

## **“HOW TO” Guide for Completion of Application for MEDICAID**

There are three ways to complete and submit an application for Medicaid in the state of Illinois.

1. ABE (Application for Benefits Eligibility) online website: [www.abe.illinois.gov](http://www.abe.illinois.gov)
2. Toll-free telephone number: 1 – 800 – 843 – 6154.
3. DHS Family Community Resource Centers throughout the state.

The preferred method of application is the ABE website.

Applicants should be prepared to provide the following information:

- Full Name
- Date of Birth
- Gender
- Social Security Number
- Current Address
- Preferred Language
- Pregnancy Status, if applicable
- Names and Social Security Numbers of Dependent Children, if applicable

The online application should take approximately 30 minutes to complete.

You can have someone assist you with completing the application.

### **STEPS FOR COMPLETING AND SUBMITTING AN ONLINE APPLICATION**

1. You will be asked to create an account: User ID# and Password. This is so that you will be able to save your application and come back to work on the application later, if necessary. You can also use this account to check the status of your application after you submit it.
2. There are a number of tabs to complete. Answer all the questions the best you can. Click on each tab of the application, even those which might appear to not apply to you.
  - START
  - PEOPLE
  - LIQUID ASSETS
  - OTHER ASSETS
  - JOB INCOME
  - OTHER INCOME
  - HOUSING BILLS
  - OTHER BILLS
  - FINISH
  - SUBMIT

3. If you currently receive SSI (Supplemental Security Income), answer that question in the OTHER INCOME tab.
4. If you recently left foster care because of your age or left foster care sometime ago when you reached age 18 or older, answer the question concerning Former Foster Care Status in the FINISH tab.
5. If you receive a payment for Adoption or Guardianship Assistance, answer the question concerning Adoption Subsidy/Guardianship Assistance Payments in the FINISH tab.
6. Be sure to sign your application. You will do this electronically by checking the signature box and typing your name.
7. Print the application for your records.
8. Press the SUBMIT button.