



Family Planning Only

Non-citizen application

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Objectives

- ▶ Overview of Family Planning Only (FPO) population, programs and benefits
- ▶ Review the step-by-step process for an applicant to complete the FPO non-citizen (state-funded) application
- ▶ Review the non-citizen application coversheet FAQ
- ▶ Discuss provider/navigator best practices and strategies to guide clients with FPO non-citizen application scenarios
- ▶ Address any questions or concerns

Family Planning Only program for non-citizens (state-funded)

- ▶ This program funded with only Washington state dollars (no federal match).
- ▶ For individuals who do not meet citizenship or immigration status requirements.
 - ▶ https://www.hca.wa.gov/assets/free-or-low-cost/citizenship_alien_status_guide.pdf
 - ▶ <https://www.hca.wa.gov/assets/free-or-low-cost/citizenshipandimmigrationflowchart.pdf>
- ▶ For qualified individuals who have not met the 5-year immigration bar.

Benefits offered to Family Planning Only clients

- ▶ Comprehensive family planning preventive visit
- ▶ Counseling, education, initiation, and management of contraceptive methods
- ▶ Cervical cancer screening
- ▶ Sexually transmitted disease (STD) and sexually transmitted infection (STI) testing
- ▶ Prescription and non-prescription contraceptives
- ▶ Sterilization procedures

Application process

- ▶ Applicants should fill out as much information they can provide to ensure that the application will be processed promptly.
- ▶ Applications are processed within 45 days, the current turnaround time is 10 days.
- ▶ The Health Care Authority (HCA) will contact the applicant if more information is needed.
- ▶ HCA will either send an approval or denial (physical) letter to the applicant.

FPO non-citizen application timeline

- ▶ February 12, 2021: HCA Communicated new application electronically and posted on HCA website
[Family Planning Only non-citizen \(state-funded\) application](#)
- ▶ February 17, 19 & 23, 2021: Hold FPO non-citizen application webinars
- ▶ March 1, 2021: Post FPO application webinar recording and Q&A on HCA website

FPO non-citizen application section 1

Family Planning Only non-citizen (state-funded)
application

Family Planning Only application

Application for Family Planning Only services for non-citizens

Are you currently pregnant? Yes No If you answered Yes, you are not eligible for family planning services, but may be eligible for health coverage. Apply online at wahealthplanfinder.org

By filling out this application, you acknowledge you are applying for family planning services only.

1. Applicant and Contact Information

First Name (use your full legal name) Middle Initial Last Name

Male Female _____
Date of birth Social Security Number (if you have one) Resident of Washington?
 Yes No

Address where you live Apt. # City State Zip Code

Mailing address Apt. # City State Zip Code

Home/cell/preferred number Work/message number Can we contact you at the phone numbers provided?
 Yes No

E-mail address

Do you have trouble speaking, reading, or writing English? Yes No

Do you need an interpreter? Yes No What language do you speak? _____

Do you have Private health insurance or Apple Health (Medicaid) coverage? Yes No

If **No**, you can make an informed choice to not apply for full-scope Apple Health coverage and still be eligible for the FPO programs **by checking the box below**.

For more information on how you may be eligible for other health care coverage, you can apply at wahealthplanfinder.org

I choose to apply for family planning only coverage and am making an informed choice to not apply for full-scope Apple Health (Medicaid).

FPO non-citizen application sections 2 - 4

- The applicant should check the box or boxes that apply to them or their household. They will need to write-in the amount before taxes they receive on a monthly basis.
- If someone other than applicant (a spouse) receives the money or deduction, the applicant should add their name on the line where it says “who” pays/receives this. If the applicant is receiving the income, they should add “self.”
- If the applicant is a teen or victim of domestic violence applying for confidential services, they only need to include income that they receive. They should not include income for other household members, or individuals who may claim them as a tax dependent.

2. Income From Employment / Self-Employment

Earned by you		Earned by other household members	
_____ Name of current employer (1st Job)	_____ Telephone Number	_____ Name of current employer (1st Job)	_____ Telephone Number
_____ Gross monthly income before taxes <i>(and/or net monthly income for self-employment)</i>	Self-Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Gross monthly income before taxes <i>(and/or net monthly income for self-employment)</i>	Self-Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____ Name of current employer (2nd Job)	_____ Telephone Number	_____ Name of current employer (2nd Job)	_____ Telephone Number
_____ Gross monthly income before taxes <i>(and/or net monthly income for self-employment)</i>	Self-Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Gross monthly income before taxes <i>(and/or net monthly income for self-employment)</i>	Self-Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No

If a household member currently has more than two employers, attach on a separate sheet of paper. For more information about how to report income, visit wahbexchange.org/how-to-report-income.

3. Other Household Income

Monthly amount: _____ Who receives this: _____

- Alimony/spousal support _____
- Rental, and/or royalty income (net) _____
- Social Security/Railroad Retirement benefits _____
- Unemployment _____
- Retirement income, including: pension, annuity, and/or IRA distribution _____
- Dividend, stocks, shares, capital gains, foreign, trust/ other investment income _____
- Taxable tribal income _____
- Farming and fishing income (net) _____
- Other taxable income _____

4. Household Deductions

Monthly amount: _____ Who pays this: _____

- Alimony/spousal support PAID _____
- Contribution/IRA or pre-tax retirement account contributions _____
- Student loan interest payments _____
- Moving costs for members of the armed forces _____
- Educator expenses _____
- Health savings account contributions _____
- Penalty on early withdrawal of savings _____
- Certain claimable business expenses _____

FPO non-citizen application sections 5-7

- The applicant should fill out their tax filing status on #5 to help us determine who to include in their household.
- If the applicant had a recent job loss, they should complete #6.

5. Tax Filing Status

What will your tax filing status be for this year? Single Filer Married Filing Separately Married Filing Jointly
 Tax Dependent of Someone from Household Tax Dependent of Someone Outside Household Non-Tax Filer

Are you legally married? Yes No If yes, your spouse's full legal name _____
first, middle, last name

If you file a tax return, how many tax dependents do you claim? _____ If not, how many children do you have? _____

6. Recent Job Loss

Have you quit or lost a job in the last 90 days? Yes No Has your spouse quit or lost a job in the last 90 days?
 Yes No

If yes, the business's name: _____ If yes, the business's name: _____

Employment end date: _____ Employment end date: _____

7. Race/Ethnic Background

We ask you to voluntarily tell us your race or ethnic background. This information will not be used in considering your eligibility for services.

Caucasian Black or African American Vietnamese/Laotian/Cambodian
 Hispanic American Indian or Alaskan Native Other Asian or Pacific Islander
Other: _____ Tribe name: _____

FPO non-citizen application sections 8 - 10

- Please be sure to read #8. If the individual would like an Authorized Representative (AREP), they need to fill out #9. Additional information about the role of the AREP is included on the FAQ cover sheet.

8. Read Carefully Before Signing Below

I understand that:

- HCA may ask me to prove the information I provide. HCA may help me get the proof or contact other agencies or persons for it.
- My information may be reviewed by other state or federal agencies.
- By asking for and receiving medical coverage assistance, I assign to the state of Washington all rights to any medical support and to any third party payments for medical care.
- I understand this application is for family planning services to prevent pregnancy only. If I need other medical coverage assistance, I can apply at Washington Healthplanfinder (wahealthplanfinder.org). If I need financial assistance or food stamps, I can apply at a DSHS Community Services Office or Washington Connection (washingtonconnection.org).
- I must respond to any requests for additional information within 15 business days or my application will be denied and I may be responsible for all charges incurred through my family planning provider's office.

9. Optional Authorized Representative (AREP)

Name / Organization

Telephone number

Mailing address

Apt. #

City

State

Zip Code

10. Declaration and Signature

I have read and understood the information in this application. I declare, under penalty of perjury, the information I have given in this application is true, correct, and complete to the best of my knowledge.

Signature of Applicant

Date

Return the completed form to the Health Care Authority using one of the following:

- Mail: HCA MEDS, PO Box 45531, Olympia WA 98504-5531 • Fax: **1-866-841-2267**
- Phone: **1-800-562-3022** • Email: apple@hca.wa.gov

Application for non-citizens coversheet FAQ pg. 1

Application for Family Planning Only services for non-citizens

<p>Are you eligible for the FPO services for non-citizens program (state-funded)</p>	<p>The FPO services for non-citizens program (state-funded) is for individuals who do not meet citizenship or immigration status requirements, or for qualified individuals who have not met the 5-year immigration bar. FPO programs are available to Washington residents with income at or below 260% of the federal poverty level (FPL), regardless of gender and immigration status, who are not eligible for full scope Apple Health programs and do not have other health coverage.</p> <p>FPO programs are also available to insured individuals who are seeking confidential family planning services. You can apply for FPO programs at any time.</p>
<p>Are you considered a Washington state resident?</p>	<p>You are a Washington state resident if you currently live and intend to reside in Washington, entered the state looking for a job or entered the state with a job commitment</p>
<p>What benefits are covered?</p>	<p>Benefits include, but are not limited to:</p> <ul style="list-style-type: none"> • Comprehensive family planning preventive visit • Counseling, education, initiation and management of birth control (also called contraception) • Cervical cancer screening • Some sexually transmitted disease (STD) and sexually transmitted infection (STI) testing and treatment • Prescription and non-prescription contraceptives (birth control) • Sterilization procedures
<p>How do you apply?</p>	<p>You can apply for FPO programs anytime, with a provider who accepts Apple Health or on your own by calling 1-800-562-3022 or submitting this application via:</p> <ul style="list-style-type: none"> • Mail: HCA MEDS, PO Box 45531, Olympia WA 98504-5531 • Fax: 1-866-841-2267 • Email: apple@hca.wa.gov
<p>What other health coverage options are available in Washington?</p>	<p>View the Apple Health programs available including for non-qualified and undocumented immigrants:</p> <ul style="list-style-type: none"> • hca.wa.gov/apple-health-non-citizens • hca.wa.gov/apple-health-pregnant-individuals
<p>How should you complete section 1?</p>	<p>Complete all that you can. See below for more information on specific questions contained in section 1 of the application.</p>

Application for non-citizens coversheet FAQ pg. 2

How will Health Care Authority (HCA) use your Social Security number (SSN)?	<p>HCA uses this information to determine your eligibility by confirming your identity, citizenship, immigration status, date of birth, and availability for other health care coverage. HCA does not share this information with any immigration agency for immigration enforcement purposes.</p> <p>Applying for the FPO services for non-citizens program (state-funded) won't affect your immigration status or chances of becoming a permanent resident or citizen. If you do not have an SSN, leave these items blank.</p>
How will HCA use your immigration status information?	<p>HCA uses this information to determine your eligibility by confirming your identity, citizenship, immigration status, date of birth, and availability for other health coverage.</p> <p>HCA does not share your information with any immigration agency for immigration enforcement purposes.</p> <p>Eligibility for the FPO services for non-citizens program (state-funded) is exempt from the public charge test. If you have questions or concerns about how an application for Apple Health or the FPO services for non-citizens program (state-funded) may impact your immigration status or chances of becoming a permanent resident or citizen, contact an immigration attorney.</p> <p>If you do not have an immigration document number, leave these items blank.</p>
Are there language or disability services available when applying?	<p>To get free help in another language (including an interpreter or translation of printed materials) or a disability accommodation, call 1-800-562-3022. Learn more: hca.wa.gov/interpreter-services.</p>
Can you use an Authorized Representative (AREP) to apply?	<p>Yes. An AREP is any adult who is sufficiently aware of the household circumstances and is authorized by the household to act on behalf of the household for eligibility purposes. This is different from partnering with a Navigator or Broker.</p>
What are the FPO program income requirements?	<p>Income must be at or below 260% of the FPL. Visit hca.wa.gov/family-planning for more information.</p>
How is household size determined?	<p>Household size is determined based on tax filing status. A household member is a spouse or dependent for whom the applicant files taxes with or claims as a tax dependent. If you do not file taxes, a household member is a spouse or dependent living in the same home.</p>

Application for non-citizens coversheet FAQ pg. 3

What if you have other insurance and need confidential services?	<p>You may be eligible for confidential family planning services even if you have insurance, if you meet one of these exceptions:</p> <ul style="list-style-type: none">• You are seeking confidential family planning services and are 18 years old or younger; or• You are a victim of domestic violence and covered under your abuser's health insurance. <p>Call the HCA at 1-800-562-3022 to enroll in confidential services</p>
What if you have other insurance?	<p>You are not eligible for FPO services if you have other insurance that covers family planning services unless you are seeking confidential family planning services.</p>
What is full-scope Apple Health (Medicaid) and should you waive your right to apply for it?	<p>If you are eligible for full-scope Apple Health, you can access benefits such as inpatient and outpatient hospital, home health, physician services, prescription drugs, dental services, and physical therapy.</p> <p>We encourage you to apply for full-scope Apple Health coverage in order to receive the maximum health benefits you may be eligible for. For more information on full-scope Apple Health, visit hca.wa.gov/apple-health.</p> <p>You can waive your right to apply for full-scope Apple Health if you are not eligible and still receive FPO services.</p>
How and when will you know the status of your application?	<p>Applications are processed in the order received within 45 days. If additional information is required, you will be contacted by phone and/or mail. Once processed, an approval or denial letter will be sent by mail. Some providers may provide services while you wait for the submission and processing of your application.</p>
Can you appeal an eligibility determination?	<p>Yes, you can appeal within 90 days if you disagree with a determination made by HCA, Washington Healthplanfinder or the Department of Social and Health Services (DSHS) that affects your eligibility for health coverage. For more information about the appeals process, visit hca.wa.gov/about-hca/file-appeal-apple-health-medicaid.</p>
Where can you find additional information?	<p>Additional information can be found at hca.wa.gov/family-planning.</p>

Provider/navigator best practices and strategies to guide clients with FPO non-citizen application

- ▶ Are you currently assisting clients to apply for both the federal FPO programs and the non-citizen (state-funded) FPO program? How have you navigated with clients which program they should apply for?
- ▶ What are some recommendations you have on how to promote client privacy, respect and informed decision-making around this process?
- ▶ What are the primary questions or concerns you have heard from clients around this application process?

Questions?

familyplanning@hca.wa.gov