July 30, 2003 Issue 3

Topic: HCTC Candidate Letter

This newsletter explains what information the HCTC Candidate Letter contains and how health plan administrators (HPA) can use the information. A sample of the letter is contained in this newsletter.

Background

The HCTC program sends the HCTC Candidate Letter to potentially eligible individuals who receive a Program Kit. The letter contains questions that the candidate can use to determine his or her eligibility status.

What Does This Mean For You?

When an HCTC candidate calls to enroll in your health plan, you may request a copy of the HCTC Candidate Letter from the candidate. If the candidate signs the letter, the candidate is attesting to the information as being true, correct, and complete.

If you have questions, please call the HCTC Customer Contact Center at:

1-866-628-HCTC

Evaluating the HCTC Candidate Letter

To be eligible for the HCTC, the candidate must:

- Check at least one of the options under the question, "Which of the following describes you?"
- 2. Check "No" next to every option under the question, "Are you any of the following?"

The last eligibility criteria the candidate must meet is to be enrolled in a qualified health plan. The HCTC candidate may provide you the signed letter to attest to their eligibility for the credit.



Frequently Asked Questions

Question: Do health plan administrators have to request a copy of the HCTC Candidate Letter?

Answer: No, it is not a requirement that HPAs obtain a copy of the HCTC Candidate Letter. However, requesting a copy is currently the best option HPAs have to determine an HCTC candidate's eligibility for the credit.

Question: An individual wishing to enroll in our plan said they never received an HCTC Candidate Letter, how can he or she request a new copy?

Answer: Individual's may contact the HCTC Customer Contact Center at 1-866-628-HCTC to request a copy.



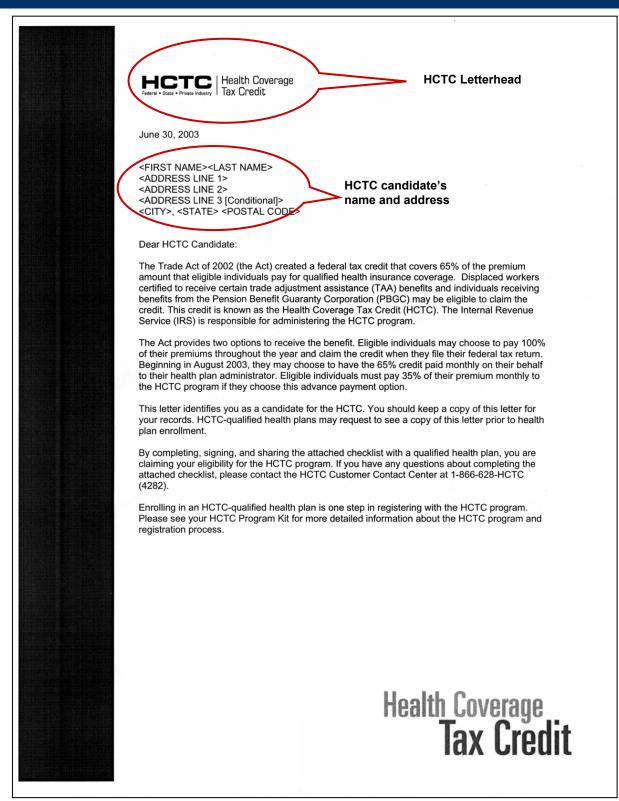




The next two pages of the newsletter provide a sample of the Candidate Letter for your review.

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