

DATE: October 2, 2014

OPERATIONS MEMORANDUM #14-10-01

SUBJECT: Health Insurance Marketplace Exemption from Shared Responsibility Payment - Hardship Applications

TO: Executive Directors

FROM: Tom Strickler
Director
Bureau of Operations

PURPOSE

To inform CAOs of the FFM Hardship Application and what steps should be completed if they receive this document. This Hardship Application is different than the hardship applications that are handled within DPW.

BACKGROUND

ACA, signed into law on March 23, 2010, made provisions for individuals to be exempt for the “shared responsibility payment”. Starting in 2014, every person who does not have health care coverage may be responsible for making a payment on their federal income tax return. This payment is called the “shared responsibility payment”. Some are exempt from making this payment and the Health Insurance Marketplace has applications available to customers to apply for this exemption. These applications are identified as “Health Insurance Marketplace Exemption from Shared Responsibility Payment- Hardship Applications” There are several exemption applications available. Attached is one example of these applications.

DISCUSSION

These applications are not a method of applying for medical coverage, but are used to apply for an exemption from paying the shared responsibility payment on their federal income tax return. These applications should not be processed through our system, as there is no way to communicate the hardship information to the FFM.

If a CAO receives one of these hardship applications, the CAO must reach out to the individual and inform them that the hardship application will be forwarded to the address listed on the application, or it can be returned to the individual for them to mail. Use the address below, if the individual requests the CAO to forward the form on their behalf.

**Health Insurance Marketplace - Exemption Processing
465 Industrial Blvd.
London, KY 40741**

The CAO must clearly narrate these actions in the case comments, if the individual is known to CIS.

NEXT STEPS

1. Share and review this information with appropriate staff members and contact your area manager if you have questions regarding this Operations Memorandum.
2. This Operations Memorandum becomes obsolete upon release of revised Handbook.

[Attachment](#)