



**Indiana State University  
2024 Health Coverage Premium  
Subsidy FAQ**

What is a subsidy?	A subsidy is a discount for the University Health Coverage premiums. If an employee qualifies for the subsidy, they will pay less for their health coverage rates.
Who is eligible for the subsidy?	Employees who are enrolled in the PPO Traditional plan are eligible to apply for the subsidy.
How is eligibility for the subsidy determined?	Eligibility for the subsidy is determined by using total household income and the number of family members living in the household. There is a chart based upon the Federal Poverty Guidelines. ISU allows you to use 200 percent of that guideline to determine if you are eligible.
Who will be included in my household?	You should include yourself, spouse, dependent children, and an unborn child if you/your spouse are pregnant at the time of completion of the form.
Who would not be included?	People living with you who are non-relatives should not be counted. Their income should not be counted in the household income total either.
What form should I complete?	The Employee Application for Health Coverage Subsidy form is on the Employee Benefits web page or can be obtained from the Employee Benefits Office.
What document is needed to certify household income for the subsidy?	An employee who wants to apply for the subsidy must provide a tax return transcript of the most current filed Federal Income Tax return (2022 tax return transcript will be used for 2024 Subsidy). Such transcripts should be provided on all family members included on the form. Income used should include regular earnings, unemployment compensation, workers' compensation, Social Security, SSI, public assistance, veterans payments, survivor benefits, pension or retirement income, interest dividends, rents, royalties, income from estates, trusts, educational assistance, alimony and child support.
How do I obtain that information?	Employees can call the IRS @ 1-800-908-9946 or go to <a href="http://www.irs.gov">www.irs.gov</a> and search for "tax return transcript" to order this document online. There is no charge for this document.

Can I use copies of my 1040 form?	Copies of your 1040 form cannot be used due to the inability to verify the accuracy of the information contained in a copy.
When is this form due?	For 2023, the Subsidy application is due no later than November 17, 2023.
When is the Tax Information Due?	This information is due no later than November 17, 2023.
When will this subsidy become effective?	It will be effective January 1, 2024 thru December 31, 2024.
Will I need to apply each year and provide new tax information?	Yes, you must apply each year.
What if my income, tax situation changes or if I terminate employment in the middle of the year?	You must notify the Employee Benefits Office immediately if you: <ul style="list-style-type: none"> <li>• Leave employment prior to December 31,</li> <li>• Have a change in family status that impacts your eligibility, or</li> <li>• Are no longer in a category of employees eligible for medical coverage (COBRA coverage will apply at the standard COBRA premium rates).</li> </ul>
Is there anything else I should know?	The University reserves the right to amend modify or terminate this policy at any time without notice.
What is the basic information required?	<ol style="list-style-type: none"> <li>1. Complete an Employee Application for Health Coverage Subsidy and submit it to the Employee Benefits Office no later than November 16, 2022.</li> <li>2. Provide Federal Tax transcripts for each income producing person counted in the household by November 17, 2023.</li> </ol>