

[Employer Based Health Insurance Premium Payment \(EB-HIPP\) Program Frequently Asked Questions \(FAQs\)](#)

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Program Overview Questions

1) What is EB-HIPP?

California Department of Public Health (CDPH), Center for Infectious Diseases (CID), Office of AIDS (OA) has created a program that pays an ADAP client's portion of their employer based insurance premiums who have elected to participate in the EB-HIPP program and meets the program requirements.

2) Who is eligible for EB-HIPP?

To be eligible for EB-HIPP clients must meet the following criteria:

- Be enrolled in ADAP
- Enrolled in employer based insurance
 - Client must be employed by the employer in order to participate in the EB-HIPP program
- Employer agrees to participate in the EB-HIPP program
- Completed participation agreement form is completed by client and employer
- Employment verified with full months' worth of paystubs dated within the last 3 months
- EB-HIPP must pay the client's portion of their premium in order for the client to receive MOOP benefits

3) What services are covered under EB-HIPP?

EB-HIPP pays the client's portion of their employer based insurance premiums.

- EB-HIPP will pay medical and dental premiums
- If a vision premium is included in the medical or dental premium, the client will have their vision premium subsidized

EB-HIPP pays client's Medical Out-of-Pocket (MOOP) expenses for outpatient services

Confidentiality Questions

4) Will my health information be shared with my employer?

No, your health information will not be disclosed.

5) What communication will occur between my employer and CDPH?

Client should be aware that Pool Administrators Inc. (PAI) is the contracted vendor for the State of California and may contact the client's employer to get updated premium and payment information. The information will be considered

confidential, but may be exchanged with the employer as necessary to determine client's eligibility and for the purpose of administering the program.

6) Can my employer ask PAI for information about the EB-HIPP program, such as why I qualify for this program?

Yes, but PAI will only release information that pertains to your insurance, premium payments, or personal information that identifies you in our database (i.e. date of birth, name, Social Security Number). In addition, the EB-HIPP program is confidential and will not disclose program information to your employer in order to protect your confidentiality. Your employer should refrain from asking you why you qualify for the EB-HIPP State-administered program as a participant's qualifications for and enrollment in the program is confidential under California privacy laws.

Enrollment Questions

7) What supporting documentation do I need in order to enroll into EB-HIPP?

ADAP clients must submit the following documentation to their Enrollment Worker or CDPH

- Participation Agreement Form - completed by client and employer
- Employment paystubs – full months' worth of paystubs confirming premium amount, dated within the last 3 months or a benefit enrollment form or benefit summary letter confirming premium amount
- Client Attestation Form (CDPH 8723)

8) Where can I access the Participation Agreement Form?

You may contact your ADAP Enrollment Worker, an ADAP Advisor, or the ADAP Call-Center to obtain the Participation Agreement Form.

9) What happens if I no longer work at the company listed on the Participation Agreement Form?

You will be required to resubmit the Participation Agreement Form, Client Attestation, and full months' worth of paystubs dated within the last 3 months. The forms can be submitted to your Enrollment Worker or CDPH.

10) What happens if the information on the Participation Agreement Form changes after it has been submitted (i.e. employer address, premium amounts, payment period)?

If the information on the Participation Agreement Form changes (i.e. employer address, premium amounts, payment period) once the form has been submitted, please have your employer re-complete form and return it back to you. The updated form will then need to be submitted to your Enrollment Worker or to CDPH.

Re-Certification/Re-Enrollment

11) What is the re-enrollment timeline for EB-HIPP?

Re-enrollment for EB-HIPP will align with your ADAP re-enrollment date.

12) Will I need to re-submit all EB-HIPP supporting documentation at re-enrollment?

If your insurance premium or employer has not changed, you will only need to submit the following documents:

- Paystub (must be within last 3 months)
- Client Attestation

If your insurance premium or employer has changed, you will be required to submit the following documents:

- Months' worth of paystubs (must be within last 3 months) or a benefit enrollment form or benefit summary letter confirming premium amounts
- Client Attestation
- Completed Participation Agreement Form

13) What is the re-certification timeline for EB-HIPP?

Re-certification for EB-HIPP will align with your ADAP recertification date.

14) Will I need to re-submit all EB-HIPP supporting documentation at recertification?

- If the employer and insurance premium remains the same, the client does not need to provide supporting documentation for EB-HIPP (SVF will need to be submitted to extend ADAP eligibility via mail or at an authorized ADAP Enrollment Site)
- If there are changes to the employer, employer's information, and/or premium amount, the client must have their employer re-fill and submit the Participation Agreement Form with updated information in order for ADAP to continue making accurate payments. In addition, the client will be required to submit a new ADAP Client Attestation Form (CDPH Form 8723) and a months' worth of paystubs dated within the last 3 months or a benefit enrollment form or benefits summary letter to confirm the new premium.

Communications

15) If I have a question regarding EB-HIPP, who can I contact?

You may contact your ADAP Enrollment Worker, an ADAP Advisor, or the ADAP Call-Center for any EB-HIPP questions you may have.

16) Once I am enrolled into the EB-HIPP Program, will my employer and I be notified?

PAI will send a letter to your employer notifying of them of your enrollment into the EB-HIPP Program. In addition, your Enrollment Worker will receive an email notifying them of your enrollment into the EB-HIPP Program. Your ADAP Enrollment Worker will be responsible for notifying you of your enrollment.

17) If my EB-HIPP application is denied, will I be notified?

Your ADAP Enrollment Worker will be notified if your EB-HIPP application is denied. The reason for the denial will also be provided in the notification. Please work with ADAP Enrollment Worker for a resolution.

18) Will my employer be notified if I lapse and get dis-enrolled from the EB-HIPP Program?

Yes, PAI will send a notification to your employer regarding your dis-enrollment from the EB-HIPP Program.