

## **Children's Health Insurance Program (CHIP)**

### **Implementation Guide for Release One: Administration**

The following guide provides useful information for completion of the Administrative section in release one of the CHIP state plan. The guide is intended to be used in conjunction with the state plan screens and provides statutory and regulatory background in addition to guidance as to what information is to be provided by the States and how to enter the requested information in the system.

The guide includes the following sections:

**Program Type Designation (CA1):** For states to provide information about the structure of their program.

**Designation and Authority (CA2):** For states to name the state agency authorized to administer and submit the State Plan for the child health assistance program, and agreement to administer the program in accordance with the provisions of the State Plan and statutory and regulatory requirements.

**Organization and Administration (CA3):** To provide a description of the organization and functions of the CHIP agency and the staff making eligibility decisions for the separate CHIP program.

**Assurances (CA4):** To provide assurances as to various administrative functions and compliance with certain regulatory requirements.