

# Certified Assisters: Information Needed for a Processing Agency to Add a Newborn to a Case

---

## Certified assisters' role in reporting information to add a newborn to a MNsure case

As a certified assister, you may help an enrollee report the information needed to add a newborn to the enrollee's existing MNsure case, but you cannot apply on the enrollee's behalf. If you report the information to the county or state processing agency, the agency must confirm the information with the enrollee before taking action on the case.

Insurance Affordability Programs Manual (IAPM), Section 200.15.15, Application Submission

## Information required to add a newborn to a MNsure case

The following eligibility information is needed for a processing agency to add a newborn to an existing MNsure case. Please note that more information may be needed for certain cases.

- Date of birth
- Newborn's first and last name (middle name optional)
- Gender
- Street address
- Social Security number (SSN). If the newborn does not have an SSN, has the newborn applied for one?
- Is the newborn applying for health coverage? If yes, is the newborn applying for financial assistance to pay for health coverage?
- Citizen status
- Is the newborn an American Indian or Alaska Native? If yes, ask the following questions:
  - Is the newborn a member of a federally recognized tribe? If yes, what is the tribe name and ID number?
  - Does the newborn live on a reservation?
- Is the newborn disabled or blind? If yes, ask the following questions:
  - Is the newborn disabled?
  - Is the newborn blind?
  - Has the newborn been certified disabled by the Social Security Administration (SSA) or State Medical Review Team (SMRT)?
- Does the newborn have health insurance that is not through someone's job? If yes, what type of health insurance is it? Request as much detail as possible.
- Is the newborn eligible for health insurance through a household member's employer? Is the newborn enrolled in employer insurance? If yes to either question, ask the following questions:
  - Is the household member employed on a full-time or part-time basis?
  - What is the employer ID number of the household member's employer?
  - If the newborn has access to the employer insurance, but is not enrolled in it, request the following information. However, if the insurance that the newborn has access to is the same insurance that others in the household have access to, you do not need to request this information.
    - Name of the lowest-cost plan
    - Amount of employee contribution
    - Frequency of employee contribution

## Certified Assistors: Information Needed for a Processing Agency to Add a Newborn to a Case

---

- Does the health plan meet the minimum value standard?  
(An employer-sponsored health plan meets the “minimum value standard” if the plan’s share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs [Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986])
- If the newborn is enrolled in the employer insurance, request the following information. However, if the newborn is enrolled in the same insurance that others in the household are enrolled in, you do not need to request this information.
  - Name of the employer insurance plan
  - Name of employer contact person
  - Phone number for employer contact person
  - Are you in a waiting period?
  - Enroll date
  - Will the employer make changes to the plan for the next plan year? If yes, ask for the type of changes.
- Newborn’s relationship to every person the newborn lives with
- Does the newborn have a parent living outside the home?
- State residency related questions: Does the newborn live in Minnesota with a parent(s)? If no, request the following information:
  - Is the newborn homeless?
  - Is the newborn temporarily absent from Minnesota?
  - Is the newborn visiting Minnesota to get medical care or for personal reasons?
- Will the newborn be claimed as a tax dependent? If yes, who will claim the newborn as a tax dependent?