**Overview: BP-01.01.01.11 EE-17**

**Description:** Determine an individual’s household income for use in evaluating his or her eligibility for advance premium tax credits, cost sharing reductions, Medicaid, CHIP, and BHP.

**Association:** BP-01.01 Enrollment Process

**Roles & Responsibilities:**

|  |  |  |
| --- | --- | --- |
| **Actor** | **Responsibility** | **Handoff** |
| Individual | Validate tax and current income info, provide documentation of alternate income | HBE |
| HBE | Initiate verification of household income, assess self declaration and review documentation, establish household income and Federal Poverty Level | Verification |
| TBD | Provide current income data and unemployment insurance  data from state files | HBE |
| CMS | Request household income data from IRS | HBE |

**Key Performance Indicators (KPI’s):**

|  |  |  |
| --- | --- | --- |
| **Indicator** | **Purpose** | **Measure** |
| Individual, state and IRS income data received for assessment | Tracking elapsed time to initiate validation | Days |
| Request for validation and/or additional documentation | Tracking elapsed time from date of data received (initial or supplementary documentation) | Days |
| Response time to HBE | Ensure timely processing is possible | Days |
| Number of requests for alternate documentation | Determine adequacy of initial application process | Count |
| Time to complete manual review and determine income/FPL | Ensure timely turnaround | Days |

**Revision History:**

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| --- | --- | --- |
| **Date** | **Action** | **Authorized By** |
| 2013-06-05 | Original | Andrew Laing |
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