth staff will also assess whether the information provided aligns with current regulatory requirements and system updates. Forms, applications, and renewals that do not align may require follow-up and could delay the eligibility process.

MassHealth Websites and Resources

The MassHealth websites below include current versions of member applications, renewals, and various forms.

- [MassHealth Member Forms](#)
- [Applications to Become a MassHealth Member](#)
- [MassHealth for Individuals, Families, and People with Disabilities](#)
- [MassHealth for Seniors and People who need Long-Term-Care Services](#)
- [Senior Guide and Application for Health Care Coverage](#)

Forms most commonly received by MassHealth include, but are not limited to the following list.

- [Massachusetts Application for Health and Dental Coverage and Help Paying Costs \(ACA-3\)](#)
- [Application for Health Coverage for Seniors and People Needing Long-Term Care Services \(SACA-2\)](#)
- [Renewal Application for Health Coverage for Seniors and People Need Long-Term-Care Services \(SACA-2-ERV\)](#)
- [MassHealth Renewal Application for Certain Seniors Living in the Community \(SACA-2-UND\)](#)
- [MassHealth Long-Term-Care Eligibility Review \(LTC-ER\)](#)
- [Medicare Savings Programs Application \(MHBI\)](#)
- [Renewal Application for the Medicare Savings Programs \(MHBI-R\)](#)
- [Fair Hearing Request Form \(FHR-1\)](#)
- [MassHealth Permission to Share Information Form \(PSI\)](#)
- [Authorized Representative Designation Form \(ARD\)](#)

Each form accessed by a link above or by visiting [Mass.gov](#) is the most current version of that form. Previous versions are replaced with the current version, when applicable.

Questions?

Have your MEC designee contact the Policy Hotline.

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