



MAXIMUS, Inc.
231 Capitol Street
Charleston, WV 25301

Dear In-Person Assister Entity Applicant,

Thank you for your interest in the In-Person Assister (IPA) grant program.

In February 2013, West Virginia announced it would become a Partnership state, meaning the State will take on two functionalities related to health reform as defined by the Affordable Care Act.

First, The Offices of the Insurance Commissioner will operate the Plan Management and Consumer Assistance components of the new health insurance Marketplace. The Marketplace will be an online portal where consumers can go to choose health insurance. They will be able to compare information about health plans, enroll in plans, and receive subsidies if they qualify.

Second, the State will develop an In-Person Assistance program to help individuals with the enrollment process and ensure a smooth and seamless application experience. Through an agreement with the Centers for Medicaid and Medicare Services (CMS), the State will develop, manage, and maintain an appropriate In-Person Assistance program.

In-Person Assisters should have:

- a strong connection to the communities that the Marketplace will serve;
- the ability to successfully complete comprehensive training about the Marketplace and public and private insurance options available in the State; and,
- the time and resources to provide case management services for consumers who have questions and concerns that require communication and follow up with other State entities.

Please review the following information in order to ensure that your organization is eligible to apply for a grant:

- Grants will provide funding to pay in-person assisters, in-person assister leads, and the cost of administering the program.
- The program will be funded for six months, during the initial open enrollment (10/13–3/14) and any pre-marketing and outreach prior to that.
- IPAs will be hired to provide support on a county by county basis.
- There are some non-negotiable terms at the end of the application under the headline 'Disclosures.' Please be sure to read through and check **each one of the disclosures**. If your organization cannot commit to one of the disclosures, you will not be eligible to apply.

Please mail your completed form to MAXIMUS, Inc., 231 Capitol Street, Charleston, WV 25301. Applications are due on August 31, 2013.

Thank you for your interest in the program,

MAXIMUS, Inc.