



# COMPASS

**Pennsylvania's fast and easy way to apply for health and human services.**

With the click of a button you can learn about benefits, see if you might qualify, apply, and renew your benefits when required.

## A SINGLE ACCESS POINT FOR:

**HEALTH CARE COVERAGE • SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)  
FREE OR REDUCED-PRICE SCHOOL MEALS • CASH ASSISTANCE • CHILD CARE WORKS  
LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) • LONG-TERM LIVING  
SERVICES – HOME AND COMMUNITY BASED • LONG TERM LIVING SERVICES – NURSING  
HOME AND RELATED FACILITIES**

**WWW.COMPASS.STATE.PA.US • 1.800.692.7462 // HELPLINE**

## Register

**To create a  
My COMPASS  
account,  
follow these  
steps:**

- 1.** Go to [www.compass.state.pa.us](http://www.compass.state.pa.us) and click on the Login/Register drop-down.
- 2.** Select "Register" under the Individuals & Families section to create a My COMPASS account.
- 3.** Enter the head of household's personal information.
- 4.** Choose a username, password, and security questions.
- 5.** Select your county/case record, Unique Form Identifier (UFI) number (CHIP), or e-Form number/password. If county/case record or UFI is selected, you will be required to enter your MCI number or Social Security number.
- 6.** Select whether you would like to enroll in online notices. You may change this preference once your account is created.
- 7.** Read and agree to the My COMPASS account terms and conditions.

**CLICK. APPLY. BENEFIT.**

# Apply

## 1. Start your application

Click on the Apply Now button on the COMPASS homepage or the New Application button after logging in to your My COMPASS account.

## 2. Household

Enter your household information and select the benefits you wish to apply for. You will answer questions about each individual household member.

## 3. Answer questions about the household:

- Household members' details
- Income
- Expenses
- Insurance
- Resources

## 4. Summary

Answer all required questions in order to move forward in the application process. You will be given the chance to review your application and make any necessary changes.

## 5. Next steps

Review the department your application is being sent to and the benefits you are applying for.

## 6. Submit e-Form

E-sign your application, review your rights and responsibilities, verify your identity, and certify and authorize your application. If you do not e-Sign your application, you can print the signature page and sign it or have it mailed to your household.

## 7. Confirmation

Congratulations. Your application has been completed and submitted. You can submit your verification documents electronically from this page, or later from your My COMPASS account. You can also review and print your application.



# Renew

## 1. Start renewal

Click "Renew Your Benefits" on the COMPASS homepage or after logging in to your My COMPASS account.

## 2. Choose your benefit provider

Choose whether you would like to renew benefits for Medical Assistance, SNAP, Cash Assistance, Long-Term Living, CHIP, or Child Care Works Subsidized Child Care.

### • **Medical Assistance, SNAP, Cash Assistance, Long-Term Living, or Child Care Works Subsidized Child Care:**

Enter your social security number, county/case record number, and renewal date.

### • **CHIP:**

Enter your Unique Form Identifier (UFI), member ID, and renewal month.

## 3. "Getting Started"

This section lists the benefits you are eligible to renew and explains how long the renewal application will take to complete, as well as what information you will need prior to completion.

## 4. Information

Your renewal will be pre-filled with your information on file. Review and update this information as needed. You might need the following information to complete your renewal:

- Household income from jobs, child support, and other sources
- Social security numbers and birth dates of household members
- Current or recent health insurance information
- Housing and utility expense information
- Resource information

Information requirements vary dependent on program.

## Need assistance completing your application?

Assistance is available at [www.compass.state.pa.us](http://www.compass.state.pa.us) under the "Helpful Links" and "Contact Us" sections.