



Reality—children need insurance. The State Kids Insurance Program can help.

Think you can't afford health insurance for your kids? Think again! If you qualify for the SKIP premium supplement, you can save a lot of money on your children's health insurance. SKIP pays most of your eligible children's health insurance premiums. You only pay \$15 or \$25 per month, depending on your income. You can apply anytime of year. The SKIP premium supplement will be effective the first of the month after you receive the SKIP approval letter and ERS is notified you have been approved for SKIP.

You can print a SKIP application and instructions at www.ers.state.tx.us/Insurance/Forms. Fill out the application, and send it to the Texas Health and Human Services Commission (HHSC) at the address listed on the application.

The application asks for the name of your employer, and asks questions about your family and the children that would be covered by the SKIP program.

Your family must meet income requirements to take part in the SKIP program. There are also limits on certain assets. For SKIP purposes, a family is made up of the employee, his or her spouse, and all eligible children under the age of 19. Grandparents or other relatives who live in the household are not counted in family size.

Continued on page 2

Real people



Real benefits

- The SKIP premium supplement pays most of your health insurance premiums for your eligible children under 19. You pay only \$15 or \$25 a month, depending on your income.
- If your SKIP premium supplement began before June 1, 2009, you must reapply for SKIP. Mail your application to the HHSC address on the application. Mail it no later than August 1.
- SKIP is available to active employees who qualify based on their income level.

Please note: Community Supervision & Corrections Department (CSCD) employees are eligible to apply for SKIP.



The annual income limit for a family of four increased from \$42,400 to \$44,100 on March 1.

For a September 1 start date, mail your application so it is postmarked by August 1

To have a September 1 start date, mail your application as early as possible; it must be postmarked by August 1.

If your application is approved and ERS is notified after September 1, your SKIP supplement will start on the first of the next month.

Already enrolled? Re-apply by August 1 to keep SKIP for the next plan year

You must re-apply for SKIP each year. If you already had SKIP before June 1, 2009, you must re-apply and mail your application so it is postmarked by August 1 to avoid a break in the SKIP supplement.

Qualifying for SKIP

You may qualify for SKIP if you:

- Meet family income guidelines (see table below);
- Have children eligible for state insurance under the age of 19 living with you in Texas;

SKIP income guidelines (effective March 1, 2009)		
Family Size*	Annual Family Income	Monthly Family Income
2	\$29,148	\$2,429
3	36,624	3,052
4	44,100	3,675
5	51,588	4,299
6	59,064	4,922
7	66,540	5,545
8	74,028	6,169

* Add \$7,488 to the Annual Family Income for each additional family member. "Family size" includes the employee, spouse, and all eligible dependents under the age of 19. The total number does not include children over the age of 19, grandparents, or other relatives who may be living in the household.

- Are not eligible for Medicaid; and
- Have a child who is a U.S. citizen or legal permanent resident.

If your application is approved and your SKIP-eligible child(ren) are not currently covered by your health plan, they will be added automatically the first of the month after you receive the SKIP approval letter and ERS is notified you have been approved for SKIP.

SKIP and Medicaid

Your eligibility for the SKIP program is determined by HHSC, not by ERS or your employer. If you are eligible for Medicaid, you will not qualify for SKIP. HHSC will review your application to



see if your children qualify for Medicaid. If they do, they will not qualify for SKIP. HHSC will send you a letter telling you if your children qualify for Medicaid or SKIP. If they qualify for SKIP, ERS will enroll your children in your health plan (if not already enrolled). This will happen the first of the month after ERS is notified you have been approved for SKIP.

You may add additional eligible children within 31 days of your SKIP effective date. Ask your benefits coordinator for help in adding other children and in completing the required form. After 31 days, you will need to have a qualifying life event (QLE) to add children to SKIP.

What if HHSC is my employer?

A special unit within HHSC determines your eligibility for SKIP.

Nothing about your health care changes except for the premium you pay.
Apply anytime during the year.

Speed up your application. Avoid these common mistakes.

- Make sure the state employee's name is the name in Section 1 of the application. Do not list the spouse or other family members in Section 1.
- Include the employee's Social Security number (SSN). The application cannot be considered complete without the SSN.
- Do not include children age 19 and older in the family size. Their income is also not counted toward the family's income.
- Make sure you immediately reply to HHSC when missing information is requested. If HHSC does not receive missing information, your application will be closed, and you will have to begin the process again.
- Do not send W-2s. HHSC cannot accept W-2s for income verification.

Frequently Asked Questions

What if I am a part-time employee?

As long as you are eligible for benefits under the Texas Employees Group Benefits Program (GBP), you may apply for SKIP.

What can I send in to verify my income?

Acceptable verifications include, but are not limited to:

- Paycheck stub dated within 60 days before or after the application date;
- Copies of tax return dated within the last two years;
- Letter from an employer verifying current income and frequency of payment. If you are employed by HHSC, contact AccessHR for your letter. (Letter should contain identifying information for the client, identifying information for the employer, gross income and frequency, employer's signature, and be dated within 60 days before or after the application date);
- Form H1028, employment verification;
- Most recent child support check (dated within 60 days before or after the application date); or
- Most recent Social Security check.

You only need to send one verification for each of the income sources listed above.

What can I send in to verify my expenses?

Acceptable verifications include, but are not limited to:

- Statement or a current bill from child care provider (dated within 60 days before or after the application date);
- Current receipts (dated within 60 days before or after the application date) for child care;
- Most recent income tax return;
- Child support payment processed through the Attorney General's Office;
- County Clerk records;
- Cancelled checks for verification of expense source (dated within 60 days before or after the application date);
- Wage withholding statements (pay stubs showing garnishment or child support);
- Verification of withholding from unemployment income benefits; or
- Statement from the custodial parent regarding direct payments or third party payments paid on his/her behalf (dated within 60 days before or after the application date).

You only need to send one document for each individual expense to verify your expenses.

Continued on page 4

Your eligibility for SKIP is determined by a division within the Texas Health and Human Services Commission (HHSC), not by ERS or your employer.

For more information on SKIP, call HHSC at (877) KIDS-NOW/(877) 543-7669.

Fill out your SKIP application and mail to the address on the application.

What are the benefits of SKIP?

Benefit	
Phyllis is a Full-time Employee participating in HealthSelect Member & Children Coverage	
Premium	\$636.44
State Contribution Pays	-\$498.49
SKIP Premium Supplement Pays	-\$112.95
Employee pays	\$25.00
<i>This example is for a full-time employee. Your monthly health coverage premium will be different if you are a part-time employee or if you cover your spouse.</i>	

Great savings on your children's health coverage premium.

Example

Phyllis is a **full-time employee** at the Texas State Library. She has HealthSelectSM of Texas coverage for herself and her children for Plan Year 2009, which started September 1, 2008.

- The total cost of coverage for Phyllis and her children is \$636.44.
- Since Phyllis is a full-time employee, the State pays \$498.49 for her family's health coverage. This includes a state contribution of 100% for Phyllis' health coverage premium and 50% for her children's health coverage premium.

Without SKIP, Phyllis would pay \$137.95 for her children's health coverage; however, HHSC approves Phyllis for a \$25 SKIP rate. The SKIP supplement pays \$112.95 toward her children's health coverage.

	\$636.44
This means Phyllis pays only \$25 per month for her children's HealthSelect coverage, instead of \$137.95	-\$489.49
	-\$112.95
	\$ 25.00

What expenses will SKIP cover?

You get the exact same benefits with SKIP that you get in all the GBP health plans. You pay a small copay for your child's shots, doctor visits, and vision exams, just to name a few of the covered services.

Is there a fee to apply for SKIP?

There is no fee to apply for SKIP. You can apply at any time throughout the year.

