

Weather Related Special Enrollment Period

Consumers who self-attest that the snowstorm and its aftermath affected their ability to complete their enrollment for health care or dental coverage by the 1/31/2016 open enrollment deadline are eligible for a **Special Enrollment Period (SEP)** from February 1 -February 5, 2016 for a March 1, 2016 effective date. A consumer may have been unable to enroll by 1/31 due to loss of power, flooding or other conditions brought on by the adverse weather conditions. No documentation or proof of these conditions are required for the SEP, only the consumer’s attestation.

Consumer Assistance Workers can enroll consumers for the SEP through the Consumer Portal or Worker Portal.

An **SEP** allows consumers to enroll in a Qualified Health Plan and/or a Stand Alone Dental Plan outside of the annual open enrollment period.

Using the Consumer Portal

Initial Application

1. Consumer creates an account and logs into their account
2. Selects **Start New Application** during 2/01/2016 – 2/5/2016
3. Complete the application on either the Consumer Portal or Worker Portal
 - a. When completing the **Special Enrollment Questions** section, select the checkbox for **“Weather Conditions Prevented Enrollment by January 31: I attest that I was unable to complete my enrollment by the January 31 deadline for 2016 coverage due to adverse weather conditions”**
4. Review Application
 - a. Edit if necessary and click **Confirm**

In the Special Enrollment Question section, the consumer’s name will be listed under “Weather Conditions Prevented Enrollment by January 31”

Question	Answer
Lost Health Coverage in the Last 60 Days	N/A
Losing Health Coverage in the Next 60 Days	N/A
Adopted or Placed for Adoption in the Last 60 days	N/A
Got Married in the Last 60 Days	N/A
Gained Eligible Immigration Status in the Last 60 Days	N/A
Moved in the Last 60 Days	N/A
Weather Conditions Prevented Enrollment by January 31	tim southee American Indian/Alaska Native N/A

5. Review Eligibility Determination

6. Select Desired Program
7. Click **Proceed to Enrollment**
8. Choose Desired Plan

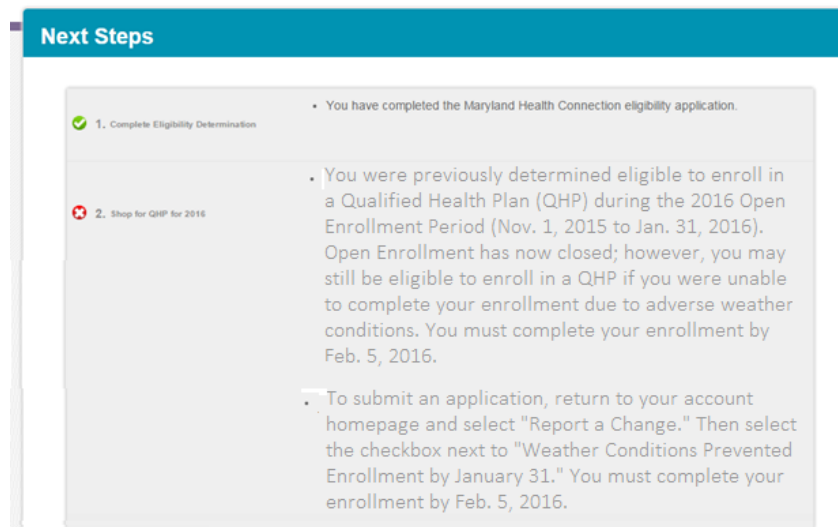
Using the Consumer Portal

Change Report

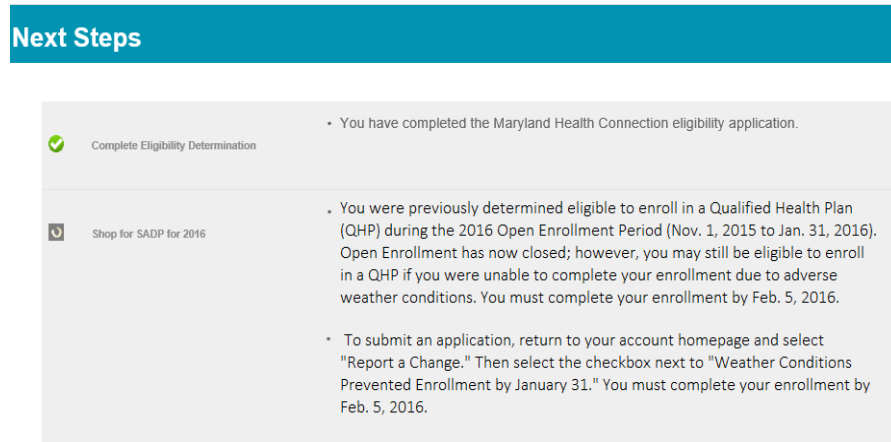
From the Consumer Portal

1. If the consumer has already completed their MHC eligibility application, and logs into their account during 2/01/2016 – 2/05/2016, they may see this screen:

Qualified Health Plan

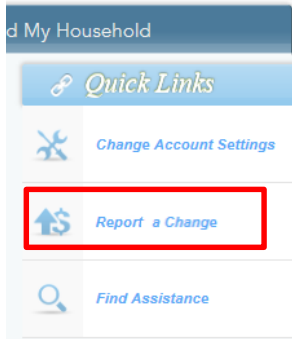


Stand Alone Dental Plan

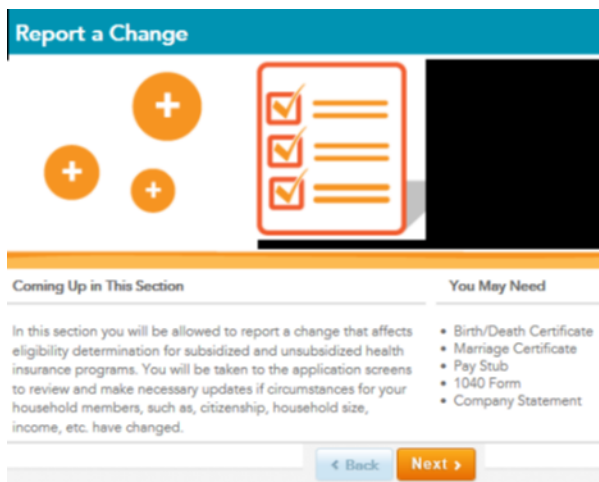


2. Click on **Account Home**
Account Home Displays

3. Click on **Report a Change** in the Quick Links section



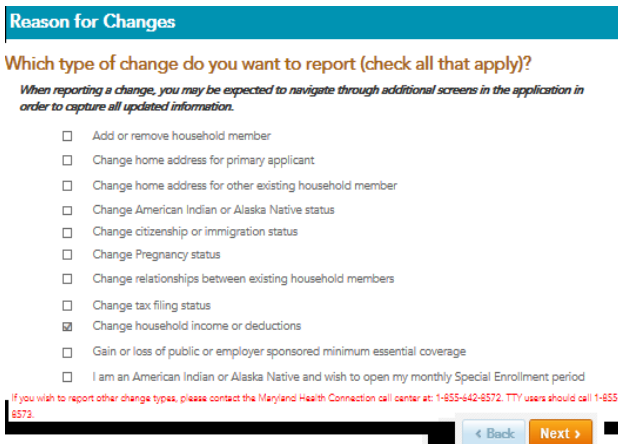
The Report a Change Screen & Information appear



4. Click **Next**

Reason for Changes page displays

- a. Select checkbox for ***“Weather Conditions Prevented Enrollment by January 31: I attest that I was unable to complete my enrollment by the January 31 deadline for 2016 coverage due to adverse weather conditions”***



5. Click **NEXT**

Application appears

6. Review application, edit if necessary

In the Special Enrollment Question section, the consumer's name will be listed under "Weather Conditions Prevented Enrollment by January 31"

The screenshot shows a multi-step application review process. The 'Special Enrollment Questions' section is active, with a red arrow pointing to the 'Weather Conditions Prevented Enrollment by January 31' entry. The entry lists the name 'tim southee' and 'American Indian/Alaska Native' as the response. The interface includes a 'Back' button and a 'Confirm' button at the bottom right.

Question	Answer
Lost Health Coverage in the Last 60 Days	N/A
Losing Health Coverage in the Next 60 Days	N/A
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Got Married in the Last 60 Days	N/A
Gained Eligible Immigration Status in the Last 60 Days	N/A
Moved in the Last 60 Days	N/A
Weather Conditions Prevented Enrollment by January 31	tim southee American Indian/Alaska Native N/A

7. Select **Confirm**

8. Review Eligibility Determination

9. Select Desired Program

10. Click **Proceed to Enrollment**

11. Enroll in a desired plan

Using the Worker Portal

Change Report

After Searching and Locating Application

1. Click **Report a Change**

The screenshot shows the 'Change' section of the Worker Portal. The 'Report a Change' button is highlighted with a callout box. The application information is displayed below, including the primary applicant's name (Jessica Tax), MPI ID (1111548663), application filing date (03/16/2015), application ID (27942), and application type (Initial).

Section	Information
Change	Report a Change
Application Information	Primary Applicant Information: Name Jessica Tax, MPI ID 1111548663, Application Filing Date 03/16/2015, Application ID 27942, Document ID, Application Type Initial

Application Information page Displays

2. Enter Application Date: *Application Date Must be between 2/1/2016 – 2/5/2016*

The screenshot shows a web application interface. On the left is a navigation menu with the following items: 'Apply', 'Applicant and Family', 'Application Information' (highlighted), 'Household Members', 'Household Relationships', 'Contact Information', and 'Person Information'. The main content area is titled 'Applicant and Family > Application Information' and includes a note: 'Fields marked with * are required'. The form contains the following fields: 'Application Filing Date *' with a date picker set to '03/15/2015'; 'Document ID' with an empty text box; 'Application Type *' with a dropdown menu set to 'Initial'; 'Channel *' with a dropdown menu set to 'Online'; and 'Applying for Financial Assistance? For example, Medicaid or Premium Tax Credit. *' with a dropdown menu set to 'Yes'. At the bottom right of the form are 'Cancel' and 'Save' buttons.

3. Review Application with the consumer, edit if necessary
4. Complete **Special Enrollment Section**
 - a. Select checkbox for ***“Weather Conditions Prevented Enrollment by January 31: I attest that I was unable to complete my enrollment by the January 31 deadline for 2016 coverage due to adverse weather conditions”***
5. **Submit** Application after it is complete
Eligibility Determinations are displayed
6. Select Desired Program
7. Click **Proceed to Enrollment**
8. Choose Desired Plan