



PR 1315.3: Identify Third Party Resources

PO 1315.3.

Identify all third party resources for applicants and clients. If the client is not certain whether assistance unit members are covered by group health insurance, contact the employer, union, or group by telephone or mail. Send Request for Employment Verification (Form 266 or Form 266CF) to the employer(s) to verify the availability of a TPL resource.

If a client cannot provide the SSN or the insurance group ID number for an absent relative who provides group health insurance for assistance unit members, contact the employer by telephone or mail to obtain the information to complete Form 1442. No consent is required. Document telephone verifications in the case record.

Persons likely to have group health insurance policies are:

- persons who are employed, have recently terminated employment, or are on leaves of absence;
- dependent children whose parents or step-parents are employed. Absent parents may have dependent insurance coverage through their employment;
- physically or mentally disabled dependents whose parents or stepparents are employed and continue to provide support. (Under the law, health insurance coverage for disabled dependent children must not be terminated solely because they reach a certain age);
- college students;
- members of a union (even if not currently working); and
- retirees.

Persons likely to have individual health insurance policies are:

- persons who have been self-employed;
- persons who have Medicare. These persons frequently have Medicare supplementary health insurance policies; and
- retirees.

Persons likely to have CHAMPUS or CHAMPVA are:

- retired military service personnel; and
- the spouse, children, and dependents of:
 - active duty Army, Navy, Air Force, Marine, or Coast Guard service personnel;
 - active duty members of the Commissioned Corps of the Public Health Service and the Environmental Services Administration;
 - retired military service personnel; or
 - deceased retired military service personnel.

No-Cost Dependent Health Insurance Coverage

If a client works for an employer that provides free dependent health insurance coverage, contact the employer by telephone or mail to verify that the resource is, indeed, free and available for the dependent(s). Document telephone conversations. Advise the client of their obligation to enroll the dependent(s) who is eligible for this coverage at the earliest possible date.

Deny or discontinue medical assistance for noncooperating adults per PO/PR-475. Do not deny or discontinue medical assistance if an absent parent refuses to sign up for no-cost health insurance for dependents.