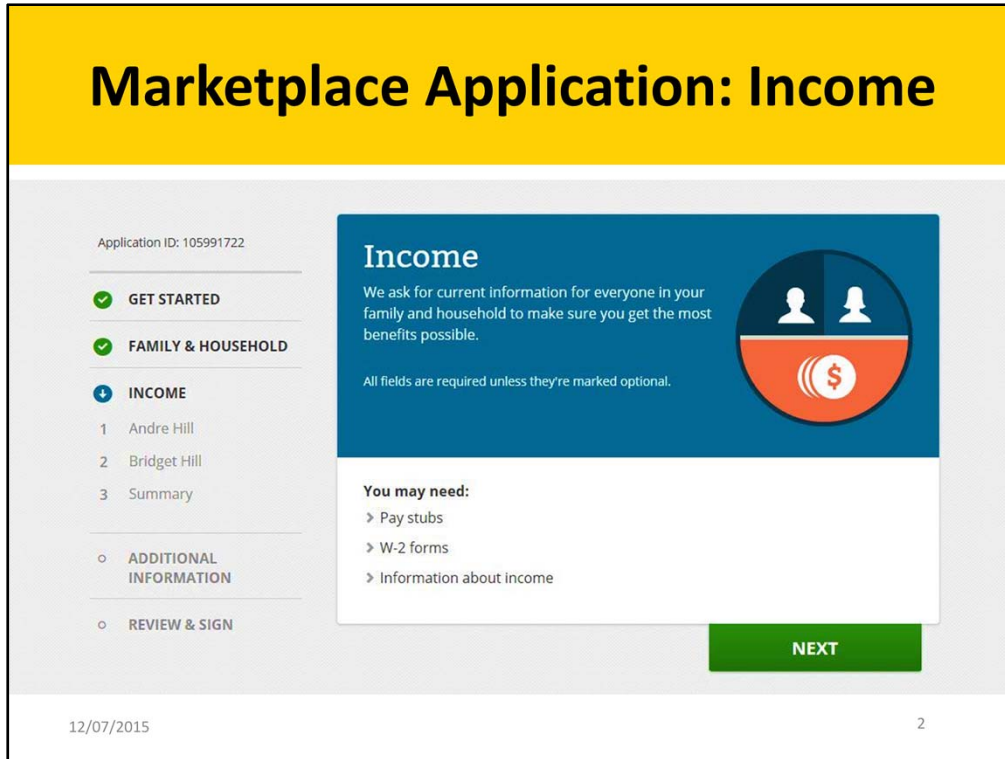




The Patient Protection and Affordable Care Act of 2010, amended by the Health Care and Education Reconciliation Act of 2010, are referred to collectively as the “Affordable Care Act.”

The Marketplace application is used to apply for coverage through the Marketplace, as well as for insurance affordability programs, which include advance payments of the premium tax credit (APTC), cost-sharing reductions (CSR), Medicaid, and the Children’s Health Insurance Program (CHIP). This session focuses on the Marketplace application questions related to collecting consumer’s household income.

Please note that the information presented is informal, technical assistance for assisters and is not intended as official CMS guidance or a statement of the law. Legal requirements are contained in the applicable statutes and regulations. Also, this presentation does not include tax advice; remember, when you are assisting a consumer apply for health coverage through the Marketplace, you are not in a position to give tax advice.



As a reminder there's now two paths through the eligibility portion of the Federally-facilitated Marketplace (FFM) online application. One is the traditional online application that handles complex households, and the other is the streamlined application for simple household situations.

Today's presentation will focus on the income section of the traditional FFM online application. This application is primarily intended for use by consumers with more complicated household scenarios. The income section only appears for those consumers who are applying for help paying for coverage (also known as financial assistance).

The income section comes after the family and household section, which we covered in a separate presentation. In the family and household section, the system identifies who is in the tax household for the people applying for coverage as well other relevant people they live with. The application will then ask for their income information to determine eligibility for advance payments of the premium tax credit, cost sharing reductions, and Medicaid and CHIP.

You are not required to have any documents for completing this application, but it may be helpful to refer to some income documents such as Pay stubs, W-2 forms, or a prior year tax-return as you are completing the application.

Types of Income

Application ID: 105991722

GET STARTED

FAMILY & HOUSEHOLD

INCOME

1 Andre Hill

2 Bridget Hill

3 Summary

ADDITIONAL INFORMATION

REVIEW & SIGN

Does Andre Hill have any of the following income?

[Learn more about Income](#)

Job	Retirement	Rental or royalty income
Self-employment	Pension	Farming or fishing income
Social Security benefits	Capital gains	Alimony received
Unemployment	Investment income	Other income

Yes

No

SAVE & CONTINUE

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On this page, the system is asking Andre to enter any current income and provides a list of common income sources. If he has income to report, answer yes and follow the prompts to enter the type of income, the amount and the frequency. Generally speaking a consumer should list the types of income he lists or could list on his tax return. There's a few additional types that are less common that also count for purposes of eligibility. For more information about the types of income to list, click on the "Learn more about income" link provided on the screen. When in doubt, we recommend listing the income and the system will determine whether it counts. Also, if the person is a tax dependent, we recommend entering their income and the system will automatically determine whether to count their income toward the household based on the IRS rules for tax filing requirements.

For Reference Only: Remember, income can come in the form of money, goods, or services. Cash income is taxable and must be included even if the household member hasn't declared it in the past, it's "on the side," it's not the household member's main job, or the household member only performs the service seasonally or occasionally. If the applicant is in doubt about whether something is income, go ahead and include it on the application. While this may slightly overestimate household income which may lower the advance payments of the premium tax credit (APTC) for the applicant, it provides a margin for error in the household income projection, thereby helping protect the tax filer from potentially having to repay excess APTC when he or she files a tax return for the year.

Don't include the following kinds of income:

- Child support / Gifts / Supplemental Security Income (SSI) / Veterans' disability payments / Workers' compensation / Proceeds from loans (like student loans, home equity loans, or bank loans)

Types of Income

The screenshot shows a web application interface for Pennsylvania. A modal dialog titled "Add income for Andre Hill" is open. The dialog contains the question "What type of income would you like to add?" followed by a dropdown menu with the text "Select". Below the dropdown is a red error message: "Important: Please complete this required field". At the bottom of the dialog are two buttons: "CANCEL" and "SAVE". The background shows a sidebar with navigation options like "GET S...", "FAMIL...", "INCO...", "1 Andre...", "2 Bridg...", "3 Summ...", "o ADDI...", "INFO...", "o REVIE...", and a footer with links like "REMAP", "GLOSSARY", "CONTACT US", "ARCHIVE", "ACCESSIBILITY", "PRIVACY POLICY", "LINKS TO OTHERSITES", "PLAIN WRITING", and "VIEWERS & PLAYERS".

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Once you have indicated that the household member listed has income to report, you will go to a drop-down menu where you will select the type of income. This is a required field.

Types of Income

GET STARTED
FAMILY & HOUSEHOLD
INCOME
1 Andre Hill
2 Bridge
3 Summary

ADD INFORMATION
REVIEW

Pay stubs
W-2 forms
Information about income

Add income for Andre Hill

What type of income would you like to add?

- Select
- Job
- Retirement
- Rental or royalty income
- Self-employment
- Pension
- Farming or fishing income
- Social Security benefits
- Capital gains
- Alimony received
- Unemployment
- Investment income
- Other income

CANCEL SAVE

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Select the type of income you want to add for the household member from the drop down list. There are also detailed instructions on healthcare.gov/help/income about each of these income types.

Entering Income

The screenshot shows a web application interface for entering income. A modal window titled "Add income for Andre Hill" is open. It contains the following fields and options:

- What type of income would you like to add?**: A dropdown menu with "Job" selected.
- Name of employer**: A text input field containing "XYZ".
- How much does Andre Hill get paid (before taxes are taken out)?**: A text input field containing "\$3,812.50".
- How often does Andre Hill get this amount?**: A dropdown menu with "Monthly" selected.

At the bottom of the modal, there are two buttons: "CANCEL" and "SAVE".

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Once the applicant has selected the type of income, he or she will be asked to enter the amount and frequency they receive the income. In this screenshot, Andre has selected that he has job income and is entering the name of the job and the amount and frequency of income he receives. The application will then use the information to calculate his current income.

If the income entered is not steady throughout the year, there will be an opportunity for the consumer to provide a more accurate estimate for their yearly income at a later time.

Entering Income

Does Andre Hill have any of the following income?

[Learn more about Income](#)

Job	Retirement	Rental or royalty income
Self-employment	Pension	Farming or fishing income
Social Security benefits	Capital gains	Alimony received
Unemployment	Investment income	Other income

Job XYZ	\$3,812.5	Monthly	EDIT	REMOVE
Other income	\$525.15	Monthly	EDIT	REMOVE

[+ ADD INCOME FOR ANDRE HILL](#)

[SAVE & CONTINUE](#)

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This screen reflects a summary of the current income that Andre has entered.

As an assister, you should inform applicants of all types of income that should be included on the application. If someone informs you that they have income that should be included on their application that they are not including, it is your responsibility to inform them that all income sources should be included.

Deductions

Application ID: 105991722 ^ EDIT

- ✓ GET STARTED
- ✓ FAMILY & HOUSEHOLD
- + INCOME
 - 1 Andre Hill
 - 2 Bridget Hill
 - 3 Summary
- ADDITIONAL INFORMATION
- REVIEW & SIGN

Does Andre Hill pay for any of these deductions?
[Learn more about deductions](#)

Alimony Student loan interest Other

If Andre Hill pays for certain things that can be deducted on an income tax return, telling us about them could make the cost of health insurance a little lower.

Yes
 No

SAVE & CONTINUE

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The next section will ask about any deductions the household member has to report. Generally speaking these are the types of deductions you can take on the front of a 1040 federal income tax return. These include things like alimony payments, student loan interest paid, or contributions to a traditional IRA. Some deductions are not easy to predict, such as work-related moving expenses, unless the household member is confident that he or she will receive the deduction. Overestimating deductions, and thereby underestimating the applicant's household income, could result in the tax filer owing money when filing taxes the next year.

Types of Deductions

Pennsylvania Apply View Results Get Coverage HELP

Application

GET S

FAMI

INCO

1 Andre

2 Bridg

3 Summ

ADDI

INFO

REVI

EDIT

return.

INUE

Add deduction for Andre Hill

What type of deduction would you like to add?

Select

Important: Please complete this required field

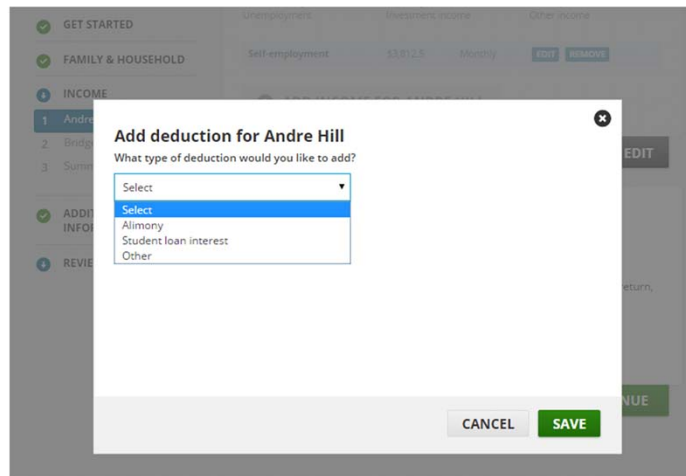
CANCEL SAVE

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If the applicant indicates “yes” for deductions, a drop down menu will appear, this is a required field.

Types of Deductions



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Select the type of deduction the household member has to enter.

Entering Deductions

The screenshot shows a web application interface for entering deductions. The main window is titled "Add deduction for Andre Hill". It contains the following fields and options:

- Question: "What type of deduction would you like to add?"
Dropdown menu: "Student loan interest"
- Question: "Amount"
Text input: "\$120.00"
- Question: "How often does Andre Hill pay this amount?"
Dropdown menu: "Monthly"

At the bottom of the form, there are two buttons: "CANCEL" and "SAVE".

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After selecting the type of the deduction, enter the amount of the deduction and the frequency it is paid.

Annual Income Estimate

Application ID: 129507216

If Andre Hill pays for certain things that can be deducted on an income tax return, telling us about them could make the cost of health insurance a little lower.

Deduction Selection Table

Student Loan Interest	\$120.00	Monthly	EDIT	REMOVE
-----------------------	----------	---------	------	--------

+ ADD ANOTHER DEDUCTION FOR ANDRE HILL

^ EDIT

Based on what you told us, if Andre Hill's income is steady month-to-month, then it's about \$50,611.80 per year. Is this how much you think Andre Hill will get in 2016?

Yes

No

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After entering all types and amounts of their current income and deductions, the application will calculate an estimate of the applicant's yearly income for the year they are applying for coverage. The applicant will indicate whether this estimate is accurate. If the income estimate appears accurate the applicant should indicate yes, and click "Save and Continue".

Annual Income Estimate

Application ID: 129507216

- GET STARTED
- FAMILY & HOUSEHOLD
- INCOME**
 - 1 Andre Hill**
 - 2 Bridget Hill
 - 3 Summary
- ADDITIONAL INFORMATION
- REVIEW & SIGN

Based on what you told us, if Andre Hill's income is steady month-to-month, then it's about \$50,611.80 per year. Is this how much you think Andre Hill will get in 2016?

Yes

No

Based on what you know today, how much do you think Andre Hill will make in 2016?

Total yearly amount

I don't know

\$XXXXXXX

You may be asked to provide proof of your income. If you're not sure what your income will be, give us your best guess. Later on, if your income does change, you can report the change.

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If the estimate is not accurate, the applicant should indicate no, and then should provide a more accurate estimate of his or her yearly income.

IMPORTANT: Remember that consumers must report changes that occur throughout the year to the Marketplace, including income. They do this by reporting a life change and submitting an updated application. Remind consumers it is their responsibility to report any changes to the Marketplace to ensure their information and eligibility determination is accurate.

Annual Income Estimate

Application ID: 105991722

- ✓ GET STARTED
- ✓ FAMILY & HOUSEHOLD
- + INCOME
 - 1 Andre Hill
 - 2 Bridget Hill
 - 3 Summary
- ADDITIONAL INFORMATION
- REVIEW & SIGN

Current monthly income		
Income source	How much	How often
Self-employment	\$3,812.5	Monthly

Income deductions		
Deduction	How much	How Often
Student Loan Interest	\$120.00	Monthly

Current monthly income
\$3,692.5

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The application will display a summary of the reported income and deductions, and will calculate the estimate for the household member's current monthly income and display the yearly amount as well. The applicant should ensure the information reflected is accurate before continuing.

Completing the Income Section

Application ID: 105991722

Income summary

Andre Hill [EDIT](#)

Yearly income
\$44,310.00

Monthly income
\$3,692.5

Bridget Hill [EDIT](#)

Yearly income
\$0.00

Monthly income
\$0.00

[SAVE & CONTINUE](#)

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After reporting the information for the household contact, the applicant will be asked the same questions about income and deductions for the other household members listed on the application. This screen shows a summary of the yearly and current monthly income for the family.

If the person provided valid SSNs, the system will automatically attempt to verify their income against IRS data and other data sources, if available. If the income the consumer provides differs from the information received from the data sources, the consumer may be asked to provide proof of their income. The eligibility notice informs the consumer if they have a data matching issue and need to provide further documentation of their income. The notice will also list the types of documents that can be provided and how to upload them to their Marketplace account online or how to submit them by mail.

Remember, when in doubt include the income and the system will determine what to count. This includes income from tax dependents.

Additional Resources

- **Tips on estimating your income:**
www.healthcare.gov/income-and-household-information/how-to-report/
- **What's included as income:**
<https://www.healthcare.gov/income-and-household-information/income/>
- **Additional HealthCare.gov content on income:**
<https://www.healthcare.gov/help/income/>
- **Consumer Guide for Annual Household Income Data Matching Issues:** <https://marketplace.cms.gov/outreach-and-education/household-income-data-matching-issues.pdf>

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For more information or tips about completing the income section of the application please visit these HealthCare.gov resources.