

the VOICE



Providing qualified Oklahomans with access to affordable health care!

Insure Oklahoma Agent Blast - 5/2010

State Offices we will be closed Monday, May 31st for observance of Memorial Day.

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)

When a group changes their FEIN, Insure Oklahoma needs enough time to verify this change with the Oklahoma Employment Security Commission (OESC). Frequently, OESC records will not reflect the change for three or more months. We must be able to verify the employer complies with OESC rules.

EMPLOYEE APPLICATIONS

When you are helping employees enroll, please let them know they **must** report all income and household members. This includes their spouse, children and all income such as social security, self-employment, child support, disability payments, etc. Our audits are showing some members not eligible and they indicate they received help applying from the agent. When the member is identified as applying incorrectly, we are required by the Federal Government to recoup all funds expended on their behalf. This is a difficult and unfavorable situation for Insure Oklahoma, the member and employer.

PROOF OF CITIZENSHIP FOR EMPLOYEES AND SPOUSES

Employer attestation forms can only be used for the employees. The form must be filled out, signed and dated by the employer. The form is a legal document attesting that all the employees are citizen of the United States or qualified alien under the Federal Immigration and Nationality Act. The employees' **spouse** will still need to provide one item for proof of U.S. Citizenship and one item for proof of identity. Citizenship Requirements

NAME CHANGE ON STAFF LISTINGS

If a group needs to change the full name of an employee but not the SS# on the staff listing, we will need the employer to do the following:

www.insureoklahoma.org



- We need a corrected Staff Listing
- We need a Subscriber Change Form signed by the employee

Each Subscriber Change Form will require a copy of their Social Security Card and one of the following forms of Identity. (All documents must be in the new name)

- Driver's License
- Government issued ID cards with photo (if no photo, must include identifying information)
- Tribal government issued ID and documents, including Certificate of Indian Blood
- School ID with picture
- U.S. Military ID, U.S. Military Dependent ID or U.S. Military Draft Record
- U.S. Coast Guard Merchant Marine Card

FAX NUMBER: 405-530-3433

When you are submitting documents for your group, please attach a FAX Cover Sheet and fax all documents to 405-530-3433. Insure Oklahoma will process documents received at our business/agent fax number within 30 days. Please be aware, sending documents to 405-949-9563 may significantly delay processing. Please update your records to reflect our business/agent fax number **405-530-3433**.

Complete list of employer documents

- Employer Application
- Insurance Carrier Invoice
- Rate Sheet
- Agent of Record Form
- Electronic Funds Transfer (EFT) Form and Voided Check
- Staff Listing
- Employer Attestation-Employee Citizenship Form
- Employer Change Form
- Employer Contract
- Open Records Request Form

AGENT PARTNERS-REGIONS

We have a new map listed on our website. Please click on the link provided Who is your agent partner?

Agent partners are available to help you with:

- Educating you and your clients on the Insure Oklahoma program and how it works.
- Employer forms and employee enrollment.
- Doing presentations for groups such as Agencies, Brown Bags, and CE Classes or anyone else interested in learning more about the Insure Oklahoma program.

