



MNsure Paper Application Checklist

Incomplete MNsure paper applications cannot be entered into the eligibility system. This delays a determination for consumers. Use the checklist to ensure that the paper applications you submit, whether filled out by you or a consumer, are complete.

Checklist

- Page 1 - Step 1: Information is complete. This page **must** be included with the application.

- "Do you plan to make Minnesota your home?" Is answered correctly.

Note: To ensure migrant consumers receive the correct residency determination, answer the application questions accurately. When answering "no" to this question, add a statement to the blank space next to the question such as, "Entered MN with a job commitment." or "Entered MN to seek employment."

- Step 2: All household members are included, and all information about those household members is completed, on the application following the directions listed for Step 2 on Page 1.

- SSN: The SSN is entered.

If a consumer does not have an SSN:

- "Applied for SSN" is entered for consumers without an SSN, who have applied or intend to apply for one.

Note: Verification of an application for an SSN will need to be sent to the county for people who are pending eligible for Medical Assistance (MA).

- The reason a consumer does not have an SSN and does not intend to apply for one is entered. Options include:
 - "Not Eligible for SSN."
 - "Can be issued for non-work reason only."
 - "No SSN due to religious objections."
 - "No SSN as newborn or newly adopted."
 - "Other." By selecting this option a person is not eligible for MA, MinnesotaCare or tax credits.

- Immigration Status Information:
 - All questions are answered.
 - Included date of entry in blank space.
 - A description of immigration document is entered in the Document ID number field when a document identification number is not available.
 - The information from the immigration document is written out separately on a photocopied copy of the document. Information is often not readable on the faxed copy of a photocopied document.

- Page 14: All questions in Steps 3 - 5 are answered.
 - Appendix B: Completed and included in submission when Step 3, Question 1 is answered "Yes."
 - Appendix A: Completed and included in submission when Step 4, Question 2 is answered "Yes."

- Page 15: The consumer signed the application.

- Appendix C: The consumer name, navigator name, organization and assister ID number are complete.

Faxing Information

MNsure paper applications should be faxed to 651-431-7750.

Be sure both sides of all pages are faxed. Often only the odd numbered pages are received.

Adding the client name to the top of each page being submitted ensures all pages of the same application stay together.