

**OTHER ELIGIBILITY REQUIREMENTS  
APPLICATION, CERTIFICATION AND RENEWAL**

**FACILITATED ENROLLERS**

**Description:** *Facilitated enrollers assist applicants in the completion of the application. This assistance includes the following:*

- *Conducting the required face-to-face interview, if this responsibility has been delegated to the facilitator by the local district;*
- *Screening the family for the appropriate program;*
- *Assisting in the completion of the application;*
- *Assisting in the collection of various documentation items;*
- *Submitting the completed application, documentation and enrollment form to the local district;*
- *Counseling the applicant on managed care plan selection, where appropriate; and*
- *Following-up with the applicant to ensure that they complete the application process.*

**Policy:** *The local district may delegate to the facilitated enroller the authority to conduct the Family Health Plus, Child Health Plus A and Medicaid face-to-face interview, or they may require the facilitated enroller to act as the applicant's authorized representative during the face-to-face interview at the local district. The local district cannot require the applicant to come into the local district for the face-to-face interview. The local district determines the applicant's eligibility for Family Health Plus, Child Health Plus A, Medicaid and the Family Planning Benefit Program and is responsible for the enrollment of applicants into managed care plans as appropriate.*

*Persons requiring long-term care services such as nursing home care or personal care may not apply through facilitated enrollers.*

**References:** ADM 01 OMM/ADM-6

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