

Webinars scheduled for Wednesday; tips for registering email addresses, determining tax household size and more.

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Register for New Online Enrollment & Employer Portal Webinars

Tuesday's webinars are full, but two more webinars have been scheduled for Wednesday, March 23:

Time: 9:30-10:45 a.m.

Date: Wednesday, March 23, 2016

[Register for the 9:30 a.m. session!](#)

Time: 11 a.m.-12:15 p.m.

Date: Wednesday, March 23, 2016

[Register for the 11 a.m. session!](#)

Insure Oklahoma Enrollment Tips

Tips in this email...

- [Registering an Email Address](#)
- [Determining Tax Household Size](#)
- [Employee Eligibility Number \(EEN\)](#)
- [Authorized Representatives](#)
- [Absent Parents](#)
- [Health Insurance](#)

Insure Oklahoma has provided an enrollment guide to help applicants who are unfamiliar with the new online application. You can [download a digital version](#) of the guide. A [printer-friendly version](#) is also available.

[Enrollment Tip: Registering an Email Address](#)

Question: *Can I use my email address to register for more than one online account?*

Answer: No. Applicants who are creating an account must use a unique, personal email address for their household. Applicants who have already created accounts to apply for SoonerCare should log in to those accounts to apply for Insure Oklahoma.

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[Enrollment Tip: Determining Tax Household Size](#)

Question: *If a family of four is applying for Insure Oklahoma, will their tax household size be four?*

Answer: Not necessarily. Under the [modified adjusted gross income \(MAGI\) methodology](#), tax household size is determined for *each person listed on the application* by tax filer and dependent status. It does not necessarily reflect the number of people living together. **We have created a [flow chart](#) to help you understand the different ways tax household can be determined.**

Remember, when an applicant enters all household member information into the application, the eligibility system will calculate the tax household size. You don't need to calculate this on your own.

But, if you want to know how it works, here's an example to demonstrate the concepts in the flow chart:

Family of four - married adults filing separately - two children

John Smith, adult, tax filer (1) with tax dependent Mary (1) and whose spouse, Jane, lives in the household (1) = Household size of 3

Jane Smith, adult, tax filer (1) with tax dependent Matt (1) and whose spouse, John, lives in the household (1) = Household size of 3

Mary Smith, child, dependent (1) of tax filer John (1) and natural sibling of Matt Smith (1) and natural child of Jane Smith (1) = Household size of 4

Matt Smith, child, dependent (1) of tax filer Jane (1) and natural sibling of Mary Smith (1) and natural child of John Smith (1) = Household size of 4

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[Enrollment Tip: Employee Eligibility Number \(EEN\)](#)

Question: *I know that employees need to have Employee Eligibility Numbers (EEN) to reapply, but when should they enter their EENs on the application?*

Answer: There's only one place to enter the EEN, and that's **on the employment information screen of the "Step 4: Household Income," application section**. Insure Oklahoma applicants do not enter the EEN during the account registration process.

When creating an account, **choose the "create a new account"** link, not the "create an account using your PIN," link. The PIN option on this screen is used for a different purpose and the EEN will not work here.

In the **Step 4: Employment Information** section, you will see a button labeled **"Enter EEN."** Click the button, and then enter the EEN.

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[Enrollment Tip: Authorized Representatives](#)

Question: *What is an Authorized Representative?*

Answer: An Authorized Representative is someone the applicant appoints to either sign the application or manage the household's benefits. Authorized Representatives who manage benefits will be able to:

- Make decisions about Insure Oklahoma and SoonerCare benefits for anyone in the household.
- Contact Insure Oklahoma and SoonerCare to discuss any household benefits.

An Authorized Representative can be anyone the applicant chooses. To assign an Authorized Representative, applicants and members should personally enter the representative's name and contact information into the application and designate the authorization period (up to 364 days).

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[Enrollment Tip: Absent Parents & Child Support Cooperation](#)

Question: *Are applicants required to provide absent parent information and cooperate with Oklahoma Child Support Services?*

Answer: Yes. If an applicant lists a child in the household, but the child's other parent does not live in the household, then the applicant must provide information about the other parent. In addition, adults must agree to cooperate with Oklahoma Child Support Services in order to receive Insure Oklahoma assistance.

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[Enrollment Tip: Health Insurance](#)

Question: *Should applicants enter Insure Oklahoma health insurance information on the application?*

Answer: No. The health insurance section of the application is intended for insurance other than what is provided by SoonerCare, Insure Oklahoma, Indian Health Services and Medicare. If applicants have no other coverage than what is provided with the support of Insure Oklahoma or SoonerCare, they should leave this section blank.

**Do you know someone else who wants to receive
Insure Oklahoma news?
They can sign up to receive e-blasts [here](#).**

Questions? Call the Insure Oklahoma Helpline at 888-365-3742.

Note: The Helpline is experiencing high call volume and wait times may be longer than average. Thank you for your patience.



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