

Income Eligibility

- Individuals 20 years of age and older (adults) with household incomes from 0-250% of FPL are eligible for CCare. Refer to the **Medicaid Income Guidelines in Appendix F** to assess whether clients qualify, based on household size and income. If an applicant is in need of special confidentiality and household income cannot be estimated without violating confidentiality, then the applicant's own income can be used for FPL calculation.
- Individuals under 20 years of age (teens) whose household incomes exceed 250% of the federal poverty level but whose **individual incomes** are at or less than 250% of FPL are eligible for CCare. Teens may be screened for eligibility based on their individual income.

Providers must provide information about, and are encouraged to provide applications for OHP or FHIAP where family income is appropriate.

See [Exhibit B-3](#) or [Appendix F](#) for the Federal Poverty Level Guidelines to determine CCare income eligibility.

16: Date of Birth

CCare applicants must be of reproductive age (girls must be menstruating), generally ages 10 and older.

17: Social Security Number (SSN)

Valid social security numbers are required for all CCare applicants. If an adult claims not to have a SSN, refer the client to a local Social Security office to apply for one. Applicants who can't remember their SSN may also be referred to get a replacement card. Another option may be to try to obtain the number from school or employment records. If the applicant is a teenager and does not know their SSN, use 477-47-7477. This will allow the teen to enroll while state staff and/or the applicant work to determine their SSN.

Be sure to give every applicant (new and renewing) a copy of the SSN statement. English and Spanish versions of this statement can be found in [Exhibit C-4](#).

18, 19: Client Declaration, Signature and Signature Date

The signature and date are required for program enrollment. The signature date must match or be prior to the eligibility effective date and the first date of service.

Client Eligibility and Enrollment

C.3

CCare Eligibility

Oregon women and men are eligible for CCare if they meet the following criteria:

- Resident of Oregon
- Reproductive age (10 – 60 for women; 10 and older for men)
- Not sterilized
- Can provide proof of ID
- Can provide Social Security Number
- Can prove U.S. citizenship or status of a refugee/asylee, or have been lawful permanent residents for five years or more
- At or below 250% of the federal poverty level (FPL) based on family income and size. (Teens are determined eligible based on individual income).

Key Points

- Eligibility and enrollment must be documented on the CCare Enrollment Form, as part of the client's medical record, and in the CCare Eligibility Database.

Once determined, eligibility is effective for 12 months regardless of income or FPL changes during that period. However, enrollment into OHP will require termination of CCare eligibility.

CCare Eligibility Procedures Overview

Screening individuals for eligibility and enrolling them into CCare involves four main steps:

- Check the CCare Eligibility Database for the potential client's current eligibility and citizenship verification status;
- Ask & assist clients who are not currently enrolled to complete the CCare Enrollment Form;
- As necessary, offer clients assistance with documenting their U.S. citizenship; and
- Enter the Enrollment Form information to the CCare Eligibility Database for final determination by the system.

Completing the CCare Enrollment Form

The CCare Enrollment Form ensures accurate documentation; eases review processes; and provides the Centers for Medicare and Medicaid Services (CMS) with assurance of appropriate program eligibility screening.

The form must be completed by every client requesting CCare-covered services prior to receiving her or his first CCare service, and updated each year thereafter. During an audit, the clinic must be able to produce this form as documentation of eligibility screening and requests for special confidentiality. All boxes must be completed, even if the answer is "0" or "N/A." No eligibility card will be issued to the client. The Enrollment Form data needs to be entered into the online CCare Eligibility Database. For instructions on using the database, see [Exhibit C-1](#).

The CCare Enrollment Form is located in Exhibit C-2. In the following pages are instructions to help you and your clients fill out the Enrollment Form. Note that the standardized form may not be altered by individual agencies. However, you may print the back of the form on a separate sheet of paper as long as it is kept with the front of the form.



Oregon
Health
Authority

Reproductive Health Program Manual
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Section C

Oregon
Contraceptive Care
(CCare)

Center for Prevention and Health Promotion
Oregon Health Authority - Public Health

Birth Certificate Requests and SSA Electronic Match

There are three ways in which the state Reproductive Health Program can offer assistance to clients to obtain citizenship documentation:

1. **Oregon Birth Record Request** – For clients born in Oregon, the state Reproductive Health Program is able to access the Oregon Vital Records Electronic Birth Record Database. There are two methods for submitting a birth record request for Oregon-born applicants, depending on your needs. For detailed instructions, please refer to the CCare Eligibility Database Instructions in Exhibit C-1 and see the CCare Oregon Birth Information Form in Exhibit C-5.
2. **SSA Electronic Citizenship Match** – Every month, state RH staff will retrieve the SSNs for all newly enrolled clients and send them to SSA for a match. The match will be attempted only for those clients with a valid SSN (not for teens enrolling with the 477-47-7477 SSN). If a match is found, the client's citizenship verification will be automatically updated in the Eligibility Database and the client's eligibility extended for a full year of coverage. Designated clinic staff will receive an eligibility report spreadsheet from the Reproductive Health Program every month. Clients who fail the SSA electronic match will need to be contacted by clinic staff to verify their SSN and return to fill out an out-of-state-birth certificate request. Clinic staff should call RH staff on the day the client returns to the clinic to complete the paperwork and ask for an ROP extension. If the ROP period ends, an extension is not possible.
3. **Out-of-State Birth Certificate Request** – The state Reproductive Health Program will order and pay for birth certificates on behalf of potential CCare clients born in states other than Oregon whose citizenship cannot be verified through the SSA electronic citizenship match. All forms necessary can also be found on our website: www.healthoregon.org/rhmaterials.

To order an out-of-state birth certificate follow the steps below:

- If the client is not yet in the Eligibility Database and will not be using the reasonable opportunity period for a visit that day, screen him/her for eligibility informally, to ensure that they are CCare eligible.