

### **Frequently Asked Questions**

### What is the fastest way to apply for coverage?

The fastest way to apply for coverage is to apply online at: https://access.arkansas.gov/

#### Who can use this application?

Single adults who don't have any dependents and can't be claimed as a dependent on someone else's tax return.

**NOTE:** If you're married or have dependent children or you're American Indian or Alaska Native, you will need to fill out form DCO-152 to make sure you get the most benefits possible.

### What if I don't qualify for insurance coverage through DHS?

If you are not eligible for Medicaid, ARKids First or the Arkansas Works Program, your information will be transferred to the Federally Facilitated Health Insurance Marketplace to determine your eligibility for tax credits to help pay for a Qualified Health Plan.

### What will I need to apply?

You will need your Social Security number (or document number if you're a legal immigrant), employer and income information (for example, from recent pay stubs, W-2 forms, or wage and tax statements).

### Why do you need my Social Security number, employer, and income information?

We ask about income and other information to let you know what coverage you qualify for and if you can get help paying for it. **We'll keep all the information you provide private and secure as required by law.** To view the Privacy Act Statement go to: <u>https://access.arkansas.gov/</u>.

### What if I need help with my application?

You can contact the Help Center at 1-855-372-1084 or contact your local DHS county office. **En Español:** Llame a nuestro centro de ayuda gratis al 1-855-372-1084.

### Why is there a Voter Registration application included?

A Voter Registration packet is included with this application to provide an opportunity for you to register to vote or change your voter registration address. Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.



### Step 1 - Tell Us About Yourself

1. First name, Middle name, Last name & Suffix

2. Home Address			3. Apartment or Suite Number
4. City	5. State	6. Zip Code	7. County
8. Mailing address (if different from home address)	I	I	9. Apartment or Suite Number
10. City	11. State	12. City	13. County
14. Phone number	15. Other phone ( )	number -	· · · · · · · · · · · · · · · · · · ·
16. Do you live in the State of Arkansas? $\Box$ Yes $\Box$ No	17. If you are curr □Yes □No	ently out-of-state,	do you intend to return to Arkansas?
Email Address: Providing a valid email address will allow us to process			
Providing an email address will allow you to receive information regar 18. Email Address:			I address at this time. $\Box$
10. Email Address.	19.1 do not want		
20. What is your preferred spoken or written language if not English?		21. Date of birt	h (mm/dd/yyyy)
22. If you are under 18, are you emancipated?  Yes  No		23. Sex 🗆 Male 🛛	Female
If Yes, how were you emancipated? Court Order Common Law			
Korean 🗌 American Indian 🗌 Japanese 🗌 Otl	g an SSN, call 1-800-7 ronesia or Palau? immigration status? Alien # _ Expiration Date ate of U.S. entry tary? □Yes □No	772-1213 or visit <u>ht</u> Yes	t <u>ps://www.ssa.gov/</u> . TTY
<ul> <li>30. Are you pregnant now? Yes No If Yes, what is your Due Date?</li> <li>If Yes, how many babies are you expecting during this pregnancy?</li> <li>If Yes, what was the delivery date? If Yes</li> <li>31. Were you in Foster Care in Arkansas at age 18 or older? Yes If</li> <li>If Yes, were you enrolled in Medicaid when you left the Foster Care</li> <li>Are you currently enrolled in Medicaid? Yes No</li> </ul>	<sup>1</sup> Hav , how many babies o No re program? □Yes □	lid you deliver?	
<ul> <li>32. Do you plan to file a federal income tax return NEXT YEAR? (You creturn.) Yes No</li> <li>33. Is anyone outside your household expected to claim you as a deperate you currently incarcerated with the Department of Correction juvenile detention center? Yes No 35. If Yes, what is your expected</li> </ul>	endent on their tax r s, the Department o	eturn? 🗆 Yes 🗆 No	)
36. Are you a student? □Yes □No If Yes, Please mark (X) for your student status and school type:		_	

Status	Full Time	Part Time		Vocational	Open University	Technical	
Status	Graduated	Half Time	School Type	Equivalent Voc./Tech	Under Graduate	Not in School	

### Step 2 – Current Job & Income Information

Employed - If you are currently employed, tell us about your income. Start below with question 1.
 Not Employed - Skip to question 9 on this page. Skip to question 10 on this page.

Current Job 1:								
1. Employer Name and Add	dress				2. Employer	Phone Num	ıber	
3. Wages/Tips (before taxe	es) Ś							
☐ Hourly ☐ Weekly □ Eve		Twice a Mc	$\Box$ monthly $\Box$ Ye	early				
4. Average hours worked e					(mm/dd/yyy	y)		
Current Job 2:								
1. Employer Name and Add	dress				2. Employer	Phone Num	ber	
					<b>_</b> p.o <i>y</i> c.			
3. Wages/Tips (before taxe □Hourly □Weekly □Even		Twice a Mc	 onth   Monthly   Ye	Parly				
4. Average hours worked e					(mm/dd/yyy	v)		
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9. In the past year, did you If you stopped working v								
10. If self-employed, answ A. Name of Busin OTHER INCOME THIS MON	ness:			you receive fro \$	net income (profits ond om this self-employme	nt this mont		ıre paid) will
NOTE: You don't need to te						above.		
		ow Often	INCOME		w Often INCO	MF	Amount	How Often
None			Social Security		Taxable Intere		, and and	
Dividends			Scholarship Payments		Tax Exempt In			
Pensions/Retirement			Alimony/Maintenance		Lump Sum An			
Retirement Accounts			Unemployment		Alaska Native	Income		
Capital Gains			Net Farming/Fishing		American Indi	American Indian Income		
Foreign Income			Prizes/Awards		Other Income			
12. DEDUCTIONS: Mark all deducted on a federal inco NOTE: You should not inclu Deduction	ome tax return	n, telling us	about them could m	ake the cost of he	alth coverage a little lo	ower.	ings that o	
Alimony/Maintenance		ŞAnount	now onen	Student Loan Inter	est	ŞAnount	11000 C	Jiten
Other Deduction:				Other Deduction: _			1	
ep 3 – Current Healtl			Yes No Or are vo		No			
	-				cility is this? 🗆 Nursin	g Home □H	uman Dev	velopment
-	-	-			ility for the Intellectua	-		-1
					s in activities (like bath	-		ores, etc.)
2. UNPAID MEDICAL BILL	S: Do you nee	d heln navi	ng for medical hills +	his month? 🗆 Vac	No			
Do you need help paying	-		-					
Was your household size							no durina	the last 2
						ome the san	ne uuring	LITE Idst 3
months as it is now? $\Box$ Ye						ation		
NOTE: Arkansas Works re 3. Are you enrolled in he							<u>;</u> :	
INSURANCE	x	INSUR	ANCE	X	INSURANCE	Х		
Medicaid			alth Care Programs		Tricare			
ARKids First/CHIP			yer Insurance-Cobra		Other Health Insurance			
Medicare		Peace	•		Employer Insurance			

#### Step 3 – Current Health Coverage Status Continued...

#### If you marked Employer Insurance or other Health Insurance, please complete the following:

Name of Health Insurance: Policy Number:

Is this a retiree health plan? 
Yes 
No Is this a limited benefit plan (like school accident policy)? 
Yes 
No

4. If you are enrolled in health coverage, is this offered from a job? Check yes, even if the coverage is from someone else's job, such, as a parent or spouse.  $\Box$  Yes $\Box$  No

5. Have you lost coverage in the last 90 days? Yes No If Yes, when did the coverage end?

Why did the coverage end?

Was the insurance a group or employer sponsored plan?  $\Box$  Yes  $\Box$  No

6. Do you use **tobacco**? □Yes □No

#### Step 4 – Read & Sign This Application

I'm signing this application under penalty of perjury, which means I have provided true answers to all the questions on this form to the best of my knowledge. I know that I may be subject to penalties under the federal law if I intentionally provide false or untrue information.

- I know that I must tell the Department of Human Services if anything changes (and is different than) what I wrote on this application. I can visit <u>Access.Arkansas.gov</u> or call 1-855-372-1084 to report any changes. I understand that a change in my information could affect my eligibility.
- I know that under federal law, discrimination isn't permitted on the basis of race, color, national origin, sex, age, sexual orientation, gender identity or disability. I can file a complaint of discrimination by calling 1-501-682-6003.
- I confirm that next year I won't claim dependents on my federal income tax return and can't be claimed as a dependent on anyone else's federal income tax return.
- I understand that the Arkansas Works Program is not a perpetual federal or state right or a guaranteed entitlement program and it may be ended at any time upon appropriate notice.
- I understand my information will be shared with the Arkansas Division of Workforce Services.
- I understand that participation with the Arkansas Division of Workforce Services will not affect my eligibility for Medicaid or the Arkansas Works Program.

We need the information on this form to check your eligibility for Medicaid, ARKids First or the Arkansas Works Program if you choose to apply. We'll check your answers using information in our electronic databases and databases from the Internal Revenue Service (IRS), Social Security, the Department of Homeland Security, and/or a consumer reporting agency. If the information doesn't match, we may ask you to send us proof.

#### Renewal of Coverage in Future Years

To make it easier to determine my eligibility for Medicaid, ARKids First or Arkansas Works Program coverage in future years, I agree to allow the Department of Human Services to use income data including information from tax returns. DHS will send me a notice, allow me to make any changes and I can opt out at any time.

**Yes**, review my eligibility automatically for the next: 
<sup>15</sup> years (the maximum number of years allowed)

Or for a shorter number of years:  $\Box$ 4 years  $\Box$ 3 years  $\Box$ 2 years  $\Box$ 1 year Don't use tax return information to review eligibility. If I'm eligible:

If I enroll in Medicaid, ARKids First or the Arkansas Works Program, I'm giving the Department of Human Services my rights to pursue and get money from other health insurance, legal settlements or other third parties.

#### My right to appeal:

If I think DHS has made a mistake, I can appeal its decision. To appeal means to tell someone at the Department of Human Services that I think the action is wrong and ask for a fair review of the action. I know I can find out how to appeal an action by contacting DHS at 1-501-682-8622. I know that I can be represented in the process by someone other than myself. My eligibility and other important information will be explained to me.

Sign this application: The person who filled out Step 1 should sign this application. If you're an Authorized Representative, you may sign here as long as you have provided a signed copy of the DCO-153, Consent for an Authorized Representative.

Signature	Date (mm/dd/yyyy)

#### Step 5 – Submit Completed Application

Mail your signed application to:

DHS Pine Bluff Scanning CenterOr email your signed application to: 351Jefferson@arkansas.govP.O. Box 8848Or FAX your signed application to: 1-870-534-3421Pine Bluff, AR 71611-8848Or submit your signed application to your local DHS Office.

This completes the application process for Medicaid, ARKids First and the Arkansas Works Program. Federal law requires that each state provide the opportunity to register to vote with every application for public assistance. The remaining pages of this packet are the Arkansas Voter Registration Application. <u>Please answer the following question regarding voter registration</u>:

**Would you like to register to vote or change your voter registration address? Yes No** If you marked **Yes**, please complete and sign the Voter Registration Application that is attached and submit it with your Medicaid application.

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Arkansas Secretary of State P.O. BOX 8111 Little Rock, Arkansas 72203-8111

Class Postage Required	
First	From:

# **Deadline Information**

To qualify to vote in the next election, you must apply to register to vote 30 days before the election. If you mail this form, it must be postmarked by that date. You may also present it to a voter registration agency representative by that date. If you miss the deadline you will not be registered in time to vote in that election. *Please don't delay. Make sure your vote counts.* 

If you are qualified and the information on your form is complete, you will be notified of your voting precinct by your local County Clerk.

# <u>To Mail</u>

Fold form on middle perforation, remove plastic strip, seal at bottom, stamp and mail.

Questions? Call your local County Clerk or Arkansas Secretary of State Mark Martin Elections Division – Voter Services 1-800-482-1127

Contact your County Clerk if you have not received confirmation of this application within two weeks.

# **ARKANSAS VOTER REGISTRATION INFORMATION**

Section 7 of the National Voter Registration Act (NVRA) of 1993 requires that each state provide the opportunity to register to vote with every application for public assistance and every recertification, renewal and change of address. This Voter Registration packet is an opportunity for you to register to vote or change your voter registration address. Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration application form in private.

No information relating to a declination to register to vote in connection with an application may be used for any purpose other than voter registration.

If you believe that someone has interfered with your right to: 1) Register to vote; 2) Decline to register to vote; 3) Privacy in deciding whether to register or in applying to register to vote; or 4) Choose your own political party or other political preference,

You may file a complaint with:

Secretary of State Room 256 State Capitol Little Rock, Arkansas 72201 1-800-482-1127

# **Mailing Instructions for Voter Registration**

You have two options to submit your Voter Registration form.

- 1. You can submit the registration form in person or mail the registration form along with your SNAP or Medicaid application to your local county DHS office. The address for your county office can be found on the last page of this packet. Some applications (DCO-151 & DCO-152) must be mailed to the Jefferson County DHS office. If you are using one of these forms, you can mail the Voter Registration form with your application to that office. Upon receipt at any county office, that office will mail the form to the Secretary of State's office for you.
- 2. You may also mail the Voter Registration form directly to the Secretary of State's Office. To mail the form directly to the Secretary of State's office, separate the form from your application/renewal, fold the form along the middle perforation, seal the bottom with tape or staple, and mail to the address on the form. A stamp or stamped envelope is required for mailing.

DCO-0137 (R. 04/15)

County	Address	City	Zip	County	Address	City	Zip	County	Address	City	Zip
Arkansas	100 Court Square	DeWitt	72042	Grant	PO Box 158	Sheridan	72150	Ouachita	PO Box 718	Camden	71711
Arkansas	PO Box 1008	Stuttgart	72160	Greene	809 Goldsmith Rd	Paragould	72450	Perry	213 Houston Ave	Perryville	72126
Ashley	PO Box 190	Hamburg	71646	Hempstead	116 N. Laurel	Норе	71802	Phillips	PO Box 277	Helena	72342
Baxter	PO Box 408	Mt. Home	72654	Hot Spring	2505 Pine Bluff St	Malvern	72104	Pike	PO Box 200	Murfreesboro	71958
Benton	900 SE 13th Court	Bentonville	72712	Howard	PO Box 1740	Nashville	71852	Poinsett	PO Box 526	Harrisburg	72432
Boone	PO Box 1096	Harrison	72602	Independence	100 Weaver Ave	Batesville	72501	Polk	PO Box 1808	Mena	71953
Bradley	PO Box 509	Warren	71671	Izard	PO Box 65	Melbourne	72556	Роре	701 N Denver	Russellville	72801
Calhoun	PO Box 1068	Hampton	71744	Jackson	PO Box 610	Newport	72112	Prairie	PO Box 356	DeValls Bluff	72041
Carroll	PO Box 425	Berryville	72616	Jefferson	PO Box 5670	Pine Bluff	71611	Pulaski East	PO Box 8083	Little Rock	72203
Chicot	PO Box 71	Lake Village	71653	Johnson	PO Box 1636	Clarksville	72830	Pulaski Jax.	PO Box 626	Jacksonville	72078
Clark	PO Box 969	Arkadelphia	71923	Lafayette	2612 Spruce St.	Lewisville	71845	Pulaski No.	PO Box 5791	N. Little Rock	72119
Clay	PO Box 366	Piggott	72454	Lawrence	PO Box 69	Walnut Ridge	72476	Pulaski So.	PO Box 2620	Little Rock	72203
Cleburne	PO Box 1140	Heber Springs.	72543	Lee	PO Box 309	Marianna	72360	Pulaski Sw.	PO Box 8916	Little Rock	72219
Cleveland	PO Box 465	Rison	71665	Lincoln	101 W. Wiley St.	Star City	71667	Randolph	1408 Pace Rd	Pocahontas	72455
Columbia	PO Box 1109	Magnolia	71754	Little River	90 Waddell St.	Ashdown	71822	Saline	PO Box 608	Benton	72018
Conway	PO Box 228	Morrilton	72110	Logan-1	#17 W. McKeen	Paris	72855	Scott	PO Box 840	Waldron	72958
Craighead	PO Box 16840	Jonesboro	72403	Logan-2	398 East 2 <sup>nd</sup> St.	Booneville	72927	Searcy	106 School St	Marshall	72650
Crawford	704 Cloverleaf Circle	Van Buren	72956	Lonoke	PO Box 260	Lonoke	72086	Sebastian	616 Garrison Ave	Ft. Smith	72901
Crittenden	401 S. College Blvd	W. Memphis	72301	Madison	PO Box 128	Huntsville	72740	Sevier	PO Box 670	DeQueen	71832
Cross	803 Hwy 64E	Wynne	72396	Marion	PO Box 447	Yellville	72687	Sharp	1467 Hwy 62/412 Ste. B	Cherokee Village	72529
Dallas	1202 W. 3 <sup>rd</sup> St.	Fordyce	71742	Miller	3809 Airport Plaza	Texarkana	71854	St Francis	PO Box 899	Forrest City	72336
Desha	PO Box 1009	McGehee	71654	Mississippi 1	1104 Byrum Rd.	Blytheville	72315	Stone	1821 E Main	Mountain View	72560
Drew	PO Box 1350	Monticello	71657	Mississippi 2	437 S Country Club	Osceola	72370	Union	123 W 18th St.	El Dorado	71730
Faulkner	1000 East Siebenmorgan Road	Conway	72032	Monroe-1	PO Box 354	Clarendon	72029	Van Buren	449 Ingram Street	Clinton	72031
Franklin	800 W Commercial	Ozark	72949	Monroe-2	301½ N New Orleans	Brinkley	72021	Washington	4044 Frontage	Fayetteville	72703
Fulton	PO Box 650	Salem	72576	Montgomery	PO Box 445	Mount Ida	71957	White	608 Rodgers Drive	Searcy	72143
Garland	115 Stover Lane	Hot Springs	71913	Nevada	PO Box 292	Prescott	71857	Woodruff	PO Box 493	Augusta	72006
				Newton	PO Box 452	Jasper	72641	Yell	PO Box 277	Danville	72833

#### \*If you live in Pulaski County please check the zip code listing below to ensure that you mail or return your application to the appropriate Pulaski County DHS Office.

Pulaski East : 72016, 72053, 72126, 72135, 72201, 72202, 72203, 72205, 72207, 72212, 72223, 72227 Pulaski North: 72046 (England), 72113, 72114, 72115, 72117, 72118, 72119, 72142 (Scott), 72190, 72231 Pulaski Jacksonville: 72023 (Cabot), 72076, 72078, 72099, 72106, 72116, 72120, 72124 Pulaski South: 72204, 72206 (Shared with Southwest) Pulaski Southwest: 72002, 72065, 72103, 72208, 72209, 72210, 72211, 72164, 72180, 72183, 72206 (Shared with South)