



Assister Case Association Form (10-2016)

This form should not be submitted if an assister has already used another form of associating with the consumer's application or enrollment (see [Policies and Procedures](#) on [Navigator One Stop](#)).

From:

ASSISTER NAME*	PHONE NUMBER*	EXTENSION	ASSISTER ID NUMBER*
ASSISTER ORGANIZATION*	ASSISTER EMAIL ADDRESS*		

Re:

PRIMARY APPLICANT NAME*	DATE OF BIRTH*	DATE OF APPLICATION (IF KNOWN)
ADDRESS (STREET, CITY, STATE, ZIP CODE)*		

List all additional household members who are applying for or enrolling in health care coverage:

NAME	DATE OF BIRTH	NAME	DATE OF BIRTH
NAME	DATE OF BIRTH	NAME	DATE OF BIRTH
NAME	DATE OF BIRTH	NAME	DATE OF BIRTH

Please select the reason for using this form (only one reason should be selected):

- ☐ Assisted with submitting a paper Renewal Form for a consumer in a "Need to Renew" status.
- ☐ Assisted with submitting a Minnesota Health Care Programs Application for Certain Populations (DHS-3876).
- ☐ Assisted a consumer who submitted an Application for Health Coverage and Help Paying Costs (DHS-6696 or DHS-6741) and the assister was not entered on Appendix C.
- ☐ Assisted a consumer who submitted an online application through MNsure.org and the Assister ID and organization were not entered on the signature page and the assister and consumer were not associated through the assister portal at the time the application was submitted.
- ☐ Assisted a renewing consumer with actively selecting a qualified health plan for the new plan year and the assister and consumer were not associated through the assister portal at the time the enrollment was completed.

With the submission of this form, the identified assister is associated with the case for the purposes of payment and information sharing (a separate Authorization for Release of Information, DHS-3549, will be requested by DHS or the county).

Both the assister and primary applicant must sign this form (electronic signatures are not acceptable).

ASSISTER'S SIGNATURE*	DATE*
PRIMARY APPLICANT'S SIGNATURE*	DATE*

All required () fields must be completed or the form cannot be processed.
Fax completed form to the Assister Resource Center within 30 days at 651-431-7572.*

