

MNsure Application Assistance Program Information

Thank you for contacting Community Action Partnership of Hennepin County (CAP-HC) about the **MNsure Application Assistance Program**. This packet includes information about program eligibility, required application materials, and instructions for submitting your application materials. It also specifies documentation that will be needed at your MNsure Application Assistance appointment.

Please review the information in this packet carefully to ensure that you are eligible for the program, your application materials are submitted correctly, and you are aware of all documentation that will be needed at your appointment.

PROGRAM ELIGIBILITY

To be eligible for the program, applicants must:

- Live in Hennepin County.
- Be uninsured or underinsured.

REQUIRED APPLICATION MATERIALS

To Apply for the MNsure Application Assistance Program, complete an Intake Form, which can be downloaded at caphennepin.org/applications.

HOW TO SUBMIT YOUR APPLICATION MATERIALS

Please Note:

- Your application is not complete until we receive your all required application forms and documentation as specified in the "Required Application Materials" section of this packet. **If your application is submitted without all required materials, it will not be processed.**
- Allow up to 30 days to process your application.
- Submitting an application does not guarantee approval.

You may submit your Intake Form in one of the following ways:

- **Email** your materials to: CAPHCMNsure@caphennepin.org
- **Mail** your materials to: CAP-HC MNsure Application Assistance
7101 Northland Circle N, Suite 123
Brooklyn Park, MN 55428
- **In person:** Drop off your application and additional documentation at one of CAP-HC's offices (Brooklyn Park, Bloomington, Minneapolis). Addresses and hours can be found at caphennepin.org/locations.



PREPARING FOR YOUR MNSURE APPLICATION ASSISTANCE APPOINTMENT

After submitting your application materials, if you are eligible:

- A CAP-HC staff member will contact you to make an appointment.
- Bring the following documentation to your appointment:
 - Social Security Number for each person applying
 - Date of birth for everyone in the household
 - Driver's license, Tribal ID, and/or other ID
 - Most recent year's tax forms (Form 1040 EZ or first page of Form 1040)
 - Two of your most recent pay stubs
 - Documents for other sources of income
 - Information about any employer-provided health insurance available to each person applying (you may need to request this from your employer)
 - **For U.S. non-citizens:** a green card or other immigration documents
 - **If you have an existing MNSure account:** bring your username and password