CHIP Affordability Test Calculator Instructions

1. Pull up the CHIP Affordability Test Calculator

2. Select the appropriate tab on the left-hand side for CHIP

3. Select "County" in the drop-down box

4. Select the Test type: Individual or Couples. For a one parent household, select Individual. For a two parent household, select Couples.

5. Select the appropriate number of children for CHIP cases

6. Click the appropriate CHIP premium limit

7. Click the appropriate age rage for the head of household

8. Click button labeled Test CHIP Affordability

9. The calculator will yield the appropriate result

10. Apply the results to the CHIP case

11. Make a Note on the **Head of Household** Page Tab > **Communications** sub-tab > **Notes** folder explaining:
    a. The CHIP Affordability calculator was used and if the participant has access to affordable insurance
    b. Copy the CHIP Affordability calculator and paste into Notes on the **Head of Household** Page
    c. Save results of the CHIP Affordability Calculator to PDF and upload to the ECM – click on Save Results in PDF File to create a PDF file.
        i. Upload to the ECM using your local office procedure.