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We hope you find this guide useful and welcome feedback!

Where to Begin (Read prior to applying)

- **Developmental Pathways is NOT Medicaid.** We have created this guide to provide some tips and tricks with the Medicaid application. However, this does not take the place of direct/expert assistance from Health First Colorado Medicaid, a Certified Application Assistance Site, or an Eligibility Application Partner (EAP).
- **When you apply for Health First Colorado Medicaid,** all of the information provided in the application is entered into the Medicaid database (CBMS) and the system will choose which Medicaid program you qualify for. Medicaid may ask for a “level of care” which is also known as a “cert page” and “LOC” to show that you are enrolling onto a Long-term Care Medicaid waiver. A member of the DP Benefits team will submit this to Medicaid as soon as you have completed the 100.2 assessment. Until then, you may qualify for a different type of Medicaid until you are switched over to LTC.
- **If you are currently working to enroll** onto a Long-term Care (LTC) Medicaid waiver with DP, you should get an email (or have received an email) from a member of the Case Management Benefits Team detailing which Medicaid application(s) we *believe* you need to complete. Options are—Medicaid application only; Medicaid and a Disability application; Disability application only.
- If you navigate to the “HOW TO APPLY” page on Health First Colorado’s site (<https://hcpf.colorado.gov/how-to-apply#by-mail>) you will see a list of ways to apply, including a few different types of applications.
 - **There are two types of Applications for Public Assistance listed on the site.**
 - **Application #1:** Application for Medical Assistance only
 - [Health First Colorado, Child Health Plan Plus \(CHP+\) Paper Application - English](#)
 - [Health First Colorado, Child Health Plan Plus \(CHP+\) Paper Application - Spanish](#)
 - **Application #2:** Application for multiple programs OR Medical Assistance only
 - [Health First Colorado, Child Health Plan Plus \(CHP+\), Cash, and Food Assistance Paper Application - English](#) (or [Large Print Version](#))
 - [Health First Colorado, Child Health Plan Plus \(CHP+\), Cash, and Food Assistance Paper Application - Spanish](#)
 - If you plan to utilize the FREE services from Colorado Access-AMES, they use Application #1.

- You will need to decide which application best fits your situation, as it is ultimately your decision.
- **You are strongly encouraged to seek FREE assistance from Colorado Access-Access Medical Enrollment Services (AMES).** They can provide free/bilingual one to one support with the application(s) and will process the application(s) as well. **Please note:** AMES is not able to assist if you are applying for more than medical assistance. If you would like to apply for food and/or financial assistance at the same time as you apply for Medicaid, you will need to do so on the Colorado PEAK site or with a County DHS office.
- **The Medicaid Disability Application is also listed on the Health First Colorado Medicaid application page.** This application will be needed if you are hoping to enroll onto a Long-Term Care Medicaid waiver or qualify for Medicaid Buy-in. However, if you are receiving SSI, you won't need this application. It is best to discuss this with a person from AMES or Health First Colorado, so they can properly advise you. **Ask your case manager at DP for a copy of the Disability Application Guide, if not already provided to you.**

Disability Applications

If you believe you have a disability, even if you have been denied disability status by the Social Security Administration, please also fill out the Disability Application:

- [English Disability Application](#) (or [Large Print Version](#))
- [Spanish Disability Application](#) (or [Large Print Version](#))

- ❖ **If you need to complete both a Medicaid application and a Medicaid Disability application, they CAN be submitted together.**

How to Apply

You can apply in one of three ways:

- **With the assistance of an application assistance site or eligibility application partner (EAP),** such as Colorado Access-AMES. See the link below to access a full list of application assistance sites and EAPs. You will need to call to schedule an appointment. Bilingual services are provided and services are free.
- **Directly with your local Department of Human Services/Medicaid office.** Submit a completed paper application to your local Department of Human Services via mail, drop-off/hand deliver, or fax. You can also call and complete an application by phone. Bilingual services are provided.
- **Online through Colorado PEAK.** Note: there are limitations to this.
 - You can only complete the Medicaid Application for Public Assistance on PEAK and not the Medicaid Disability application. You will need to submit that separately to your local Department of Human Services.
 - The PEAK site does not evaluate for the Health First Colorado Buy-in Medicaid programs.

Helpful Resources and Contacts

- **Colorado PEAK:** <https://coloradopeak.secure.force.com/>
- **Before You Begin** – Document from Colorado PEAK: https://coloradopeak.secure.force.com/resource/1435499948000/StaticPdfs_HomePage/HomePage/BeforeYouBegin.pdf
- **Complete list of local County DHS Offices:** (<https://www.colorado.gov/cdhs/contact-your-county> (List of local DHS offices is below))
- **Application Assistance Site, search menu:** (<https://apps.colorado.gov/apps/maps/hcpf.map>)

- **Colorado Access-Access Medical Enrollment Services (AMES):** 303-755-4138;
<http://www.accessenrollment.org/>
 - Services are free and are available in both Spanish and English.
 - **Call to schedule an appointment.**
 - Let them know that you were referred by Developmental Pathways.
 - They can best guide you to determine which application to complete and whose information to include on the application.
- **Health First Colorado Medicaid:** 1-800-221-3943; <https://www.healthfirstcolorado.com/>
- **Applying for and Maintaining Long-Term Care Medicaid (flyer):**
(English) https://www.dpcolo.org/wp-content/uploads/2020/08/Applying-For-Maintaining-LTC-Medicaid_Aug2020.pdf
(Spanish) <https://www.dpcolo.org/wp-content/uploads/2020/10/Applying-For-Maintaining-Long-Term-Care-Medicaid-Spanish.pdf>
- **Long-term Services and Supports Programs:** <https://www.colorado.gov/pacific/hcpf/long-term-services-and-supports-programs>

Department of Human Services	Contact Information
List of local Counties/Department of Human Services	https://www.colorado.gov/pacific/cdhs/contact-your-county
Adams County 11860 Pecos St. Westminster, CO 80234 *Outside drop box	Phone: 720-523-2000 Fax: 720-523-2158 Email: ltcunit@adcogov.org Web: http://www.adcogov.org/human-services-center-resources Note: This county does not accept documents emailed to them.
Arapahoe County (2 locations) (1) 14980 E Alameda Dr, #007 Aurora, CO 80012 (2) 1690 W Littleton Blvd, #123 Littleton, CO 80120 *Both office locations have an outside drop box	Phone: 303-636-1170 Fax: 303-734-4301 Email: HSCSSCC@arapahoegov.com (PROVIDER USE ONLY) Web: https://www.arapahoegov.com/1906/ArapaSOURCE
Denver County <ul style="list-style-type: none"> • Castro office (primary location): 1200 Federal Blvd, Denver, CO 80204 • East office: 3815 Steele St, Denver, CO 80205 • Taylor Office: 4685 Peoria St, Denver, CO 80239 *Outside drop box at each location	Phone: 720-944-3666 Fax: 720-944-3094 Email: DenverDHS@denvergov.org Web: www.denvergov.org/humanservices Note: This county does not accept documents faxed to them.
Douglas County 4400 Castleton Ct. Castle Rock, CO 80109 *Outside drop box	Phone: 303-688-4825 Fax: 877-285-8988 Web: https://www.douglas.co.us/
Elbert County 215 Comanche St Kiowa, CO 80117 *outside drop box	Phone: (303) 621-3206 Fax: (303) 621-0122 Email: elbert.assistance@state.co.us
Jefferson County	Phone: 303-271-4707

900 Jefferson County Pkwy Human Services Building Golden, CO 80401 *Outside drop box	Fax: 303-271-4805
Colorado Medical Assistance Program (CMAP)/Denver Health	Phone: 1-800-359-1991 Fax: 303-602-7639 or 303-893-1780 Email: EEMAPClient@dhha.org Web: https://www.denverhealth.org/patients-visitors/billing-insurance/enrollment-services
Connect for Health Colorado (C4H)	Phone: 855-752-6749 Email: countypartners@c4hco.com Web: https://connectforhealthco.com/

Application Tips and Tricks

- Read through this guide, as well as the information pages accompanying the applications.
- Write a list of all of your questions, so they can be asked at one time. If you are working with AMES or another assistance site, they can answer your questions!
- All documents provided should be clear and legible.
- Hand-written applications must be written legibly **using blue or black ink**.
- Answer every question on the application or write N/A, as appropriate.
- When answering questions on the application specific to the person seeking waiver supports, check YES for these two questions:

Application #1~

20. *Do you have a medical, physical, mental, or developmental condition that has lasted, or is expected to last, more than 12 months, including blindness? **i** Yes No

21. *Do you have a medical, physical, mental, or developmental condition that causes you to regularly need help with some or all of your self-care activities (such as bathing, dressing, eating, using the bathroom)?
 Yes No

Application #2~

Disability Details

Does anyone in your home have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name:
■ If yes, does this person need help with self-care activities (bathing, dressing, eating, using the bathroom, etc.)?		<input type="checkbox"/> Yes No <input type="checkbox"/>
■ Does anyone have a medical or developmental condition that has lasted, or is expected to last more than 12 months?		<input type="checkbox"/> Yes No <input type="checkbox"/> Name:

- Sign all places on the application. "Wet signatures" are required. Electronic signatures will NOT be accepted.
- If the applicant seeking Medicaid coverage is over 18 and does not have a court appointed legal guardian, then they must sign the application as their own guardian.**
- Be on the lookout for multiple places to sign or initial on the application.**
- Financial verifications may be needed. See the Supporting Document section below.
- If you work with Colorado-Access-AMES, they will tell you exactly which financial verifications they need.
- All trusts connected to the person seeking Medicaid waiver supports must be submitted and approved by the State of Colorado (Health Care Policy and Financing-HCPF) prior to the applicant enrolling onto a Long Term Care (LTC) Medicaid Waiver. See the Trust Submission information below.**

- Keep a copy of all paperwork submitted to Health First Colorado Medicaid and ask for a receipt for any paperwork hand-delivered.
- If the applicant has **other health insurance**, provide a copy of the FRONT and BACK of the health insurance card.
- Medicaid may be able to **retro-date your coverage back 90 days** from the date of application. If you need that to happen, be sure to indicate it on the application.
- **You will be completing the application for all members of the household.** However, you can indicate which household members are seeking Medicaid.
- **If you are a parent assisting an adult** with the application, you may be required to include and submit financial information about yourself, even if you are not applying for Medicaid. This is determined by whether you declare your adult child as a dependent on your taxes. AMES or your local Medicaid office can tell you what is needed.
- **If you are a parent assisting a child** with the application, you may be required to include and submit financial information about yourself, even if you are not applying for Medicaid. AMES or your local Medicaid office can tell you what is needed.

Common Questions

- **Q: Can the person seeking Long-term Care Medicaid waiver supports own a home?**
A: Yes, owning one home and using it as your primary residence is acceptable to Medicaid and does not count as an asset/resource. However, if you own a home and use it for income purposes, then it does count as an asset/resource.
- **Q: Can a person have both Medicaid, Medicare, and private health insurance?**
A: Yes. Medicaid is always the payer of last resort.
- **Q: Private health insurance can be expensive. Can Medicaid help me to pay for it?**
A: Check out the HIBI Program for more information about assistance with private health insurance premiums. The link to their website is under “helpful resources.”
- **Q: Can AMES review my applications if that is all I need help with?**
A: Yes, AMES can review the applications and let you know what pieces are missing, if any. They can also process the completed applications for you.
- **Q: How/where do I submit the application?**
A: See the county list on pages 3 and 4.

Trust Submission Information

→IF YOU DON'T ALREADY HAVE MEDICAID

Note: The attorney who created the trust can submit it on your behalf to both Medicaid and HCPF.

Option 1: Submit the trust to your local Department of Human Services or Medicaid Application Assistance Site, with the completed Health First Colorado Medicaid application. Ask that a copy of the trust be forwarded to HCPF.

Option 2: Submit the trust to your local Department of Human Services or Medicaid Application Assistance Site, with the completed Health First Colorado Medicaid application and submit a copy of the trust to HCPF.

→IF YOU ALREADY HAVE MEDICAID IN PLACE

Note: The attorney who created the trust can submit it on your behalf to both Medicaid and HCPF.

Option 1: You can submit the trust to your local Department of Human Services and HCPF.

Option 2: You can submit the trust to your local Department of Human Services and ask that they forward a copy to the trust department at HCPF.

A **cover letter** should include the following information: the individual’s full name, contact information, and Medicaid ID (if applicable).

- Trusts can be faxed, emailed, mailed, or hand delivered to HCPF.
- Trusts can be faxed, mailed, or hand delivered to your local Department of Human Services.
- If the individual does not have Medicaid yet, note that you are submitting this trust with the expectation that they will have Medicaid in the future.

If extra support is needed, please contact your case manager at Developmental Pathways.

Medicaid Trust Department with Health Care Policy and Financing (HCPF):

Email: Medicaid.trusts@state.co.us

Fax #: 303-866-3552

Address: HCPF Trust Unit, 1570 Grant Street, Denver, CO 80203

NOTE: We do not have a direct phone number for the trust department at HCPF.

Supporting Documents

Depending on how and where you apply, you may be asked to provide ID documents, financials, and other verifications. This is a list (not a comprehensive list) of what you may be asked to provide. Copies are generally accepted by Medicaid.

Document Type	Additional Information
Adoption paperwork	If applicable
Birth Certificate	Proof of citizenship or legal residency
Current Photo ID	State issued; valid school ID; passport photo; if under 16, the Affidavit to Establish Identity
Financial Statements You should be on the look-out for a Verification request from Medicaid, should Medicaid need more financials. Full statements (all pages) may be needed with nothing crossed out. The owner(s) of the account, the current balance, transaction history, and at least the last four digits of the account number must be visible.	Common Examples (not an exhaustive list) <ul style="list-style-type: none"> • Current pay stubs showing gross amount earned (if working). • Current checking and/or savings account statements. • All accounts attached to the individual’s name and/or the account SSI/SSDI payments are directly deposited into. Medicaid will need proof of all open accounts and the current balances, as well as where social security is deposited. • Current Direct Express Account statement (as applicable). Some people’s SSI/SSDI payments are deposited into a Direct Express account. A receipt from an ATM, showing the current balance is acceptable or a printed statement from the online account. • Current life insurance policy or burial policy statement showing current cash value. • Current trust account statement.

	<ul style="list-style-type: none"> • Current ABLE account statement. • Proof of a bank account closure if closed within the last year. Specific accounting of how the money was spent may be requested.
Guardianship Paperwork	If applicable
Name Change Paperwork	If applicable
Proof of Social Security benefits	If applicable; Award letter for SSI and/or SSDI or bank statement showing direct deposit of funds
Private Insurance Card	If applicable; Including Medicare
Social Security Card	
Trust Approval Letter	<ul style="list-style-type: none"> • If the individual is attached to a trust in any way, the trust must be submitted to the State of Colorado for review. • Once reviewed, a letter is sent out to the individual/family regarding the approval or denial of the trust.

Other Health First Colorado/Medicaid Information

Topic	What They Can Help With	Contact Information
Health First Colorado Customer Service	<ul style="list-style-type: none"> • All Medicaid questions • Prescription/Medical care issues • Request reimbursement for out-of-pocket expenses 	WEB: https://www.colorado.gov/hcpf/contact-hcpf Customer Contact Center: https://www.colorado.gov/hcpf/medicaid-customer-contact-center PHONE: 1-800-221-3943 TTY: 1-800-659-2656 FAX: 303-866-4411
Health First Colorado FAQ	Frequently Asked Questions about Medicaid	WEB: https://www.colorado.gov/pacific/hcpf/member-faqs
Health First Colorado Member benefit videos	Videos to help members learn about program benefits.	WEB: https://www.healthfirstcolorado.com/videos/
Health First Colorado State Plan Covered Services	A list of all benefits covered under the State Medicaid plan.	WEB: https://www.healthfirstcolorado.com/benefits-services/
Health First Colorado Member handbook	Spanish version: https://www.healthfirstcolorado.com/wp-content/uploads/2020/05/Health-First-Colorado-Member-Handbook-Spanish.pdf	English version: https://www.healthfirstcolorado.com/wp-content/uploads/2020/05/Health-First-Colorado-Member-Handbook.pdf
Doctors who participate with Health First Colorado	A search engine to find medical professionals who participate with Health First Colorado Medicaid.	WEB: https://www.colorado.gov/hcpf/find-doctor
The Colorado Health Insurance Buy-In Program (HIBI)	<ul style="list-style-type: none"> • This program is not to be confused with Health First Colorado Buy-in program. • A premium assistance program for Medicaid recipients. 	WEB: http://www.mycohibi.com/ EMAIL: CustomerService@MyCOHIBI.com

	<ul style="list-style-type: none"> Monthly payments are given to individuals for all or a portion of the cost of their commercial health insurance premiums, and in some cases, also reimburses for deductibles, coinsurance, and co-pays. 	PHONE: (855) MyCOHIBI or (855) 692-6442
Colorado PEAK Website	<ul style="list-style-type: none"> Apply for benefits Check application status Get a copy of a Medicaid card Check status of Medicaid benefits Update Medicaid with changes (such as address) Receive a copy of the yearly redetermination documents Submit redetermination documents 	WEB: https://coloradopeak.secure.force.com/ Free Health mobile app information*: https://www.colorado.gov/hcpf/peakhealth *Download the PEAKHealth mobile app to find a doctor, get your Health First Colorado card, and more – right from your phone!
Supplemental Nutrition Assistance Program (SNAP)	The Supplemental Nutrition Assistance Program (SNAP) is a Food Assistance program in Colorado, SNAP provides food assistance benefits as part of a federal nutrition program to help low-income households purchase food.	WEB: https://colorado.gov/pacific/cdhs/supplemental-nutrition-assistance-program-snap
Health First Colorado Enrollment	<ul style="list-style-type: none"> As a member of Health First Colorado (Colorado's Medicaid Program), you can choose how you get your health care. Health First Colorado Enrollment is not a resource for information on Medicaid benefits or to find out if you qualify for Medicaid or Child Health Plan <i>Plus</i> (CHP+). 	WEB: https://www.colorado.gov/pacific/hcpf/choose-plan PHONE: 303-839-2120 or 1-888-367-6557 TTY: 1-888-876-8864

*Please inform us if any of the above links are broken.

Final Checklist

YOU MADE IT! CONGRATULATIONS!

- We suggest you re-read the Tips and Tricks section, just to be sure you got everything!
- Did you answer every question or write n/a if not applicable?
- Are the application pages in order and all pages are included?
- Did you write legibly and use blue or black ink?
- Did you sign and initial all places of the application using blue or black ink?
- Did you make a copy of everything, to keep for your records?
- Do you have copies of the necessary supporting documents to submit with the application?

Application Submission

Submit to Health First Colorado in one of the following ways:

- Directly to your local Department of Human Services/Medicaid office (fax; mail; hand deliver).

- To an application assistance site or eligibility application partner, such as Colorado Access-AMES, IF you are submitting BOTH a Medicaid application and a Medicaid Disability application.
- Complete the Application for Public Assistance on the Colorado PEAK site.

Optional Cover Page for the application

You are welcome to utilize the below document to submit with your application. **It can be printed and submitted to your local Department of Human Services/Medicaid Office.** This will help to get your application to the correct team within Medicaid and inform them that you are working with Developmental Pathways. You will need to fill in the BLANK spaces, highlighted for your convenience.

Attention: The LTC Team

Medicaid Entity:

This packet contains a Medicaid Application for Public Assistance.

Name of applicant:

Applicant's DOB:

Applicant's phone:

Please review and reach out if additional information is needed.

FYI: I am working with Developmental Pathways to enroll onto a Long-term care (LTC) Medicaid waiver. For now, please review my application to see what kind of Medicaid I qualify for. DP will forward the 100.2 LOC cert page as soon as it is available.

They can be reached at CMBenefits@dpcolo.org.