



HEALTHY MICHIGAN PLAN

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# Work Requirements Reporting Work and Exemptions

For questions or problems, or help to translate,  
call the Beneficiary Help Line at **1-800-642-3195**  
(TTY 1-866-501-5656) or visit **HealthyMichiganPlan.org**.

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## Beneficiary Help Line

For questions or problems, or help to translate, call the Beneficiary Help Line at **1-800-642-3195** (TTY 1-866-501-5656).



Si tiene preguntas o problemas o necesita ayuda para traducir, llame a la Línea de ayuda al beneficiario al **1-800-642-3195** (Número de TTY 1-866-501-5656).

للاستفسارات أو عند حدوث مشاكل أو للمساعدة في الترجمة، اتصل بخط مساعدة المستفيدين على الرقم **1-800-642-3195** (الهاتف النصي 1-866-501-5656).

# 1 Introduction



Starting **January 1, 2020**, Michigan law requires some people with Healthy Michigan Plan (HMP) coverage to work or do other activities, like job search, for at least **80 hours** each month. **If they do not meet this requirement, HMP members may lose coverage.**

This booklet explains the requirements. It explains:

- Work and other activities that meet the requirement
- How to tell the Michigan Department of Health and Human Services (MDHHS) about work and other activities
- Reasons someone could be exempt (excused) from the requirements
- What happens if someone doesn't meet requirements
- How to re-apply after loss of health care coverage



## Who is required to meet the new requirements?



Healthy Michigan Plan members who are between age **19 and 62** and are **not** exempt (excused) must report 80 hours each month (about 20 hours a week) of work or other activities, like job search.

## 2

# Steps to meet the new requirements

1. Are you age 19-62 and do you have Medicaid health care coverage through the Healthy Michigan Plan?

No

Yes

I don't know

If your Medicaid coverage is **not** through Healthy Michigan Plan, or you are over the age of 62, the new work requirements do **not** apply to you.

**Keep reading** to be sure you don't lose your health care coverage.

To find out if you have Healthy Michigan Plan, call **1-800-642-3195**. (TTY 1-866-501-5656)

2. Do you have a reason to be exempt (excused) from the new work requirements? For reasons to be excused, read **pages 4-6**.

No

Yes

You can be excused from work requirements for **one year or until your redetermination (renewal), whichever comes first**. To learn how to tell us about your reason to be excused, read **page 7**.



**If you do not do this,  
you could lose  
your health care  
coverage.**



**Keep reading** to learn how to  
keep your health care coverage.

**3.** You will need to work or do activities like job search or education to keep your health care coverage. For ways to keep your health care coverage, read **pages 8-10.**

You will need to tell us what you have done **each month.** For ways to tell us, read **pages 11-12.**

### 3

## Reasons to be exempt (excused)

Some people will **not** have to report work or other activities to keep their HMP health care coverage. These people have exemptions (reasons to be excused).

People who are in the groups below do not have to tell us about work or other activities for 12 months **or** until they renew, whichever comes first. To tell us about your exemption, read page 7.

### People in these groups are exempt (excused):

- Pregnant women** or women who were pregnant in the last 2 months. Pregnant women should report their pregnancy as soon as possible through MI Bridges or to their local MDHHS office.
- People who are the **main caretaker for a family member under 6 years of age**. Only one parent per household can have this exemption.
- People who are **full-time students**.
- People who are **under age 21 and were in Michigan foster care**.
- People who have been in **jail or prison** within the last 6 months.



- People who are **medically frail**. Medically frail includes people who have one or more of these:
  - Physical, mental, or emotional health condition (like dementia, HIV/AIDS, sickle-cell disease) that limits a daily activity (like bathing, dressing, daily chores)
  - Physical, intellectual, or developmental disability (like vision impairment, brain injury, multiple sclerosis) that makes it hard to do a daily living activity
  - Physical, mental or emotional health condition that needs to be checked often
  - Disability based on Social Security rules (SSDI)
  - Chronic substance use disorder
  - Serious and complex medical condition, or special medical needs
  - Are in a nursing home or getting hospice or home help services
  - Are homeless
  - Are a survivor of domestic violence
  
- People who have “**good cause**” because they or a close family member who lives in their home:
  - Have a serious illness
  - Are hospitalized, or
  - Have a disability that meets the government definition

- People who get **State of Michigan unemployment benefits**.
- People who get **temporary or permanent disability payments** from a private insurer or the government.
- People who have a **medical condition that limits work**, approved by a doctor. MDHHS may ask for a copy of the doctor's approval.
- People who are **caring for a dependent who has a disability and a doctor's order for full-time care**. MDHHS may ask for a copy of the doctor's order. Only one member per household may claim this exemption.
- People who are **caring for a person who cannot make decisions for themselves**.
- People who receive **food or cash assistance** from MDHHS. You will continue to report work to these programs.

If you have an exemption, MDHHS will send you a letter. The letter will tell you the date the exemption will end.



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Exemptions (reasons to be excused) will start in the month they were reported. Exemptions can last **up to one year**. They can be extended at redetermination (renewal). If you no longer have a reason to be excused at renewal, those exemptions will end.

When possible, MDHHS will use our records to automatically exempt some people from requirements.



## How to tell MDHHS about exemptions (reasons to be excused)

You must tell MDHHS about most exemptions (reasons to be excused). You do not need to send proof when you tell us about an exemption. You can tell us about an exemption or check your exemption status in 1 of 3 ways:

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### Online

If you have a MI Bridges account, use the MI Bridges Portal by visiting [michigan.gov/mibridges](https://michigan.gov/mibridges).

Only persons listed as “Head of Household” can have a MI Bridges account.

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### By phone

Call the HMP Work Requirements and Exemption Reporting Line at **1-833-895-4355** (TTY 1-866-501-5656).

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### In person

You can get help telling us about work, activities, or exemptions at your local MDHHS office.



## 4

## Work and other activities

Unless you are exempt, you must complete 80 hours of work or other activities, like job search, each month. You may use **any combination** of these work or other activities to meet the requirement:

### Having a job or income

“Jobs” may be part-time, full-time, self-employment, or in-kind work. In-kind work is working in exchange for goods and services, such as food or housing, instead of money. “Income” is getting money equal to minimum wage for 80 hours per month. Examples include income from a pension or retirement plan, rental income, or other types of income.



## Looking for a job

This activity is related to looking and applying for jobs. Searching for a job includes:

- Searching for a job through a workforce program
- Completing a job skills assessment or job readiness workshop
- Preparing or submitting resumes or email applications to apply for job openings, interviewing for jobs
- Traveling to job interviews or job fairs

## Being a student (completing high school, GED, or college)

This activity includes being in an educational program directly related to employment. You can participate in person or online. Study time also counts. Examples of educational programs include:

- Preparing for and taking a High School Equivalency test such as the General Equivalency Diploma (GED) exam
- Attending a basic skills program such as English as a Second Language, computer skills, or reading and writing skills
- Taking classes with the goal of getting a degree or certificate. You can take classes at a university, college, community college, or other post-secondary school

## Unpaid Workforce Engagement

This activity includes working for a company or organization and developing experience or skills for a future job. This would include internships.

## Vocational Training

This activity includes training for a job or trade. This could include apprenticeship programs, clinicals, or similar programs.

## Job training

This activity includes doing training for your job. Job training can also include job skills training, job training through a workforce program, training to become self-employed, or a job-training program at a community college.

## Tribal employment program

If you are a member of a federally recognized tribe, you can report hours spent in a work or employment program that has been approved by your tribe.

## Substance use disorder (SUD) treatment (rehab)

This activity includes substance use disorder treatment that is ordered by a court or prescribed by a licensed medical professional. Examples of related activities include participating in counseling, support group meetings or other recovery support programs, residential or inpatient treatment programs, intensive outpatient programs, or medication-assisted treatment programs.

## Volunteering

This activity includes volunteering or doing community service. You must volunteer with a non-profit 501(c)(3) or 501(c)(4) organization. Examples include, but are not limited to, volunteering with a church group, homeless shelter, soup kitchen, animal shelter, or food bank. You can only count volunteering for 3 months in one calendar year, no matter how many hours you volunteered those months.

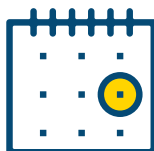


## 5

# Reporting your work or other activities

## When to report

To keep HMP health care coverage, people who are required to work or complete qualifying activities must report as follows:



### Yearly Reporting Schedule

If you completed work or other activities in:	You must report work or activities to MDHHS between:
January	January 11* – February 28
February	February 11 – March 31
March	March 11 – April 30
April	April 11 – May 31
May	May 11 – June 30
June	June 11 – July 31
July	July 11 – August 31
August	August 11 – September 30
September	September 11 – October 31
October	October 11 – November 30
November	November 11 – December 31
December	December 11 – January 31

\* For January 2020 work and other activities, you can tell us about those activities between January 25 and February 29, 2020.

## Save your records!

You may have to show proof of the work or activities you told us about. If you have to show your records, you will get a letter from MDHHS. The letter will tell you what to do.

Here are some records you can use:

- Paystub
- Proof of enrollment in course, class, program, training, or internship
- Certificate of attendance or completion
- Job application
- Letter from volunteer organization

## How to tell MDHHS about work or other activities

Tell MDHHS about work or other activities in 1 of 3 ways:

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### Online

If you have a MI Bridges account, use the MI Bridges Portal by visiting [michigan.gov/mibridges](https://michigan.gov/mibridges).

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### By phone

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### In person

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## Reminder calls and texts about reporting



### By phone

If you are required to report work, you will get a reminder phone call to report completed work or qualifying activities. To **opt out** of these reminders, call the HMP Work Requirements and Exemption Reporting Line at **1-833-895-4355** (TTY: 1-866-501-5656).

### By text

You can also choose to get a phone text reminder for monthly reporting. To opt in for text messaging, text “**MIACTIVITY**” to **855-504-4443**.

To opt in to text reminders before February 1, 2020, call the Beneficiary Help Line at 1-800-642-3195 (TTY: 1-866-501-5656).

You can only get **one** type of reminder. Opting in to text reminders will stop future phone call reminders.

If you change your phone number, tell MDHHS so we can still send you reminders.



## 6 | Failure to report

If you are not exempt (excused) and you do not tell MDHHS about work or other activities on time, you may lose your HMP health care coverage.

If you do not meet HMP work requirements in one month, it is called a **failed month**. You will get a notice after each failed month.

### Losing HMP coverage

If you fail to meet the requirements for 3 months in a calendar year, you will lose HMP coverage.

You will have a penalty month before you can have HMP coverage again. During the penalty month, you will not have HMP coverage.

### Fixing months you failed to report

You can cure (fix) a failed month. You can tell MDHHS about completed work or other activity up to 60 days after that reporting period.

For example, if February is a failed month, you can cure (fix) it by telling us by May 31 about work or activities you completed in February. May 31 is 60 days from the end of the end of February's reporting period (March 31).





## 7 | Getting back lost coverage

If you lose HMP health care coverage because you did not report work or qualifying activities, you may be able to get HMP coverage back after serving **1 penalty month**.

You can get HMP coverage back by reporting any missed reportable months when you re-apply. If you cannot report missed worked months, you will not be eligible for HMP coverage but may be eligible for health care coverage in a different program.

If you have an exemption, you may report the exemption when you re-apply. You will not have to report missed worked months to get HMP coverage back.

## 8 | Community supports

### MI Bridges Website



If you need support and resources to meet these requirements, go to [michigan.gov/mibridges](https://michigan.gov/mibridges). Click “Explore Resources.”

### Michigan Works!



Michigan Works! has service centers across Michigan with free resources and helpful staff. You can search for jobs, attend workshops, or explore careers and training.

To find a service center near you, call **1-800-285-WORKS** (9675). Or go to [MichiganWorks.org](https://MichiganWorks.org).

# 9 Resources

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## **HealthyMichiganPlan.org**

For general HMP information

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**1-800-642-3195** (TTY 1-866-501-5656)

Call the Beneficiary Help Line for general HMP information and to check exemption status.

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## **michigan.gov/mibridges**

Report work, other activities or exemptions, access your MI Bridges account, update personal information, apply for coverage, get reporting history, and check exemption status.

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**1-833-895-4355**

HMP Work Requirements and Exemption Reporting Line

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## **michigan.gov/myhealthportal**

Go to myHealthPortal for past reporting history and exemption status.

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**1-844-464-3447**

Call MDHHS for more help with your case, eligibility or application.

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## **michigan.gov/medicaid**

Click on “Individuals” then “Support” for general support resources and county office contact information.

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**1-800-285-WORKS (9675) or MichiganWorks.org**

Call Michigan Works! or go online to find a service center near you.

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## If you need help

If you have a disability (medical or health problems), MDHHS can give you special help so you can be in programs like the Healthy Michigan Plan (HMP). For example, persons with disabilities may be exempt (excused) from the new HMP program requirements. To learn more about exemptions (reasons to be excused) and how to ask for one, read **pages 4-7** in this booklet.

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.

**We can help you get information in other languages, large print, or other formats.**

**We can also help you understand program notices and rules. For help, call 1-800-642-3195 (TTY 1-866-501-5656).**



**HealthyMichiganPlan.org**