

## **Chapter Two – Appendix E**

### **ATTESTATION OF SHIP MINIMUM REQUIREMENTS**

The State Health Insurance Assistance Program (SHIP) grant is intended to strengthen the capability of states to provide all Medicare eligible individuals information, counseling and assistance on health insurance matters. The grant from the Centers for Medicare & Medicaid Services (CMS) helps ensure that states have a network of staff and volunteers to provide accurate and objective health insurance information and assistance in making informed health coverage decisions and understanding related rights and protections. Although states have adopted a variety of methods to provide such services to individuals, Section 4360 of the Omnibus Budget Reconciliation Act of 1990 requires that each state program must encompass all of the following activities:

1. Counseling and assistance to eligible individuals in need of health insurance information including:
  - a. Information that may assist individuals in obtaining benefits and filing claims under Titles XVIII and XIX of the Social Security Act.
  - b. Policy comparison information for Medicare supplemental policies (as described in section 1882(g)(1) of the Social Security Act, as amended) and information that may assist eligible individuals with filing claims under such Medicare supplemental policies.
  - c. Information regarding long-term care insurance.
  - d. Information regarding Medicaid programs, including Medicare Savings Programs.
  - e. Information regarding other types of health insurance benefits that may be provided to eligible individuals in the state.
  - f. Information regarding health insurance coverage options created under the Balanced Budget Act of 1997 and subsequent amendments under the Balanced Budget Refinement Act of 1999, the Benefits Improvement and Protection Act of 2000, and the Medicare Prescription Drug, Improvement and Modernization Act (DIMA) of 2003.
2. Outreach programs to provide health insurance information, counseling and assistance to eligible individuals.
3. Systems of referral to appropriate Federal or State departments or agencies that provide assistance with problems related to health insurance coverage (including legal problems).
4. Establishing a sufficient number of staff positions (including volunteers) necessary to provide the services of a health insurance information, counseling and assistance program.

5. Assuring that SHIP staff members (including volunteers) have no conflict of interest in providing health insurance information, counseling and assistance, and abiding by the Security Plan for safeguarding confidential beneficiary information (see attached SHIP Security Plan Guidelines).
6. Collecting and disseminating timely and accurate health insurance information to staff members (including volunteers).
7. Training programs for staff members (including volunteers).
8. Coordinating the exchange of health insurance information between the staff of departments and agencies of the state government, other pertinent federal agencies including CMS, and SHIP staff (including volunteers).
9. Making recommendations concerning consumer issues and complaints related to the provision of health care to agencies and departments of the state and federal government responsible for providing or regulating health insurance.

As the duly authorized representative of the applicant, I certify that the applicant will fulfil the minimum requirements as stated above.

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Signature of Authorized Certifying Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Applicant Organization

\_\_\_\_\_  
Date