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California Department of Public Health



EDMUND G. BROWN JR.
Governor

OFFICE OF AIDS
Insurance Assistance Section

Management Memorandum
Memorandum Number: 2014-04

DATE: March 19, 2014

TO: OFFICE OF AIDS-HEALTH INSURANCE PREMIUM PAYMENT
(OA-HIPP) ENROLLMENT WORKERS

SUBJECT: COVERED CALIFORNIA OPEN ENROLLMENT PERIOD

Covered California's initial open enrollment period will end after March 31, 2014. The purpose of this memorandum is to provide guidance to OA-HIPP Enrollment Workers (EWs) regarding payment timelines for the last month of open enrollment. Eligible ADAP clients only have a few more weeks to acquire health insurance through Covered California. If they do not enroll in coverage prior to March 31, 2014, they may have to wait until the next open enrollment period which will occur between October 15 and December 7, 2014.

For clients that enroll in a Qualified Health Plan (QHP) through Covered California by March 31, 2014, their premium must be paid to the QHP by April 26, 2014, in order for their coverage to begin on May 1, 2014. To meet this deadline, OA must receive a complete OA-HIPP application that includes the billing statement and proof that the client is taking the maximum monthly tax credit by **April 5, 2014**. Incomplete applications or applications received after this date will not be processed unless the client or their OA-HIPP EW provides proof to OA that the client has paid the initial premium.

It's also important for OA-HIPP EWs to understand that eligible ADAP clients may also be able to enroll in Covered California during a Special Enrollment period which occurs within 60 days of a Qualifying Event, such as:

1. Becoming a new California resident
2. Becoming a legal resident
3. Loss of job / health insurance
4. Birth of child

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5. Death of spouse

6. Income increases, disqualifying the client for Medi-Cal Expansion

Consequently, an eligible ADAP client may be able to enroll in Covered California outside of the open enrollment period if they experience a qualifying event. If you have any questions regarding Covered California enrollment policies please contact 800-300-1506. Contact Irina Banar at Irina.Banar@cdph.ca.gov or 916-449-5882 if you have any questions regarding OA-HIPP enrollment policies.

Thank you,

A handwritten signature in black ink, appearing to read 'RM', with a long horizontal flourish extending to the right.

Richard Martin, Chief
Insurance Assistance Section
Office of AIDS

cc: ADAP Coordinators
ADAP Enrollment Workers