



March 7, 2016

Dear Insure Oklahoma Employer,

This is a reminder that your employees must reapply for Insure Oklahoma between March 14-31, 2016. If they do not reapply, their eligibility will end March 31, 2016.

Your employees will receive reminder 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](http://www.insureoklahoma.org) to see an updated subsidy schedule.

**What you need to know about this change:**

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.

- **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](http://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 higher 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:**

- **You must reapply for Insure Oklahoma between March 14-31, 2016.**
  - Ask your employer for your Insure Oklahoma Employee Eligibility Number (EEN). This is identical to your previously-issued Personal Identification Number (PIN). You will need to enter the EEN on your application.
  - To reapply, visit [www.insureoklahoma.org](http://www.insureoklahoma.org) and click “Apply.”
  - You will need to register for an online account using your personal email address.
  - After you register, follow the instructions to apply.
  - You will receive your eligibility result at the end of the application.
  - You may be required to upload documentation to your account to be fully approved.
  
- **You can use your new online account to manage your information, upload documentation and receive notifications from Insure Oklahoma.**
  
- **For help, please call the Insure Oklahoma Helpline at 888-365-3742.**

**If your family already has SoonerCare:**

- **You must reapply for Insure Oklahoma between March 14-31, 2016, through your existing online account.**
  - Ask your employer for your Insure Oklahoma Employee Eligibility Number (EEN). This is identical to your previously-issued Personal Identification Number (PIN). You will need to enter the EEN on your application.
  - To reapply, visit [www.insureoklahoma.org](http://www.insureoklahoma.org) and click “Manage My Account.”
  - 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.
  
- **Review and update all application information.**
  - You must check the box for Insure Oklahoma under the “Requested Benefits” section of your application.
  - You will receive your eligibility result at the end of the application.
  - You may be required to upload documentation to your account to be fully approved.
  
- **For help, please call the Insure Oklahoma Helpline at 888-365-3742.**