



***Disability, Employment,
& Health Insurance Counseling***

Consumer Guide

Education and assistance to help people with disabilities maintain or get Medicaid healthcare coverage while employed or seeking work.

To find the human service agency or the HEC Regional
Screener in your area contact:



HEC Hotline
1-800-391-2950

What is HEC?

The Health and Employment Counseling Program (HEC) is a 9-month program for people with disabilities who want to enroll in the **Medicaid Purchase Plan (MAPP)**, but are not yet employed. HEC is meant for people who plan to be employed in a short period of time; so enrollment in HEC is time limited.

What is MAPP?

The Medicaid Purchase Plan (MAPP) is a Wisconsin Medicaid program. Through MAPP, people with disabilities who are working **OR** enrolled in HEC may buy their Medicaid coverage by paying a monthly premium, based on income. Individuals with low income may not have to pay a premium.

In order to qualify for MAPP you must either meet the MAPP definition of working **OR** be enrolled in HEC.

What's the Definition of Working for MAPP?

The economic support agency processing your Medicaid Purchase Plan (MAPP) application will decide if you are meeting the work requirement for MAPP. If you are doing work activity at least once per month and receive something of value in return for that work, you may be considered to be working. Contact your economic support worker for more information about the MAPP eligibility requirements.

Do I Apply for the Medicaid Purchase Plan, Before or After Enrolling in HEC?

Contact a county economic support worker *before* you start the HEC process. The economic support worker can help you apply and decide if you are eligible for MAPP. Also, if you don't have a disability determination from the Disability Determination Bureau (which you must have to participate in MAPP), the economic support worker will get that application started.

Do I have a Disability Determination?

If you get any Social Security benefits based on having a disability, then you have a Disability Determination. If you do not get Social Security benefits based on having a disability, it is likely you need to apply at the county to get that determination. This determination may take a few months to be completed.

How long can I be enrolled in HEC?

The HEC program is typically 9 months long. The 9-month HEC period begins the month that you apply for HEC. In some cases, people may apply for a 3-month extension. If, after 6 months you are not yet employed but believe you can be soon, you may want to apply for the extension. **You must apply for the extension before the end of the 7th month of HEC participation.**

In order to apply for the 3-month extension you should complete the "I Think I Need More Time" form (F-00004A) that is attached and return it to DHS.

How many times can I enroll in HEC?

You may participate in HEC two (2) times in a five (5) year period. These two (2) periods of enrollment must be separated by at least six (6) months.

Any period of HEC enrollment, whether you use all 9 months or not, will count as one (1) HEC period.

At the end of 9 (or 12 in some cases) months, you must be employed to continue to participate in the Medicaid Purchase Plan.

HEC enrollment process

- ❖ **Apply for the Medicaid Purchase Plan (MAPP) at the county Human Service agency.**
- ❖ **Enroll in the HEC program by developing and completing an Employment Plan (F-00004).**
 - Complete the Employment Plan on your own or with the help of someone you know, such as a caseworker. You can also get help from a MAPP / HEC Specialist.
- ❖ **Submit the plan to a MAPP / HEC Specialist.**
 - There are seven MAPP/HEC Specialists in Wisconsin. Call 1-800-391-2950 to find the one who serves your area.
- ❖ **The MAPP / HEC Specialist submits the plan to DHS for final approval.**
 - If your plan is approved, you will be enrolled in HEC. You will receive a letter from DHS confirming your enrollment in HEC.

Once you are enrolled in HEC you have two (2) responsibilities:

- 1. You must take the approval letter to the Economic Support Worker at the county in order for your MAPP application to be completed.**
- 2. You are responsible for using the resources identified in your plan to achieve your employment goals.**

What is a MAPP / HEC Specialist?

The MAPP / HEC Specialist can help you identify community resources and complete your employment plan. They can also answer questions about your benefits.

The Employment Plan

The Employment Plan is a tool to help you organize your employment goals. **You must have a completed, approved Employment Plan to enroll in HEC.**

If you don't have a blank form (F-00004), you may contact your MAPP / HEC Specialist or call 1-800-391-2950 or find it online at <http://dhs.wisconsin.gov/forms/F0/f00004.doc>

Use the form to think about your career goals. There are five sections to the Employment Plan:

- Section 1 – Career Planning
- Section 2 – Employment Barriers
- Section 3 – Benefits Counseling
- Section 4 – Networking with Community Resources
- Section 5 – Create a Plan.

Fill out each section as completely as you can; by yourself or with help. Then take the completed plan to your MAPP / HEC Specialist for approval.

What do I do when I find employment?

When you become employed during your HEC period you must do two (2) things:

- 1. You must report the work to the Economic Support Worker at the county.**
- 2. You must complete the “I've Reached Employment” form (F-00004B) that is attached and return it to DHS.**

Once you are employed, your enrollment in HEC ends because you are eligible for MAPP due to your work. If you meet the definition of working for the MAPP program, you are considered employed for the purposes of HEC as well. This includes temporary positions and seasonal work.

THE HEALTH AND EMPLOYMENT COUNSELING PROGRAM



I THINK I NEED MORE TIME!



How to Apply for a HEC Extension

Who

As a participant in Health and Employment Counseling, you can apply for an extension if you need more than the standard nine (9) months of HEC eligibility. Guardians, or others, may also file an application on behalf of some clients, as needed.

What

You can apply for a 3-month extension to your HEC eligibility, for a total enrollment period of 12 months. Whether you apply or not is up to you, depending on your progress in achieving employment.

When

You must apply for the 3-month extension by the end of your 7th month of participation. For example, if you start participating in the HEC program in January, you must apply for the 3-month extension by the end of August.

How

Complete the form below and send it in to DHS in Madison. DHS will send you a letter confirming your extension. Take that letter to your economic support worker to continue your MAPP eligibility.



APPLICANT NAME: _____ DATE: _____

ADDRESS: _____ CITY: _____

ZIP CODE: _____ COUNTY: _____ PHONE: () _____

Name of Person Completing Form (if different from above): _____

Relation: _____ TELEPHONE (if different): () _____

Reason for Requesting Three-Month Extension: _____

Send to: DHS / HEC Manager, 1 W. Wilson, Rm. 434, Madison, WI 53707-7851

THE HEALTH AND EMPLOYMENT COUNSELING PROGRAM

I've Reached Employment!

As a participant in the Health and Employment Counseling Program, you are **required** to report when you reach employment. **Once you reach employment**, there are two steps you need to follow:

1. Complete this form and mail it into the HEC Manager at DHS at 1 W. Wilson, Rm. 434, Madison, WI 53701-1379.
2. Contact your county Economic Support Worker and tell that worker that you are now employed. Name _____ Phone _____

Please complete the form below and mail it to DHS in Madison at the address listed at the bottom of this form. DHS will send you a letter back confirming your employment date.



PARTICIPANT'S NAME: _____

ADDRESS: _____ CITY: _____ STATE _____

ZIP CODE: _____ COUNTY: _____ TELEPHONE: () _____

FIRST DAY OF EMPLOYMENT (list date): _____

PLACE OF EMPLOYMENT: _____

STARTING SALARY (hourly wage or salary): _____

NUMBER OF HOURS PER WEEK OF EMPLOYMENT: _____

Name of Person Completing this Form (if different from above): _____

Relation: _____ Telephone () _____

Send this form to:

DHS / HEC Manager, 1 W. Wilson, Rm. 434, Madison, WI 53703-7851

Questions?

*For more information on disability, employment,
and health insurance counseling, or to locate
your MAPP/HEC Specialist:*

visit www.eri-wi.org/HEC.htm

*call **1-800-391-2950***

email mapp@eri-wi.org



Wisconsin Department of Health Services
Pathways to Independence
1 W. Wilson Street, Room 430
Madison, WI 53703-7851

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