

	<b>GEORGIA DIVISION OF FAMILY AND CHILDREN SERVICES</b>			
	<b>MEDICAID POLICY MANUAL</b>			
	<b>Chapter:</b>	<b>2700</b>	<b>Effective Date:</b>	<b>June 2020</b>
	<b>Policy Title:</b>	<b>Family Medicaid Change of Residence</b>		
<b>Policy Number:</b>	<b>2713</b>	<b>Previous Policy Update:</b>	<b>MT 48</b>	

### **REQUIREMENTS**

When the AU moves, changes are made to ensure Medicaid cards and notices are received at the correct address.

### **BASIC CONSIDERATIONS**

Make address changes on the day they are reported to the agency to ensure that all correspondence is sent to the correct address.

Accept the client's statement as verification, unless questionable.

Determine if the AU still resides in the county or the state when any address change is reported.

Review household composition when the AU reports a change in residence. For MAGI Medicaid tax filing status must be used.

The National Voter Registration Act (NVRA) of 1993 requires that DFCS is to provide a voter registration form (VRA-07) to the A/R if he/she reports an address change in person that would necessitate a change in his/her voting location, Refer to Section 2980, Voter Registration.

**PROCEDURES****Changes of Address Within Georgia**

**Step 1** Document the following:

- date the AU or BG moved
- new address
- method of verification (client statement or other, if questionable)
- date the new address was reported to the agency
- individuals who reside at the new address and their relationships to the budget group (BG) and/or assistance unit (AU) members.  
\* For MAGI Medicaid tax status must be used.

**Step 2** Determine whether the AU and/or BG compositions have changed. If so, make appropriate additions or deletions according to [Section 2714](#), Family Medicaid AU/BG Composition Changes.

**Step 3** Make the appropriate changes to update the address effective the ongoing month. Make sure the County field updates to correctly match the new address.

**Address Change Out of State**

**Step 1** Document the following:

- date the agency became aware of the AU leaving the state
- source of information regarding the AU moving from the state
- new address.

**Step 2** Change the address, terminate Medicaid and provide adequate notice.

**Step 3** If any AU members remain in Georgia, determine Medicaid eligibility based on the new household composition. For MAGI Medicaid tax status must be used.