

	GEORGIA DIVISION OF FAMILY AND CHILDREN SERVICES MEDICAID POLICY MANUAL			
	Chapter:	2800	Effective Date:	November 2020
	Policy Title:	Department of Juvenile Justice Medicaid Application Processing		
Policy Number:	2812	Previous Policy Update:	MT 45	

REQUIREMENTS

The Department of Juvenile Justice (DJJ) Medicaid application process begins with the request for medical assistance from the local DJJ office and ends with the GA Gateway system generated notification to the DJJ office of the eligibility determination.

BASIC CONSIDERATIONS

The DJJ Revenue Maximization Unit is responsible for screening the child on MHN immediately upon entering care.

If the child is Medicaid eligible in any aid category, including SSI, and is enrolled in a care management organization (CMO), the JPPS is responsible for following CMO contact procedures as outlined in Section [2853](#) – Foster Care CMO Procedures.

If the child is not Medicaid eligible, the JPPS must complete Forms 223 and 224 as a Word document and send as an attachment to the DJJ Revenue Maximization Unit within two (2) days of coming into care whether or not the child is active on GAMMIS.

Reference Section [2853](#) – Foster Care CMO Procedures of the Medicaid Policy Manual.

Medicaid Eligibility Determination

DJJ Commitment under age 19 Medicaid must be immediately determined for youth in a DJJ commitment.

When a child is adjudicated delinquent and placed in an out-of-home facility pursuant to a delinquency court order, the county DJJ office will request medical assistance for the child through the DJJ Revenue Maximization Unit. This request must be within two (2) working days of the child's entering placement. The county DJJ office will make the request by completing Form 223, Medicaid and IV-E Application for Foster Care and Adoption Assistance, and Form 224, Removal Home Income and Asset Checklist, as a Word document and sending as an attachment to the DJJ Revenue Maximization Unit. The child's

BASIC CONSIDERATIONS (cont.)**RSM Eligibility Determination (cont.)**

social history face sheet, screening placement form, petition and a copy of the court order should accompany the application.

The DJJ Revenue Maximization Unit will log the application upon receipt. Medicaid Eligibility Specialist (MES) will then review the application and determine eligibility for DJJ Commitment under age 19 Medicaid

The child must be removed from all active or pending cases prior to being placed in DJJ Commitment under age 19 Medicaid. The DJJ Revenue Maximization Unit will register a new Medicaid case, coding the living arrangement as PLA, Placement in RYDC, CRP, Community Residential Placement or JCA, Joint custody while awaiting placement in RYDC.. This will generate the interface update to GAMMIS. Once the living arrangement code is on the member file, the current CMO enrollment segment will close effective the following month.

Reference Section [2853](#) – Foster Care CMO Procedures of the Medicaid Policy Manual.

NOTE: If the child is included in pending related cases (Food Stamps, TANF, Medical Assistance, etc.), the MES is responsible for removing the child from the case in order for the DJJ Revenue Maximization Unit to register the foster care case.. The DJJ Revenue Maximization MES will take action on all active cases by notifying DFCS county staff to remove the child from Food Stamp, TANF, Medical Assistance cases for the month of application. Adverse Action will be waived for the Medicaid case only in order to facilitate registration of the DJJ Medicaid foster care case.

If the child is SSI eligible when entering care, the DJJ Revenue Maximization MES will open a Medicaid case on Gateway, coding the child's living arrangement PLA, CRP or JCA. This will generate the interface update to GAMMIS. This will not adversely affect SSI.

The DJJ MES will request any additional documentation needed for the IV-E determination. Documentation will be faxed to the appropriate DJJ MES.

BASIC CONSIDERATIONS (cont.)**IV-E and Medicaid Eligibility Determination**

The local DJJ office will receive notification of the decision by a Gateway generated letter.

Interview Requirements

A face-to-face interview is not required. A telephone call to the JPPS will suffice to clarify information on Form 223 and Form 224. Additionally, a telephone call may be used to clarify supporting documents when necessary.

BASIC CONSIDERATIONS (cont.)**Interview Requirements (cont.)**

No application should be denied due to the JPPS' failure to cooperate with the eligibility determination process. The DJJ MES is expected to pursue all avenues to obtain required information.

Verification

Follow the verification guidelines found in the appropriate sections of this manual. If no other option is available, the JPPS' statement as to removal home circumstances is acceptable. The statement must be in writing, signed and dated by the JPPS.

Clearinghouse must be checked for information on all members of the removal home family and the child in care.

Mandatory Forms

Complete the mandatory forms below when processing an application for a child in care:

- Form 223, Medicaid and IV-E Application for Foster Care and Adoption Assistance
- Form 224, Removal Home Income and Asset Checklist
- EDD (does not need to be printed or signed)
- Form 225, IV-E Eligibility Documentation Form
- Form DMA-285 (if the child is covered by insurance other than Medicaid)
- Form 122, Foster Care Referral Form, when applicable. Refer to Section [2851](#), Child Support Referrals, for exception criteria.

Any application for Medical Assistance can be used as the application for a child in care. Forms 223 and 224 are preferred, as all the information requested on these forms is needed to make an appropriate IV-E determination.

Standard of Promptness

The DJJ Revenue Maximization Unit determines eligibility for DJJ Commitment under age 19 using the Standard of Promptness (SOP) for that COA (Refer to Section [2065](#)). Calculate the SOP beginning with the date of application.

If the SOP date falls on a weekend or holiday, complete the application by the last workday prior to the weekend or holiday.

The Standard of Promptness for Medicaid is 45 days.

For title IV-E determinations when the only verification missing to complete the IV-E case is the court order, the application may be held up to the 60th day. If, after 60 days the court order language is outstanding, the DJJ MES should finalize the case as IV-B, with the

BASIC CONSIDERATIONS (cont.)**Standard of Promptness (cont.)**

understanding that the case will be reviewed for IV-E eligibility once the court order is received. If at any point the DJJ MES determines that the child does not meet the AFDC Relatedness criteria, it is not necessary to wait for the court order language. The application should be approved as title IV-B.

Periods of Eligibility

Approve Medicaid and continue eligibility as long as the child continues to meet the requirements of the COA under which they are approved. A CMD must be completed prior to denial or termination of any Medicaid COA.

PROCEDURES

The following steps provide an overview of the eligibility determination process for Children in Placement. Refer to the Sections in this Chapter for determining eligibility for the specific COA.

- Step 1** The DJJ MES determines if the child is DJJ Commitment under age 19 eligible and will activate the case on the system
- Step 2** The DJJ MES will determine if the child meets IV-E eligibility criteria for the eligibility month and notify the JPPS of eligibility.
- Contact the JPPS if a copy of the initial court order has not been received by the DJJ MES within ten (10) working days of the child's placement.
- Step 3** If the child is IV-E eligible in the eligibility month, they are IV-E eligible for the entire placement episode unless one of the items listed in Section [2880](#), Ineligibility for IV-E, occurs.
- Step 4** The DJJ MES will determine if the child is IV-E reimbursable. See Section [2860](#), IV-E Reimbursability. It is possible for the child to be IV-E eligible but not reimbursable.
- Step 5** The DJJ MES completes Form 122, Foster Care Referral Form, and forwards to DCSS when applicable. Refer to Section [2851](#), Child Support Referrals, for exception criteria. A copy is maintained for the eligibility record and a copy is forwarded to the JPPS.
- Step 6** Notify the JPPS of the IV-E and Medical Assistance determination via Form 225, IV-E Eligibility Documentation Sheet.