

the VOICE



Providing qualified Oklahomans with access to affordable health care!

Insure Oklahoma Agent Blast - 1/2011

HOLIDAY HOURS - State Agency Will Be Closed

Monday, February 21, 2011 - President's Day

COMMON LAW

All household members and all household income need to be included on the applications.

Common Law Marriage: They must include their companion information if they:

- File joint income tax returns
- Have joint financial accounts
- Have jointly held assets
- Have joint credit

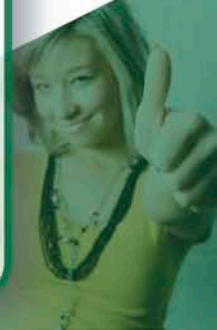
DIVORCED PARENTS

The children of divorced parents cannot be added to the Insure Oklahoma application if the child does not live with the parent applying for Insure Oklahoma or the child is included on the other parent's approved SoonerCare application. We are seeing many divorced couples applying incorrectly. If one parent applies for SoonerCare and includes the child on that application, the other parent applying for Insure Oklahoma cannot also include the child in the household regardless if they are paying child support. A child can only be a member of ONE household.

INCOME

Insure Oklahoma can request proof of income at anytime after enrollment, before or after approval. **ALL** income (including overtime, bonuses, gambling, commission, etc) for **ALL** household members must be reported. We do cross reference income and our audits show that applicants are failing to report overtime and other income. If someone has not reported all income, we will terminate the account. This includes all unearned income as well.

www.insureoklahoma.org



EMPLOYER VOICE - SMALL BUSINESS

Some Agents have elected to have the agents email address as the contact email for the business. If you are the email contact then it is your responsibility to make sure the Employer is aware of how to receive important program information and updates. If a small business sends in a change form to change the email address, Insure OK will process the change as requested. Employers may receive the Employer Web Alert without a change to the contact information by clicking on the Web Alert icon below.



SENDING DOCUMENTATION

All documents sent to IO for processing must contain the Employer ID number (i.e. E00001234). For **NEW** groups that do not have an assigned Employer ID number must list the Tax ID/FEIN. Documents sent in without this information may experience a delay in processing. **We prefer to receive invoices and other documentation by email.** You may scan the documents and email it to us as an attachment to insureok@okhca.org. If you are unable to email your documentation you may fax it to 405-530-3433.

TOOLS/RESOURCES

We have a complete list of [Tools and Resources](#) out on the Insure Oklahoma website for Employer, Employee and Agents. www.insureoklahoma.org

COMPUTER SYSTEM MAINTENANCE

Every Thursday night from 7 p.m. to 7 a.m. Friday morning, the Insure Oklahoma secure site will be down due to maintenance. Users will not be able to login and perform any tasks including signing up for Insure Oklahoma. Please plan accordingly. Applications will not be backdated or approved if they are made at this time.

