# FSSA Benefits Portal Gateway to Work User Guide



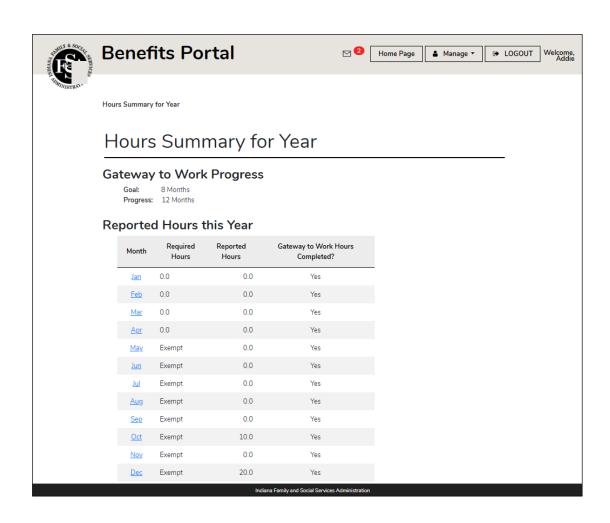
Reporting Activity Hours

Log in to the FSSA Benefits Portal at fssa.benefits.gov by clicking on the **Go to Gateway to Work** button and entering your login information.



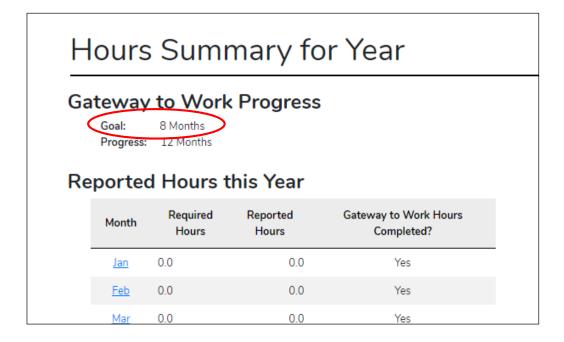


Your account opens to your Hours Summary for Year page.



At the top of the page is a summary of your Gateway to Work progress for the year.

Goal shows you the number of "Yes" months you need to meet the Gateway to Work requirement to be able to keep your HIP benefits the next year, which is 8 months.





**Progress** shows your number of "Yes" months up to that point in the year.

"Yes" months include:

- Months you weren't in HIP
- Months you were exempt from Gateway to Work
- Months you met the Gateway to Work monthly activity hour requirement

#### Hours Summary for Year **Gateway to Work Progress** Progress: 12 Months Reported Hours this Year Reported Gateway to Work Hours 0.0 0.0 0.0 0.0 Yes 0.0 0.0 Yes 0.0 Exempt 0.0 Exempt Exempt 0.0 Yes 10.0 Exempt 0.0 Yes Exempt Exempt 20.0 Yes



The page also has a table showing your Reported Hours this Year.

For each month, the table shows you:

- Your <u>Required Hours</u> (how many hours you had to do to meet Gateway to Work)
- Your <u>Reported Hours</u> (the number of hours you reported on the Benefits Portal or to your health plan)
- Yes or No for if you completed your Gateway to Work hours that month

# Hours Summary for Year

#### Gateway to Work Progress

Goal: 8 Months
Progress: 12 Months

#### Reported Hours this Year

Month	Required Hours	Reported Hours	Gateway to Work Hours Completed?
<u>Jan</u>	0.0	0.0	Yes
<u>Feb</u>	0.0	0.0	Yes
<u>Mar</u>	0.0	0.0	Yes
<u>Apr</u>	0.0	0.0	Yes
<u>May</u>	Exempt	0.0	Yes
<u>Jun</u>	Exempt	0.0	Yes
<u>Jul</u>	Exempt	0.0	Yes
<u>Aug</u>	Exempt	0.0	Yes
<u>Sep</u>	Exempt	0.0	Yes
<u>Oct</u>	Exempt	10.0	Yes
Nov	Exempt	0.0	Yes
<u>Dec</u>	Exempt	20.0	Yes

## Hours Summary for Year

### **Gateway to Work Progress**

Goal: 8 Months
Progress: 5 Months

#### Reported Hours this Year

Month	Required Hours	Reported Hours	Gateway to Work Hours Completed?
Jan	0.0	0.0	Yes
<u>Feb</u>	0.0	0.0	Yes
Mar	80.0	0.0	No
<u>Apr</u>	80.0	0.0	No
<u>May</u>	80.0	0.0	No
<u>Jun</u>	80.0	0.0	No
<u>Jul</u>	80.0	0.0	No
<u>Aug</u>	80.0	0.0	No
<u>Sep</u>	80.0	0.0	No
<u>Oct</u>	Exempt	0.0	Yes
Nov	Exempt	0.0	Yes
<u>Dec</u>	Exempt	0.0	Yes

In your table of Reported Hours this Year, the number of hours required for each month will depend on your Gateway to Work status those months.





Months where you were not a HIP member will show 0 required hours.

They will show as a "Yes" month under Gateway to Work Hours Completed because months you are not a member are not counted against you for your progress toward the yearly 8 "Yes" month requirement.



### Hours Summary for Year

#### **Gateway to Work Progress**

Goal: 8 Months Progress: 5 Months

#### Reported Hours this Year

Month	Required Hours	Reported Hours	Gateway to Work Hours Completed?
<u>Jan</u>	0.0	0.0	Yes
<u>Feb</u>	0.0	0.0	Yes
<u>Mar</u>	80.0	0.0	No
<u>Apr</u>	80.0	0.0	No
<u>May</u>	80.0	0.0	No
<u>Jun</u>	80.0	0.0	No
<u>Jul</u>	80.0	0.0	No
<u>Aug</u>	80.0	0.0	No
<u>Sep</u>	80.0	0.0	No
<u>Oct</u>	Exempt	0.0	Yes
Nov	Exempt	0.0	Yes
<u>Dec</u>	Exempt	0.0	Yes

Months where your Gateway to Work status is "Reporting" will show the number of hours of activities you must complete and report to meet the requirement that month under Required Hours.

Gateway to Work Hours Completed will change to "Yes" when you report at least the number of required hours for the month. Those months will count toward your yearly 8 required "Yes" months.



## Hours Summary for Year

#### **Gateway to Work Progress**

Goal: 8 Months
Progress: 5 Months

#### Reported Hours this Year

Month	Required Hours	Reported Hours	Gateway to Work Hours Completed?
<u>Jan</u>	0.0	0.0	Yes
<u>Feb</u>	0.0	0.0	Yes
<u>Mar</u>	80.0	0.0	No
<u>Apr</u>	80.0	0.0	No
<u>May</u>	80.0	0.0	No
<u>Jun</u>	80.0	0.0	No
<u>Jul</u>	80.0	0.0	No
Aug	80.0	0.0	No
<u>Sep</u>	80.0	0.0	No
<u>Oct</u>	Exempt	0.0	Yes
<u>Nov</u>	Exempt	0.0	Yes
<u>Dec</u>	Exempt	0.0	Yes

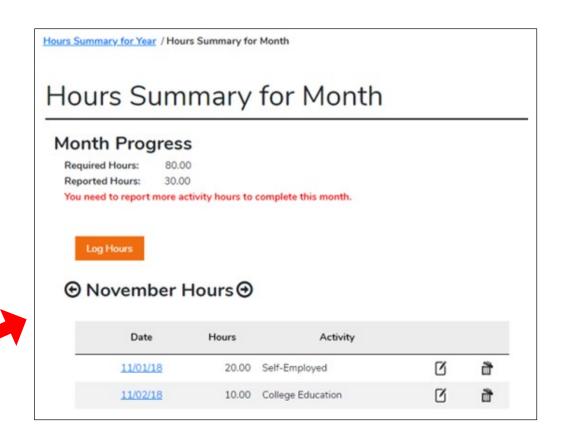
Months you are exempt will show "Exempt" under Required Hours, and "Yes" under Gateway to Work Hours completed. These months count towards your yearly 8 "Yes" month requirement.

If you think you qualify for a Gateway to Work exemption but you are not listed as Exempt for that month, call your health plan to see if you qualify.

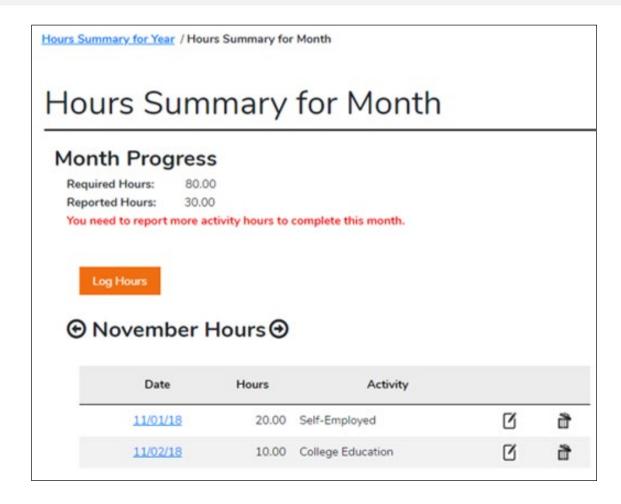


If you click on the name of a month on the Hours Summary for Year page, it takes you to the Hours Summary for Month page for that month.









The Hours Summary for Month page tells you:

- Required Hours (the number of activity hours you must complete and report for the month)
- Reported Hours (the number of hours you or your health plan have logged for the month so for)
- If you have reported enough activity hours for the month to count as a completed Gateway to Work month

# Hours Summary for Month

### **Month Progress**

Required Hours: 80.00 Reported Hours: 30.00

You need to report more activity hours to complete this month

If you are required to participate in Gateway to Work but you have not reported the minimum number of required activity hours for the month yet, the Hours Summary for Month page will show a message letting you know that "You need to report more activity hours to complete this month."

# Hours Summary for Month

### **Month Progress**

Required Hours: Exempt Reported Hours: 0.00

You have completed your required hours for this month

If you are required to participate in Gateway to Work and you have reported enough activity hours for the month, or your are exempt or not in HIP, the Hours Summary for Month page will show a message letting you know that "You have completed your required hours for this month."

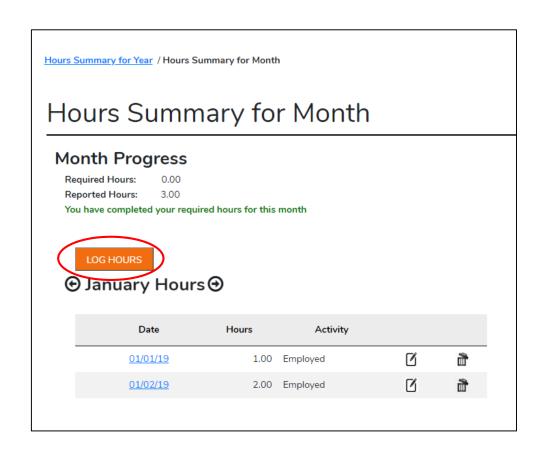


To report activity hours, on the Hours Summary for Year page, click on the name of the month you completed the hours.

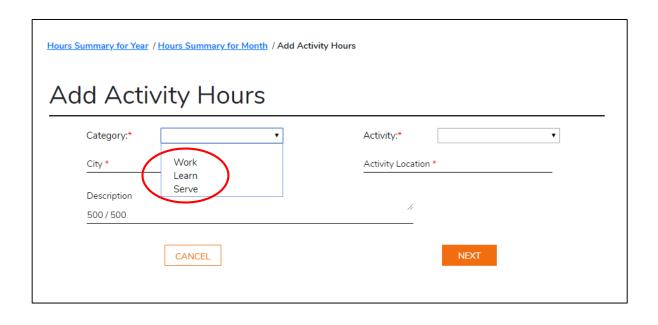


The Hours Summary for Month page for that month displays.

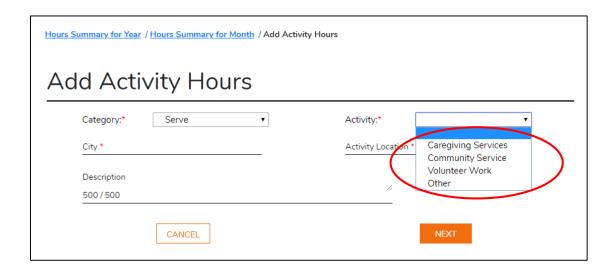
Click Log Hours.



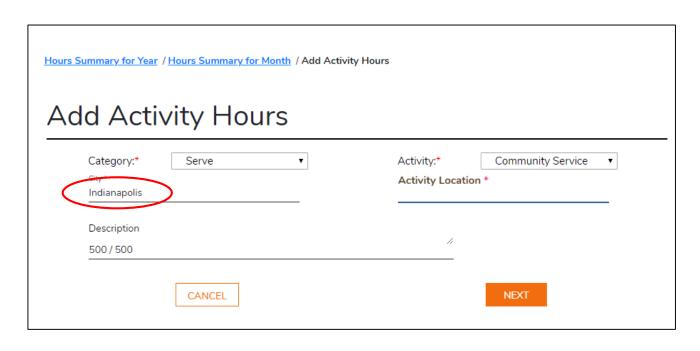
# The Add Activity Hours page displays.



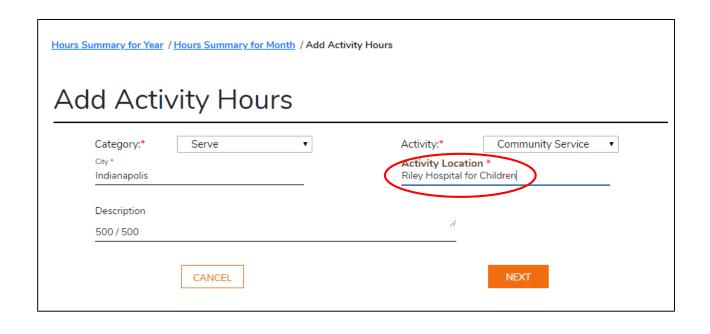
Choose the Category of the activity from the drop-down menu (Work, Learn, or Serve).



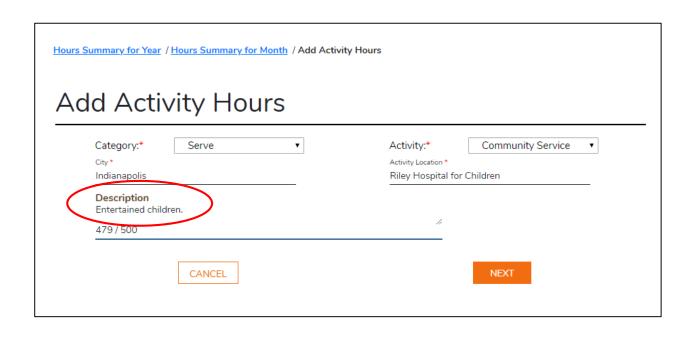
Select the specific activity from the drop-down menu.



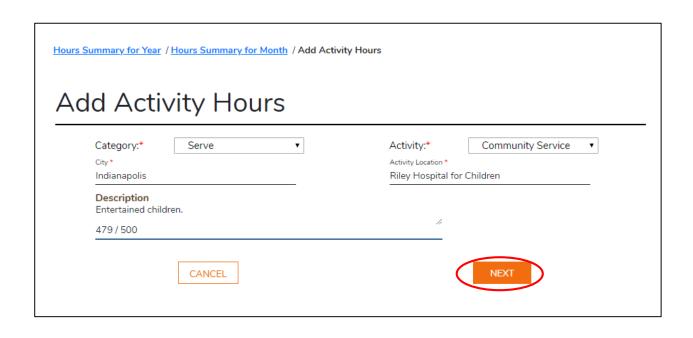
Enter the city where you did the activity.



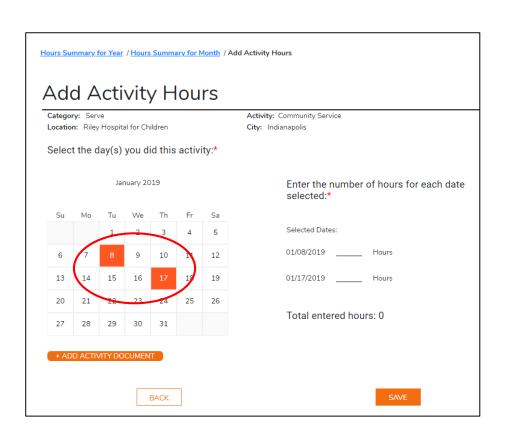
Enter the location where you did the activity.



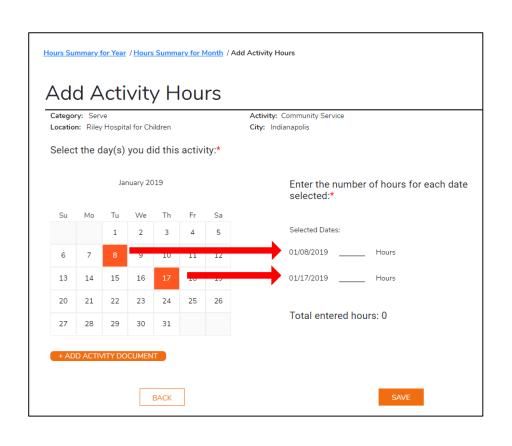
Enter a description of the activity (optional).



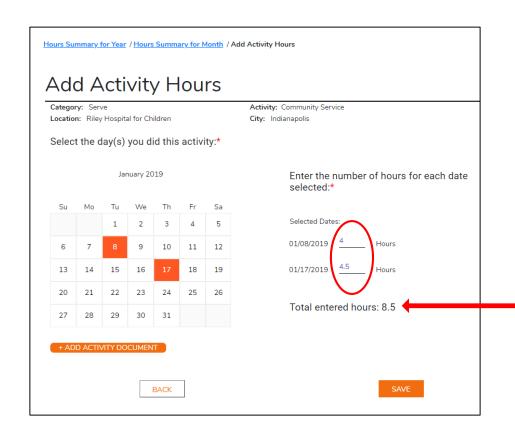
Click Next.



Select all the days in the month you did the activity by clicking on those dates.



For each date you select, a line will appear to the right for you to enter the number of hours you did the activity on each particular day.

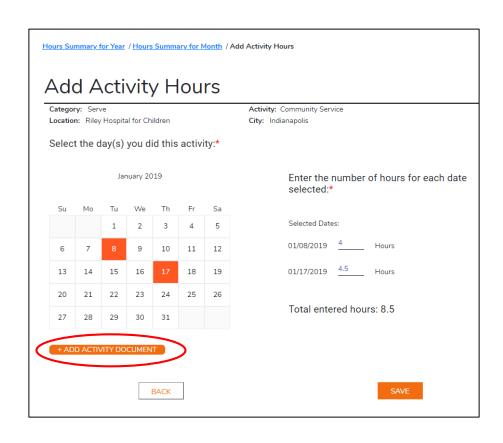


Enter the number of hours you did on each day.

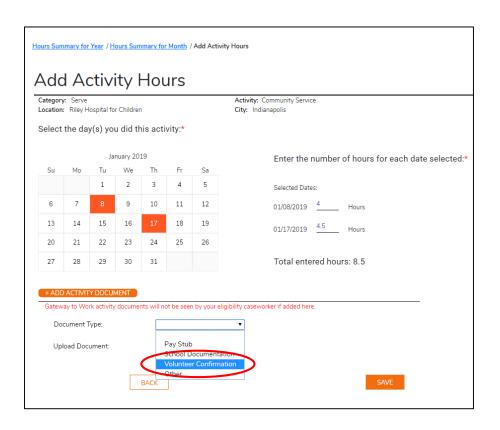
As you enter hours, the "Total entered hours" will update to match what you have entered.

If you wish, you can attach a document to the activity, such as a volunteer confirmation. You do not have to attach documents to get credit for your hours.

Gateway to Work attachments will not be seen by your caseworker or other FSSA areas, so do not submit other kinds of documents here.



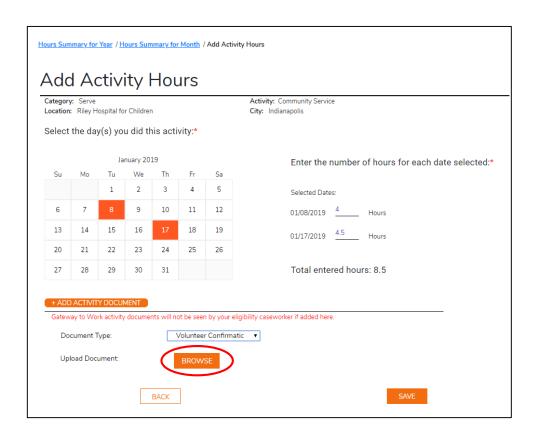
If you wish to attach a document, click the **Add Activity Document** button.



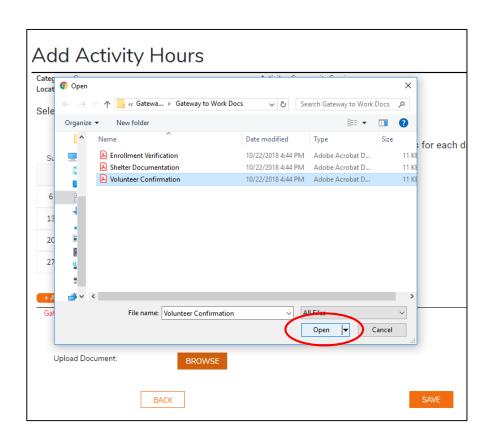
Select the Document Type from the drop-down menu.



# Reporting Activity Hours



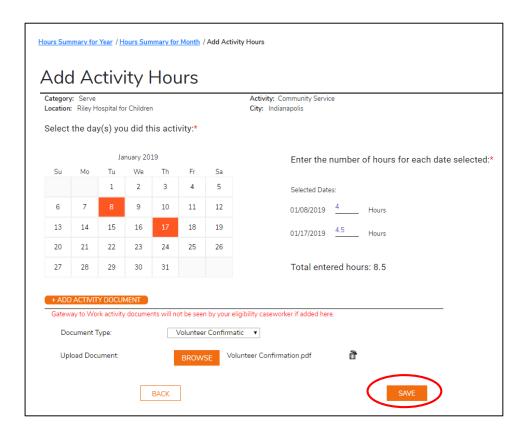
Click Browse.



Find the file you wish to attach on your computer and click **Open**.



# Reporting Activity Hours



Click Save.

# Reporting Activity Hours

Hours Summary for Year / Hours Summary for Month

### Hours Summary for Month

#### **Month Progress**

Required Hours: 0.00 Reported Hours: 54.50

You have completed your required hours for this month

LOG HOURS

#### ⊕ January Hours ⊕

Date	Hours	Activity		
01/01/19	1.00	Employed	ď	
01/02/19	2.00	Employed	Ø	
01/01/19	5.00	Community Service	Ø	
01/03/19	2.50	Community Service		
01/08/19	6.00	Community Service	Ø	
01/14/19	9.00	Community Service	Ø	
01/23/19	10.00	Community Service	Ø	
01/02/19	5.00	College Education	Ø	
01/10/19	5.00	College Education	Ø	
01/17/19	0.50	College Education	Ø	
01/08/19	4.00	Community Service	Ø	
01/17/19	4.50	Community Service	C	

The Hours Summary for the month now shows the hours you entered.

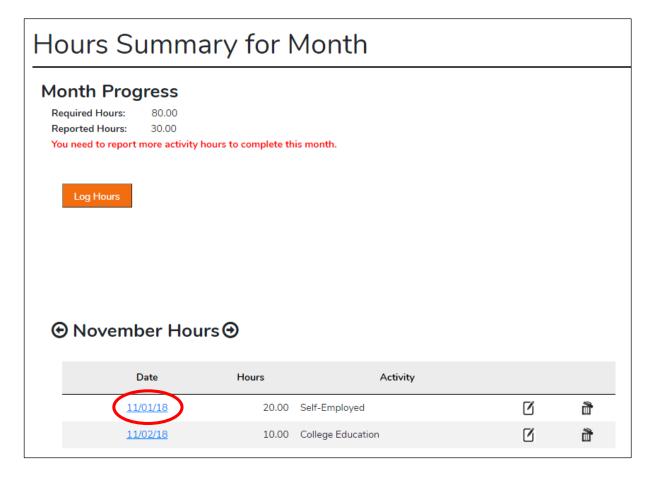
#### **Gateway to Work Progress**

Goal: 8 Months
Progress: 8 Months

#### Reported Hours this Year

Month	Required Hours	Reported Hours	Gateway to Work Hours Completed?
Jan	0.0	0.0	Yes
<u>Feb</u>	0.0	0.0	Yes
Mar	0.0	0.0	Yes
<u>Apr</u>	0.0	0.0	Yes
<u>May</u>	0.0	0.0	Yes
<u>Jun</u>	0.0	0.0	Yes
<u>Jul</u>	0.0	0.0	Yes
Aug	Exempt	0.0	Yes
<u>Sep</u>	80.0	1.5	No
Oct	80.0	0.0	No
Nov	80.0	30.0	No

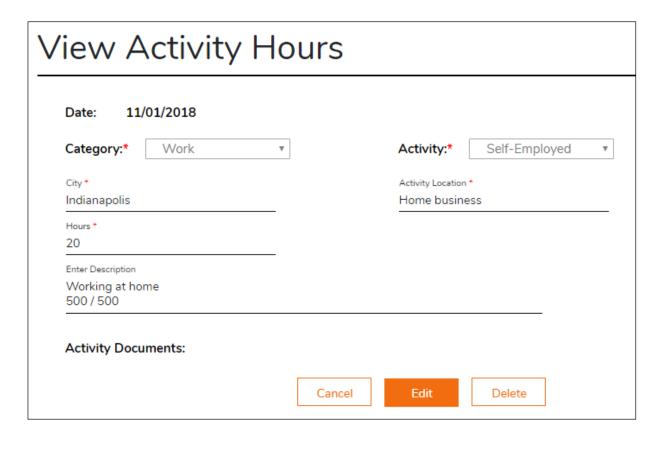
To view the detailed information for an activity that was entered previously, on the Hours Summary for Year page, click on the name of the month the activity happened.



The activity hours entered for the month are listed in a table.

Click the date of the activity you wish to view.





The complete details for the activity are displayed.

### **Gateway to Work Progress**

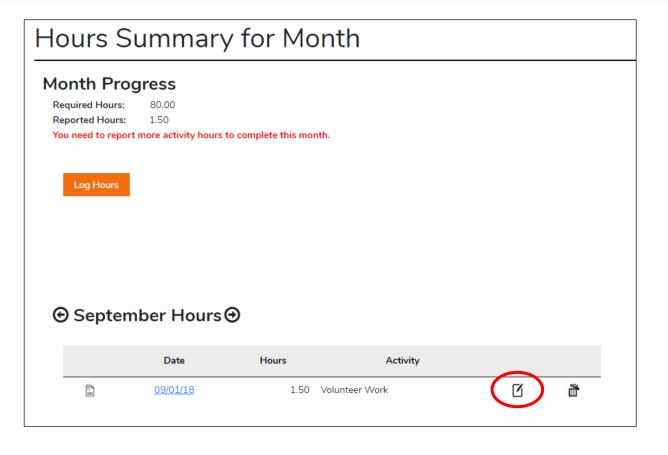
Goal: 8 Months
Progress: 8 Months

### Reported Hours this Year

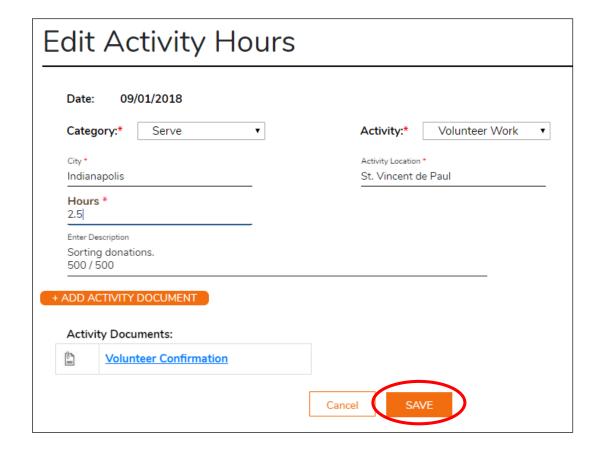
Month	Required Hours	Reported Hours	Gateway to Work Hours Completed?
Jan	0.0	0.0	Yes
<u>Feb</u>	0.0	0.0	Yes
Mar	0.0	0.0	Yes
<u>Apr</u>	0.0	0.0	Yes
<u>May</u>	0.0	0.0	Yes
<u>Jun</u>	0.0	0.0	Yes
<u>Jul</u>	0.0	0.0	Yes
Aug	Exempt	0.0	Yes
<u>Sep</u>	80.0	1.5	No
<u>Oct</u>	80.0	0.0	No
Nov	80.0	30.0	No

You may decide you need to change some information you entered for an activity after you have saved it.

On the Hours Summary for Year page, click on the name of the month the activity happened.

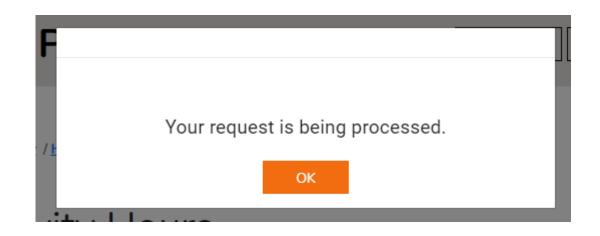


On the Hours Summary for Month page, click the Edit icon next to the activity you wish to edit (it looks like a pen and a piece of paper).



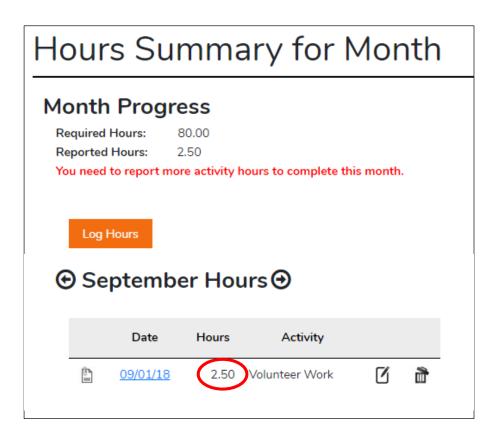
Make your changes and click **Save**.

Note that if you want to change the date of the activity or the document attached to it, you must delete the activity and re-enter it.

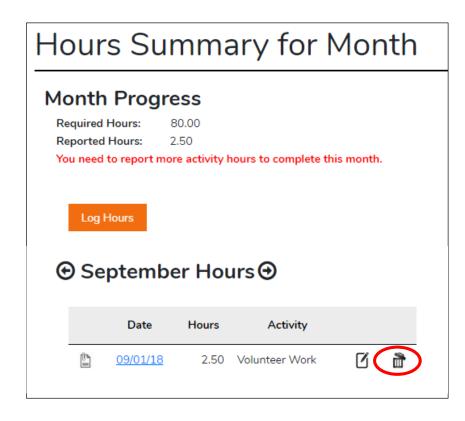


A window appears with the message "Your request is being processed."

Click OK.

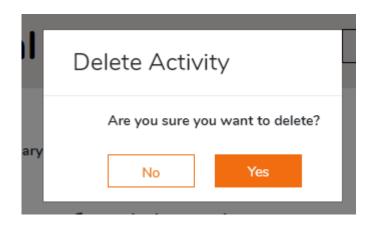


The change to the activity has been saved.



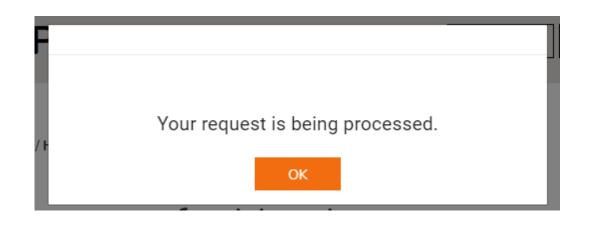
To delete an activity, go to the Hours Summary for Month page for the month it happened.

Click the Delete icon to the right of the activity you wish to delete (it looks like a trash can).



A message appears asking you if you are sure you want to delete the activity.

Click **Yes** if you want to delete the activity.

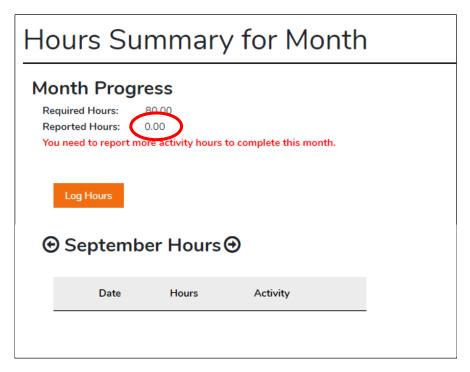


A window appears with the message "Your request is being processed."

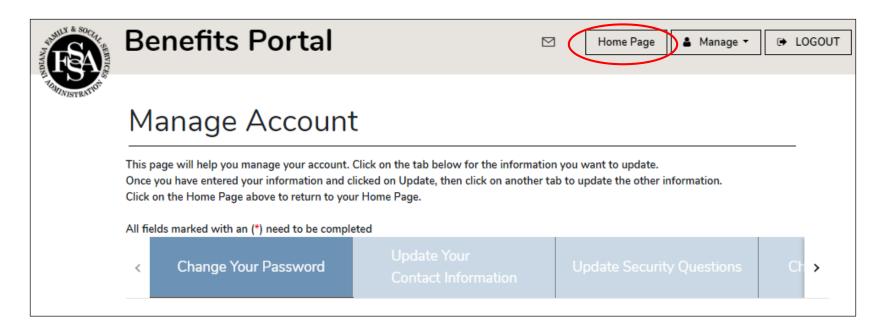
Click OK.



The activity has now been deleted and the Reported Hours for the month are updated.



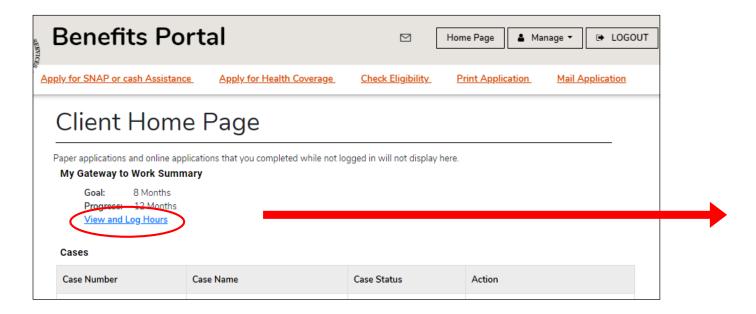
If you go somewhere else in the Benefits Portal and can't find your way back to your Gateway to Work page, click the **Home Page** button at the top of the page.

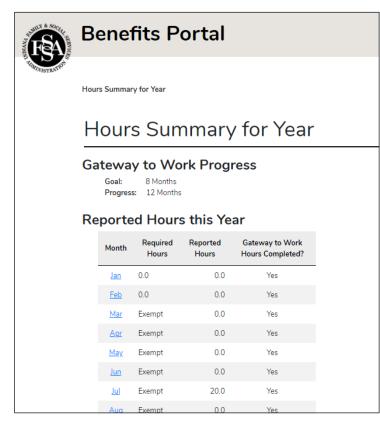




On your Benefits Portal Home Page, under My Gateway to Work Summary, if you click View and Log Hours, you will return to your

Gateway to Work page.





# Still Need Help?

If you're having trouble logging hours, understanding the information in your Gateway to Work account, or have any other questions, please call your health plan at the phone number below for help.

Anthem	1-866-408-6131
CareSource	1-844-542-2603
MDwise	1-800-356-1204
MHS	1-877-647-4848

If you don't know who your health plan is, call 1-877-GET-HIP9.