A Guide to Completing the KC-1100 Application
“Welcome to the KanCare Application Guide. This guide is made up of slides designed to help you with filling out the sections of Families with Children Application”
This is the third page of the paper application for Families with Children.

On this page the applicant will see that there is a paper clip icon. Remember that the paperclip icon means we may ask for proof later or the applicant can send it now. See the list on Page 31 for more information.
The first part of page three explains who this application is for:

Adults who need coverage will include: any spouse, any son or daughter under age 21 who they live with, including stepchildren, any other person on the same federal income tax return, including any children over age 21 who are claimed on a parent’s tax return.

For Children under age 21 who need coverage include: Any parent or stepparent they live with, any siblings they live with, any son or daughter they live with, including stepchildren, and any other person on the same federal income tax return. If the applicant does not fall into one of these household examples, you may still apply. Such as grandparents applying for grandchildren.

Remember, the applicant must include these people even if they are not applying for health coverage themselves.
The person who needs assistance should be listed as the primary applicant and continue to be listed as “Person 1’ throughout the application. This section can be confusing. If you are helping someone apply for assistance, your information is not needed in this section unless the person needing assistance is a child under 18, then the primary applicant is the child’s parent or the head of the household. Where you see “Yourself” and “You” that also means the primary applicant.

If you are a parent, caregiver, or head of household applying for a child under 18, the child or children needing medical assistance will be “Person 2”, “Person 3” and so on.

Provide the physical address if possible but the mailing address must be filled out. We will need to be able to send notices to the applicants. If needed, the mailing address can be from a shelter, a friend, a family member, the post office, to name a few. It is really important that the applicant is able to receive notices from us. The applicant may want to use the online application and sign up for electronic notification to receive notices through the KanCare Self-Service Portal.
This is the fourth page of the paper application for Families with Children. Next, we will go through each part of the fourth page, or section B.
Section B on page 4 continues to explain who will go on the application with the primary applicant.

Pages 4-10 are for persons 1, 2, and 3. If there are more than three people in your household the applicant can use pages 11-17 for Persons 4, 5, and 6. If there are more than 6 people in your household, make copies of pages 11-17 before you fill them out and use the copies for persons 7 through 8, and so on.
Most of page 4 asks for each person's name, if they are applying for medical assistance, what their relationship is to Person 1, or Yourself, their gender, date of birth, marital status, and if they live at the same address as Person 1, or Yourself.

It is suggested that each person listed on the application use the name that matches their Social Security Card.
This is the fifth page of the paper application for Families with Children. Next, we will go through each part of the fifth page, or section B continued.
Page five asks for some basic information about Persons 1, 2, and 3. The applicant should fill this section out to the best of their ability.
The last portion on page five requests the Social Security Numbers for anyone applying for medical assistance who has or can get their Social Security Number. Household members who are not applying for medical assistance do not have to give their SSNs.

It is important to note that if you don’t give your SSN, you can still apply. By providing the SSNs for each person, the processing time may go quicker.
This is the sixth page of the paper application for Families with Children. Next, we will go through each part of page six, or a continuation of part B.

The applicant should fill this page out to the best of their ability.
This is page 7 of the paper application for Families and Children, and a continuation of Section B.

Note that the questions about race and ethnicity are optional. The applicant should fill out the rest of this page to the best of their ability.
This is page 8 of the paper application for Families with Children, and a continuation of Section B.

The applicant should fill this page out to the best of their ability.
This is page three of the paper application for Families with Children. This page is also Section C.

This section is to request coverage of medical bills up to 3 months before the month you are applying. This can include small to large bills accumulated in the three months before the month you submit the application.

Add section D
This is page 10 of the paper application for Families with Children. This is also Section D.

Section D asks about Federal tax information. The applicant should fill this section out to the best of their knowledge for how they plan to file taxes for the current year. For example: this section is asking about how you plan to file based on your current situation.
Pages 11-17 are a repeat of pages 4-10 for Persons 4, 5, and 6. If you have more than three people on the application, please use these pages to go through the same questions you did for Persons 1, 2, and 3. If you have more than 6 people on the application, please make copies of pages 11-17 before filling them out.

If you do not have more than 3 people on the application, these pages can be crossed out or ignored.
Thank you for viewing sections A, B, C, & D.