

# How Do I Apply for Iowa Medicaid or Hawki?

Paper Application		
Title	Explanation	URL
<p><b>Step 1A:</b> Print application.</p> <p>-OR-</p> <p><b>Step 1B:</b> Ask for application to be sent to you.</p> <p>-OR-</p> <p><b>Step 1C:</b> Pick up an application from local HHS Office.</p>	<p><b>1A:</b> Print a copy of the application form</p> <p><b>1B:</b> Call HHS Contact Center and ask for an application to be mailed to you. <b>Medicaid:</b> 1-855-889-7985</p> <p><b>Hawki:</b> 1-800-257-8563</p>	<ul style="list-style-type: none"> <li>• <b>1A:</b> <a href="https://dhs.iowa.gov/sites/default/files/470-5170.pdf?121620221455">https://dhs.iowa.gov/sites/default/files/470-5170.pdf?121620221455</a></li> <li>• <b>1C:</b> <a href="https://dhs.iowa.gov/dhs_office_locator">https://dhs.iowa.gov/dhs_office_locator</a></li> </ul>
<b>Step 2:</b> Complete the form	Complete form and be sure to sign the application.	
<b>Step 3:</b> Return form to HHS	Return form to a local HHS office, email it to <a href="mailto:imagingcenter4@dhs.state.iowa.us">imagingcenter4@dhs.state.iowa.us</a> or fax it to 515-564-4016.	
<b>Step 4:</b> Wait	It can take up to 45 days to process an application.	
<b>Step 5:</b> Respond to requests for information (RFIs).	If you receive RFIs in the mail respond to HHS with the requested information by the given due date to ensure your application is processed.	
<b>Step 6:</b> Receive Notice of Action	You will receive a Notice of Action in the mail when your application has been processed letting you know the outcome of your application.	

## Online Application

Title	Explanation	URL
<b>Step 1:</b> Go to the online HHS benefits portal	Find application on the HHS benefits portal.	<a href="https://dhsservices.iowa.gov/apspssp/ssp.portal">https://dhsservices.iowa.gov/apspssp/ssp.portal</a>
<b>Step 2:</b> Complete the application.	Complete form and be sure to sign the application.	
<b>Step 3:</b> Submit the application	You will receive a confirmation number after submission.	
<b>Step 4:</b> Wait	It can take up to 45 days to process an application.	
<b>Step 5:</b> Respond to RFIs	If you receive RFIs in the mail respond to HHS with the requested information by the given due date to ensure your application is processed.	
<b>Step 6:</b> Receive Notice of Action	You will receive a Notice of Action in the mail when your application has been processed letting you know the outcome of your application.	

## Phone Application

Title	Explanation	URL
<b>Step 1:</b> Call the HHS Contact Center	Call the HHS Contact Center at 1-855-889-7985	
<b>Step 2:</b> Follow instructions	A representative will ask you questions and walk you through the application.	
<b>Step 3:</b> Complete verbal signature	The representative will get a verbal signature from you and submit the application on your behalf.	
<b>Step 4:</b> Wait	It can take up to 45 days to process an application.	
<b>Step 5:</b> Respond to RFIs	If you receive RFIs in the mail respond to HHS with the requested information by the given due date to ensure your application is processed.	
<b>Step 6:</b> Receive Notice of Action	You will receive a Notice of Action in the mail when your application has been processed letting you know the outcome of your application.	

