Extra Help/LIS (Low-Income Subsidy) program application guide

1. Go to [www.ssa.gov](http://www.ssa.gov)

2. Click on “MENU” and then click on “Extra Help with Medicare Prescription Drug Plan Costs.”

3. Click on the blue button “Apply for Extra Help with Medicare Prescription Drug Plan Costs.”

What help can I receive?

Medicare beneficiaries can qualify for Extra Help with their Medicare prescription drug plan costs. The Extra Help is estimated to be worth about $5,000 per year. To qualify for the Extra Help, a person must be receiving Medicare, have limited resources and income, and reside in one of the 50 States or the District of Columbia.

- See if you qualify for Extra Help and apply
- Extra Help forms in English and other languages
- Extra Help information for caregivers and organizations
- The official U.S. Government site for people with Medicare
- Understanding Medicare enrollment periods

[Apply for Extra Help With Medicare Prescription Drug Plan Costs](http://www.ssa.gov)

Contact: SHIBA | 800-562-6900 | shiba@oic.wa.gov

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4. Scroll to bottom of page and click “Apply Now.”

5. Scroll to bottom of the page and click “Next.”
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6. Select “No” to question “Are you assisting someone (other than your spouse) with this application”?

7. Answer the questions as if the client were filling out the application and click “Next” when done.

8. Click “Apply Now.”
9. Fill out the **client’s personal information** and click “Next.”

10. Write down, print out or take a screen shot of the “**Re-entry Number.**”
11. Enter the **client’s answer** to this question and click **“Next.”**

**Note:** Enter “0” for a married couple if no one else lives in their home.

12. Enter the **client’s answers** to the following questions and click **“Next.”**
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13. Enter the **client’s answers** to the following questions and click “Next.”

![Image of application page]

14. **Review the client’s information** to ensure it’s entered accurately and click “Next.”

![Image of application page]

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15. With the **client’s consent**, click the “I, **client’s name**” for the terms of agreement and click “Submit.”

16. **Print a copy of application confirmation page for the client or take a screenshot and email the confirmation to the client.**

17. The client will receive a letter from **Social Security** telling them if they were accepted or rejected from the Extra Help Program.
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18. In STARS or on a BC (Beneficiary Contact) form, check “Yes” for MIPPA (first question on the BC).

![Image of MIPPA field in STARS]

19. Scroll down to “Topics Discussed” and under “Part D Low Income Subsidy,” check “Application Submission.”

![Image of topics discussed in STARS]

If you help a client submit an Extra Help/LIS application, please ask your Volunteer Coordinator for your agency’s protocol on tracking Extra Help/LIS application data:

**Sponsor:**

**Volunteer Coordinator:**

*Protocol for tracking Extra Help/LIS applications:*