

# *Easy Steps to Healthier Children*

**1**

## **Log-on to Health-e-App**

*-[www.healthapp.net](http://www.healthapp.net)*

Complete the Healthy Families/Medi-Cal application online.

**2**

## **Log-on to the SAS Database**

*-[sas.kernchi.org](http://sas.kernchi.org)*

After entering the requested information for the SAS Program you will be able to print next steps and pre-populated consent forms.

**3**

## **Wrap-up**

Review and give client *Health Insurance Information* sheet and *Path to Good Health* Booklet.

Give client a copy of the application and all documents submitted.

Review SAS Database Confirmation Page for next steps to submit application and backup documentation.

## Prior to completing any documents, ask:

### 1. When was the last time your child had private health insurance, Medi-Cal or Healthy Families?

Reasons for asking this question:

- Healthy Families does not cover children who have or had employer-sponsored insurance within the last 3 months (See CAA Reference Manual page 7-4 for exceptions).
- The child may be already covered under Medi-Cal or Healthy Families.
- A new application is not necessary if somebody in the family already has Medi-Cal or Healthy Families. The child would just have to be added to the case.
- A Medi-Cal case can be re-opened if it was closed within the last 30 days. Re-opening a case is faster than having to re-apply.

### 2. How many people in family? Only count yourself, spouse, and children.

Reasons for asking this question:

- Determine family size

### 3. How much do you make per month? Any other income?

Reasons for asking this question:

- Determine household income

Reminders:

- Paid weekly – Income x 4.33
- Paid twice per month – Income x 2
- Paid bi-weekly – Income x 2.167
- Use the average income if check amounts vary

### 4. Documents you will need to bring to appointment.

#### ✓ **Proof of Income (See CAA Manual page 10-1 for details)**

##### **Which family members have income?**

Reasons for asking this question:

- Proof of income from every source must be submitted

##### **How often is income received?**

Reasons for asking this question:

- It is recommended that submitted proof of income covers most recent 30-day period (example: If client is paid weekly, you will need to submit 4 check stubs)

#### ✓ **Proof of Deductions (See CAA Manual page 10-2 for details)**

##### **Do you pay childcare, disabled dependant care, court-ordered alimony or child support?**

Reasons for asking this question:

- Client may be eligible to reduce income through allowed deductions

#### ✓ **Proof of Pregnancy, if applicable (See CAA Manual page 10-1 for details)**

#### ✓ **Birth Certificate (See CAA Manual page 10-3 for details)**

##### **Were children born in the U.S.?**

Reasons for asking this question:

- Additional documents are needed if children were born outside the U.S. (See CAA Reference Manual page 10-3 for details)
- Undocumented children may be eligible for Emergency or Pregnancy Medi-Cal

#### ✓ **Proof of Address (See CAA Manual page 10-2 for details)**