**Overview: BP-01.01.01.11 EE-17 Verify Household Income**

**Description:** This process flow handles the annual renewal of an individual’s eligibility and enrollment including eligibility for APTC, CSR, Medicaid, CHIP or BHP. Eligibility and enrollment renewal occurs at a household level and eligibility changes are assessed at an individual level.

**Association: BP-01.01 Enrollment Process**

**Roles & Responsibilities:**

|  |  |  |
| --- | --- | --- |
| **Actor** | **Responsibility** | **Handoff** |
| **Individual** | Validate tax information and current income data, and provide documentation and attestation to establish alternative income | **HBE** |
| **HBE** | Initiate household income verification request, prepare and process requests to CMS and individual, validate and verify income data, and establish household income. | **CMS, TBD, ndividual** |
| **CMS** | Request to IRS to verify household income | **HBE** |
| **TBD** | Request to TBD state agency to verify household income | **HBE** |

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

|  |  |  |
| --- | --- | --- |
| **Indicator** | **Purpose** | **Measure** |
| HBE system/s response | Monitor system performance and responsiveness | Near-time |
| 90 day Verification | Monitor 90 day period for verification | Days |

**Revision History:**

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