

General Overview of the Application Process for All Kids Application Agents

All Kids Application Agents (AKAAs) may submit applications in one of two ways: paper applications or electronic applications. AKAAs receive a "Notice of Determination" on the outcome of applications submitted. The only exception to this is when the applicant is already covered in an active case.

Paper Application Processing

- ▶ The paper Agent Application (2378MC) is available in both English and Spanish on the department's Web site at: <http://www.kidcareillinois.com/agents.html>
- ▶ The first page of the 2378MC application is the "Checklist and Technical Assistance Payment Request" form that must accompany the paper application.
- ▶ AKAAs submitting paper applications should maintain copies of all documents submitted.

Electronic Application Processing through MEDI

- ▶ The online application, also available in both English and Spanish, is an electronic version of the paper 2378MC. AKAAs use the same guidelines for completing the online application as used for a paper application.
- ▶ Each online application is assigned a unique Household ID Number. This ID Number is used on all forms and verifications relating to the application.
- ▶ The online application process allows AKAAs to stop the application at any time and the data that has been completed is saved. Each time the application is saved, the ACAA has up to 32 days to finish the application.
- ▶ AKAAs may return to a saved application by selecting an applicants name from the list of saved applications. Once the application is completed and submitted, it no longer appears on the list of saved applications. .
- ▶ After submitting the online part of the application, AKAAs must print the online application forms and fax them with all verifications to the All Kids Unit within 24 hours to receive a Technical Assistance Payment.
- ▶ One of the forms generated after submittal is the "AKAA Fax," which is the electronic version of the "AKAA Checklist and Technical Assistance Payment Request" form submitted with paper applications.
- ▶ The system verifies that the online part of the application has been submitted electronically. The ACAA can do a page print of this verification, or can print the entire application for their records.

For technical assistance on electronic application processing, please call 217-524-7156.