

**West Virginia Healthy Kids and Families Coalition
Request for Interest: Community Partners for
Children's Health Insurance Program Outreach**

Introduction

The West Virginia Healthy Kids and Families Coalition (the Coalition), a project of the West Virginia Council of Churches, is issuing a Request for Interest (RFI) to non-profit community organizations, Family Resource Networks and Centers, Primary Care Centers, and faith-based projects with previous knowledge of the Children's Health Insurance Program (CHIP), its benefits, and who have had experience in conducting outreach programs in local communities. The Coalition is seeking a local organization within the state that have an online capacity to assist families to make electronic applications to CHIP and to conduct local CHIP outreach efforts as part of a Community Partner program in conjunction with the West Virginia Healthy Kids and Families Coalition. We are particularly interested in partnering with an organization serving counties with high rates of unenrolled children in the northern part of West Virginia, such as Ohio, Monongalia, Marion, Harrison, and surrounding counties.

Background

The West Virginia Children's Health Insurance Program (WVCHIP) is a federal/state program providing health insurance to the children of working families in West Virginia. WVCHIP covers children up to 200% of poverty at no cost to the parent and allows for participation through monthly premium payment by families at incomes between 201% to 300% of poverty. Although West Virginia has a high percentage of eligible children enrolled in WVCHIP, there are still areas in which enrollment for children is lower than average. It is estimated that as many as 16,000 children in West Virginia could qualify for health coverage with CHIP, but are currently not enrolled.

Outcomes

The West Virginia Healthy Kids and Families Coalition seeks to increase enrollment for eligible children and improve retention rates for children currently in the program with the assistance of local community partner organizations in designated areas of the state.

Assurances

Organizations responding to this RFI should describe how well they can assist the West Virginia Healthy Kids and Families Coalition and WVCHIP in meeting the following outreach requirements:

1. Identify a designated number of counties of the state they can serve. A minimum of 8 counties and up to a maximum of 11 counties in which they agree to disseminate CHIP program information and make referrals to organizations and families throughout the designated area is the desired range per partnering organization.
2. Describe at least one a publicly available site with sufficient office space within the specified multicounty area where families can come on a walk-in basis (or within 24

hours of requesting assistance) to make an application on a Monday through Friday scheduled basis; include the hours of staffing available to provide help in answering questions and/or completing an application for children's health coverage and the computer availability that will allow for electronic application from this office.

3. Review the requirements to sign a user agreement as a "Community Partner" with the online web based application system managed by the WVDHHR RAPIDS Project at www.wvinroads.org, thus allowing online application on an electronic basis; and provide assurance that the partner has willingness and capability to do so.
4. Describe the organization's ability to have other partner organizations in each of the designated counties who can provide and/or receive paper applications and provide these applicants with assistance on the application process if the need arises when they are seeking to enroll their children with information regarding CHIP, such as waiting period exceptions or assistance for self employed applicants. Describe how many of the partner sites are able to fax the completed WVCHIP application to the office site with online capability.
5. Provide assurance that they have or will develop and maintain a listing of other partners throughout their multicounty area application assistance can be provided on an occasional basis. The Coalition can provide assistance with developing this list from among its members.
6. Provide assurance that they are willing to travel to attend no more than quarterly meetings each year to provide feedback about activities and issues in their multicounty area to the Coalition and to WVCHIP; also, to attend the "Growing Healthy Children" Conference held in Charleston once a year to learn about issues, programs and policies impacting the health of children and families.
7. Provide assurance that the organization will participate in Healthy Kids and Families Coalition WVCHIP outreach to Volunteer Income Tax Assistance (VITA) sites where possible, including participating in the BB&T VITA Bus stops.
8. Provide assurance that the organization will participate in West Virginia Healthy Kids and Families Coalition WVCHIP outreach during the "Spring Forward for Child Health" program.
9. Submit a monthly online report to the West Virginia Healthy Kids and Families Coalition showing the organization's results in any enrollment and retention efforts for that period.
10. Describe any current special links or outreach efforts your organization currently has regarding the following populations that may benefit this effort:
 - a. Infant and preschool
 - b. Teens/adolescents
 - c. Minority Outreach
 - d. Immigrants
 - e. Military Families

Responding to this RFI:

Organizations responding to this RFI will be reviewed for how well they can meet the above assurances, and if selected, are willing to enter into an agreement wherein these assurances are finalized as requirements allowing the signing partner organization receive up to a maximum of \$10,000 to be paid by the West Virginia Council of Churches in roughly quarterly (4) payment amounts of \$2,500 each for these services (with no administrative charge or fee withheld by the West Virginia Council of Churches); and

Organizations responding to this RFI must be: 1) a current member of the West Virginia Healthy Kids and Families Coalition or willing to become a member and 2) a nonprofit community organization serving the needs of children or lower income families; a faith based organization, a Family Resource Network or Center, or Primary Care Center (Primary Care Centers that that indicate using a school based site for application assistance will be given a higher priority than those without).

RFI responses must include:

1. Name of the primary contact person
2. Name of organization/type of organization/governing/spending authority
3. Contact Information
4. A brief description of how the organization would help the West Virginia Healthy Kids and Families Coalition meet the above goals.
5. Statement by an authorized individual that the organization is ready, able, and interested in this project
6. Signature
7. The Request for Information Response Sheet provided

Response Submission Deadline:

Responses to this RFI must be received no later than **5:00 p.m. on November 16, 2011**. Responses may be submitted by email to jsallen@wvhealthykids.org or by mail to:

West Virginia Healthy Kids and Families Coalition
P.O. Box 2773
Charleston, WV 25330

Questions

For more information, please contact Jeff Allen by email at jsallen@wvhealthykids.org or by phone at (304) 344-3141.

Disclaimer

This is a Request for Interest (RFI) only and does not constitute a commitment, implied or otherwise, that the West Virginia Healthy Kids and Families Coalition or the West Virginia Council of Churches will take procurement action in this matter.