



Entity Application Checklist

This checklist provides you with an overview of the information you will need to complete the fields within the application.

Section 1: Entity Information

- | | |
|---|--|
| <input type="checkbox"/> Entity name | <input type="checkbox"/> Business category |
| <input type="checkbox"/> Business legal name | <input type="checkbox"/> Organization type (see page 3) |
| <input type="checkbox"/> Primary email address | <input type="checkbox"/> Year entity was established |
| <input type="checkbox"/> Primary & secondary phone number | <input type="checkbox"/> Counties served |
| <input type="checkbox"/> Fax number | <input type="checkbox"/> Projected number of Counselors |
| <input type="checkbox"/> Website address | <input type="checkbox"/> Grants received for enrollment purposes - granting organization name(s) and amount(s) |
| <input type="checkbox"/> Federal Employment Identification Number | |
| <input type="checkbox"/> State Tax ID | |

Section 2: Primary Site and Sub-Site Information

- | | |
|---|---|
| <input type="checkbox"/> Estimated of number of individuals served annually at the site | <input type="checkbox"/> Hours of operations available to provide enrollment assistance |
| <input type="checkbox"/> Site name | <input type="checkbox"/> Primary and sub-site mailing & physical address |
| <input type="checkbox"/> Contact Name | <input type="checkbox"/> Languages (spoken and written) provided by Counselors at the site |
| <input type="checkbox"/> Primary email address | <input type="checkbox"/> Estimated number of individuals served by each age group at the site (see page 4) |
| <input type="checkbox"/> Primary & secondary phone number | <input type="checkbox"/> Estimated percentage of individuals served by ethnicity at the site (see page 4) |
| <input type="checkbox"/> County | <input type="checkbox"/> Type of employment industries of population served at the site (see page 4 for list) |
| <input type="checkbox"/> Willingness to accept referrals for consumers requesting enrollment assistance | |

Section 3: Entity Contacts (Authorized and Primary Contacts)

- | | |
|--|---|
| <input type="checkbox"/> Name | <input type="checkbox"/> Primary & secondary phone number |
| <input type="checkbox"/> Title | <input type="checkbox"/> Mailing address |
| <input type="checkbox"/> Email address | |



For more information, contact Covered California Enrollment Assistance Program Support via email at: enrollmentassistancesupport@covered.ca.org

Entity Application Checklist - Continued

Section 4: Counselor/Enrollers

- Name (This name will appear on the badge, and on CoveredCa.com)
- Legal Name
- Email address
- Driver's license number or CA ID number
- Primary & secondary phone number
- Preferred method of communication
- Covered California Counselor number, if applicable
- Sites served
- Personal mailing address
- Fluency of spoken and written languages
- Required documentation
 - Counselor Agreement (Navigators)
 - Counselor Application/Agreement (CACs)
 - Criminal Disclosure
- Affiliation if applicable

Section 5: Required Documentation

- Entity Agreement
- Proof of Business Status Documentation
 - For non-profits – proof of 501(c) or 501(d) form from the IRS
- Proof of current business license or relevant professional certification
- Proof of insurance Liability and workers compensation
 - Covered California must be an additional insured on the general liability policy with coverage of no less than \$1,000,000
 - Address for insurance purposes
Covered California
1601 Exposition Blvd.
Sacramento, CA 95815



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Reference Guide for Key Fields

Organization Types

- American Indian Tribes or Tribal Organizations
- Chambers of Commerce
- City Government Agencies
- Commercial fishing industry organizations
- Community Colleges and Universities
- County departments of public health, city health departments, or county departments that deliver health services
- Faith-Based Organizations
- Indian Health Services Facilities
- Labor Unions
- Licensed attorneys (e.g. family law attorneys who have clients that are experiencing life transitions)
- Licensed health care clinics
- Licensed health care institutions
- Licensed health care provider
- Non-Profit Community Organizations
- Ranching and farming organizations
- Resource partners of the Small Business Administration
- School Districts
- Tax preparers as defined in Section 22251(a)(1)(A) of the Business and Professions Code
- Trade, industry and professional organizations
- Other public or private entities or individuals who meet the requirements

Licensed Health Care Clinics Sub Types

- Federally Qualified Health Center (FQHC)
- FQHC Look-alike
- Indian Health Services Clinics: Direct Services Clinics
- Indian Health Services Clinics: 638 Contracting or Compacting Clinics
- Urban Indian Health Centers
- Community Clinics
- Free Clinics
- Other Clinics

Spoken Languages

- Arabic
- Armenian
- Cantonese
- English
- Farsi
- Hmong
- Khmer
- Korean
- Mandarin
- Russian
- Spanish
- Tagalog
- Vietnamese
- Other (specify)

Written Languages

- Arabic
- Armenian
- English
- Farsi
- Hmong
- Khmer
- Korean
- Mandarin
- Russian
- Spanish
- Tagalog
- Traditional Chinese Character
- Vietnamese
- Other (specify)



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Reference Guide for Key Fields - Continued

Ethnicities

- African
- African American
- American Indian or Alaska Native
- Armenian
- Cambodian
- Caucasian
- Chinese
- Filipino
- Hmong
- Japanese
- Korean
- Laotian
- Latino
- Middle Eastern
- Russian
- Ukrainian
- Vietnamese
- Other (specify)

Age Groups

- Under 18 years of age
- 35 – 44 years of age
- 65 years of age or older
- 18 – 24 years of age
- 45 – 54 years of age
- 25 – 34 years of age
- 55 – 64 years of age

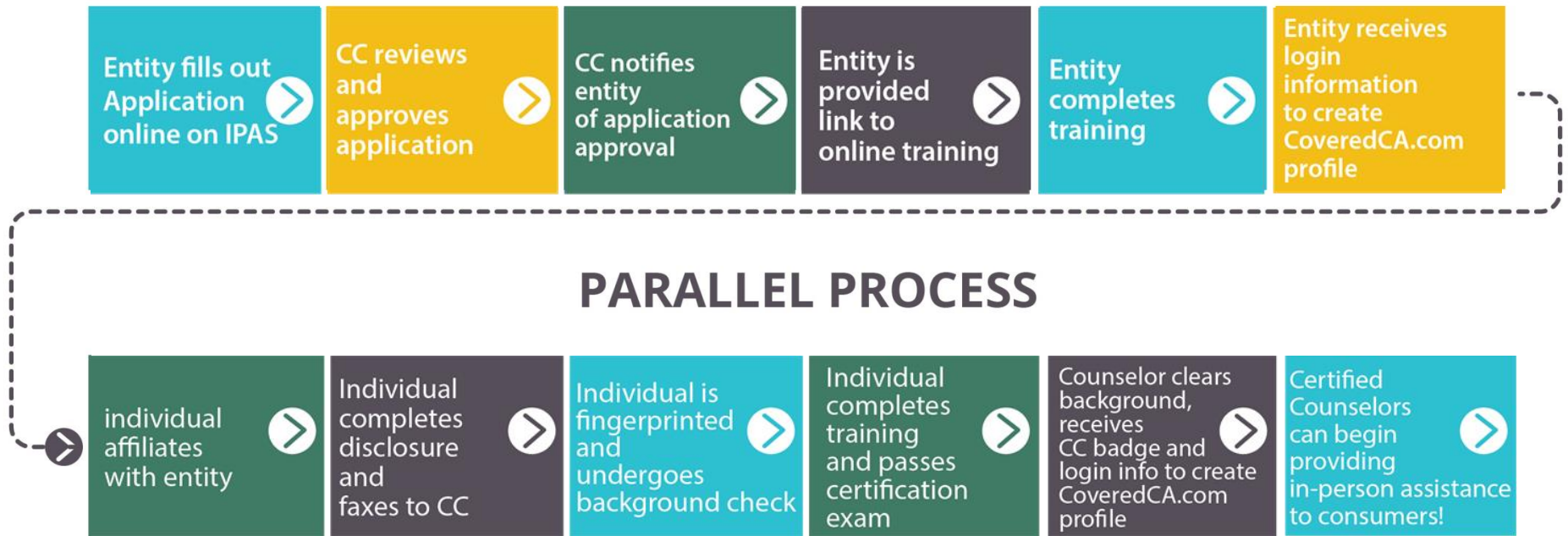
Industry Types

- Animal production
- Automotive repair and maintenance
- Barber shops
- Beauty salons
- Car washes
- Child day care services
- Clothing stores
- Construction
- Crop production
- Cut and sew apparel manufacturing
- Department and discount stores
- Drinking places, alcoholic beverages
- Employment services
- Fabric mills, except knitting
- Gasoline stations
- Grocery stores
- Hospitals
- Independent artists, performing arts, spectator sports, and related industries
- Individual and family services
- Investigation and security services
- K-12 schools
- Landscaping services
- Amusement, gambling, and recreation industries
- Personal household goods, repair, and maintenance
- Private households
- Real estate
- Restaurants and other food services
- Services to buildings and dwellings, except construction cleaning
- Support activities for agriculture and forestry
- Taxi and limousine service
- Textile and fabric finishing, and coating mills
- Textile product mills, except carpet and rug
- Traveler accommodation
- Truck transportation
- Other (specify)



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Covered California Certified Enrollment Entity Application Process



CC = Covered California

Note: Flow chart does not outline process for the Entity Applications that are incomplete, ineligible, or individuals that fail background check.

V.6



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v.4