

How to apply for Medical Assistance (MA) for a child with a disability

Step 1: Obtain the Medical Assistance Application:

- You can apply for Medical Assistance online using COMPASS at:
<https://www.compass.state.pa.us/>
- You can also pick up a paper copy of the application at the Bucks County Assistance Office:
1214 New Rodgers Road
Bristol, PA 19007-2593
Phone: 215-781-3300
Toll Free: 1-800-362-1291
- You can also call Children First at 215-563-5848 ext.17 and complete the application over the phone.

Step 2: Complete the entire application

Complete the paper application or the online application. Fill out the application completely, including income information. Fill out all sections, even portions you think may not apply to your child. Make a copy of your completed application or print the online application once completed. You will need this in case your application is lost, and it will be a useful reference when for the required annual renewal applications. If you complete an online application make sure to write down your created login and password information as well as the "E Form" number of your application. *(If you have questions about the application, call the Department of Public Welfare at 1-800-692-7462 (1-800-451-5886 TDD for individuals with hearing impairments). You can also call the Bucks County Assistance Office or your school social worker listed at the bottom of this document.)*

Extremely Important: When asked "Is anyone disabled?" **ANSWER YES.** Also, at the end of the application you will have an opportunity to make additional comments/notes. In that box write that you are applying for a child with a disability and list your child's disability. **If you do not complete this section or complete it incorrectly your application for MA will be denied!**

Step 3: Provide the required documents to the Bucks County Assistance Office (CAO)

After you complete the application you need to upload, mail, or drop off the required documents including proof of income and proof of disability.

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****** I recommend applying online. At the end of the application you will be provided with a list of needed documentation to be submitted to the County Assistance Office. ******

Some parents report that going to their local CAO without an appointment -- and simply waiting for the next available caseworker -- is faster. If you call your school social worker, they may be able to accompany you to the assistance office. Bring all of these documents for the interview:

- A completed MA Application
- Your child's original birth certificate
- Your child's Social Security card
- A document containing your child's diagnosis in the form of an evaluation report or letter from a qualified professional (i.e., neurologist, psychiatrist, etc.) A school IEP is NOT considered documentation as a standalone. You can submit the IEP in addition to the above documentation.
- Recent pay stub (or most recent IRS Form 1040 if self-employed)
- Your Pennsylvania driver's license
- Evidence of your Pennsylvania residency (example: a utility bill containing your name and Pennsylvania address)

The MA system in Pennsylvania evaluates your child based upon the same criteria as SSI, but without considering the family's financial situation. If your child is found eligible on a provisional basis, you will be issued a Medical Assistance Identification Number. Write this down, along with the name and phone number for your assigned caseworker. You should also request a temporary, or interim, ACCESS card, if it is not provided. This card can be used immediately with health care and behavioral health care providers. A permanent card will be mailed to you.

In some cases, persons may qualify for payment of medical services that were provided up to three months before the month in which you applied— this is called "retroactive" coverage.

Step 4: Once your child is assigned an MA identification number you will need to:

First, using the online Pennsylvania Medical Assistance Enrollment Service, choose a **physical** health services provider in your county. You will be given a few options to select from for your physical health services provider such as Keystone First or Health Partners.

Once you have chosen a physical health services provider, you will receive a Member ID card. Bring this card and your ACCESS card to all medical appointments for your child. Also, bring these cards to your preferred pharmacy, so that they can put your child's information in their system.

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Second, familiarize yourself with Magellan, the **behavioral & mental health** care provider for Bucks County. You can access a list of covered services as well as a provider list at:

<http://magellanfpa.com/county-info/bucks-county.aspx>

And/or by calling Bucks County Magellan: **877-769-9784**

Please contact your school social worker for more assistance or with any questions. School social worker contact information is listed below

Noelle Murphy 215.428.4100 ext 40123 nmurphy@pennsburysd.org
Pennwood Middle School, Charles Boehm Middle School, Quarry Hill Elementary

Megan Hough 215.397.5452 mhough@pennsburysd.org
William Penn Middle School, Eleanor Roosevelt Elementary, Charles Boehm South

Tahira Jackson 267. 461-2522 tjackson@pennsburysd.org
Oxford Valley Elementary, Afton Elementary, Walt Disney Elementary, Penn Valley Elementary

Tammy Kehan 215.630.7424 tkehan@pennsburysd.org
Manor Elementary, Edgewood Elementary, Makefield Elementary, Fallsington Elem.

Stephanie Piech 215.949.6700 ext 70824 spiech@pennsburysd.org
PHS East

Catherine Snyder 215.949.6780 ext 71203 csnyder3@pennsburysd.org
PHS West