



Feb. 5, 2016

Dear Insure Oklahoma Employer,

Insure Oklahoma is moving to a new computer system in March. This system will use a different method of determining whether your employees qualify for the program. These changes are being made to comply with federal guidelines.

We need to reprocess your employees' eligibility using the new rules or their eligibility will end March 31, 2016. **Your employees must take action between March 14-31, 2016, to continue to be eligible for premium assistance and avoid a lapse in eligibility.**

Your employees will receive letters with instructions, which have also been included in this letter. You will need to provide them with their Employee Eligibility Numbers (EEN). The EEN is the same as the Personal Identification Number (PIN) that was provided to each employee when they first enrolled.

The transition to the new system will also cause a delay in the regularly scheduled subsidy payments in March. No payments will be made in March. Please visit www.insureoklahoma.org to see an updated subsidy schedule.

What you need to know about this change:

- **We are combining Insure Oklahoma and SoonerCare's computer systems.**
 - If your employees use both programs, they will be able to manage all benefits through one, online member portal. They will also be able to apply for both programs using one application per family. They can access the portal by visiting www.insureoklahoma.org.
 - Combining the computer systems does not combine the programs. Insure Oklahoma and SoonerCare will continue to have separate qualifications and benefits.

- **Insure Oklahoma is also changing the way household income and family size is counted.**
 - Insure Oklahoma will use the same method that SoonerCare uses. It is called modified adjusted gross income (MAGI). This method is required by the federal government.
 - Some types of income, such as alimony and child support, may now be counted differently. And, certain household members may now be included in an applicant's family size.
 - The income guidelines will continue to be set at 200 percent of the federal poverty level (FPL). This level has not changed, but it may seem slightly lower because of this new method.
 - Most employees will still qualify for Insure Oklahoma under the new eligibility method. But some may no longer qualify.
- **Insure Oklahoma will introduce an enhanced online employer portal.**
 - Employers will be able to manage their accounts with additional self-service tools.
 - Through the updated portal, you'll be able to: Maintain your employee list; Generate application Employee Eligibility Numbers (EEN) for new employees; Upload invoices and documents; and, view expanded details on monthly subsidy payments.

See the next page for the instructions that your employees will receive on what steps they need to take to avoid a lapse in eligibility.

If you have any questions or need assistance, contact the Insure Oklahoma Helpline at 888-365-3742.

Sincerely,

Insure Oklahoma
Oklahoma Health Care Authority

The steps your employees need to take depend on whether they already have SoonerCare benefits for their families. They will receive letters containing the following information:

If your family does NOT have SoonerCare:

- Our system may not have enough information to determine your Insure Oklahoma eligibility. **You must reapply for Insure Oklahoma between March 14-31, 2016.**
 - Ask your employer for your Insure Oklahoma Employee Eligibility Number (EEN). You will need to enter the EEN on your application.
 - To reapply, visit www.insureoklahoma.org and click “Apply.”
 - You will need to register for an account using your personal email address.
 - After you register, follow the instructions to apply.
 - We will check your eligibility again using the new rules.
- **If you are approved after reapplying**, you can use your new online account to manage your information and receive notifications from Insure Oklahoma.
- **If you are denied after reapplying**, please call the Insure Oklahoma Helpline at 888-365-3742 to confirm the result.

If your family already has SoonerCare:

- If you have applied and manage SoonerCare benefits for someone else in your household, your Insure Oklahoma eligibility will be determined automatically using the new rules.
- **If you are approved**, you will receive a letter. **You must log in to your online account and verify your information by March 31, 2016, to avoid a lapse in eligibility.**
- **If you receive a denial letter**, more information is needed to determine your eligibility using the new rules. **Please log on to your online account to update your information by March 31, 2016.** If you are denied after updating your information, please call the Insure Oklahoma Helpline at 888-365-3742 to confirm the result.
 - To access your online account, visit www.insureoklahoma.org and click “Manage My Account.”
 - To view your Insure Oklahoma benefits, you can log in using the same username and password that you created to manage the SoonerCare benefits.
 - If you haven’t created an online account, please register using your personal email address.