

2166 - TRANSITIONAL MEDICAL ASSISTANCE (TMA)**POLICY
STATEMENT**

Transitional Medical Assistance (TMA) provides continued Medicaid coverage for up to 12 months for Low Income Medicaid (LIM) AUs that become ineligible because of changes related to earned income.

**BASIC
CONSIDERATIONS**

To be eligible for continued Medicaid coverage under TMA, the AU must have correctly received LIM in three of the six months preceding the first month of LIM ineligibility.

To be eligible for continued Medicaid coverage under TMA, LIM ineligibility must result exclusively from one of the following reasons:

- New or increased earnings of an adult AU member

Increased earnings includes any of the following

- new employment
- increase in earnings as a result of an increase in hours worked
- increase in salary or hourly wage
- earnings of an eligible adult added to the LIM AU

NOTE: LIM ineligibility may be caused by new or increased earnings **and** a **concurrent** change. If the concurrent change **alone** caused LIM ineligibility, the AU is **ineligible** for TMA

- the expiration of the four month \$30 + 1/3 earned income deduction for an AU member
- the expiration of the eight month \$30 earned income deduction for AU member

Cooperation with Third Party Resources (TPR) is required at approval for TMA as well as during both 6-month review periods. Refer to Section 2230, Third Party Resources.

Referral to Child Support Enforcement is not required.

TMA AU

TMA is available **only** to the individuals whose needs were included in the LIM AU at the time of LIM ineligibility.

Any individual who moves into the home during the TMA eligibility period is ineligible for TMA, however s/he may qualify for another Medicaid COA.

EXCEPTION: If the individual who moves into the home was previously a member of the TMA AU, the individual may be added.

**BASIC
CONSIDERATIONS
(cont.)****Eligibility
Period**

An AU is potentially eligible to receive TMA for 12 months, beginning with the first month following the last month of LIM eligibility. The last month of LIM is the 1st or 2nd month after the financial change occurs, depending on the effective date of the change, when the worker takes action based on the change and the expiration of timely notice.

PROCEDURES**Initial Six Month Extension**

Follow the steps below to establish the initial six-month extension of TMA.

- Step 1** Establish that the AU is financially ineligible for LIM based on the criteria listed previously in this Section.
- Step 2** Establish that the AU correctly received LIM in three of the six months preceding the first month of LIM ineligibility. Refer to Section 2162, Low Income Medicaid.
- Step 3** Determine the last month of LIM, based on the date of the change, date the caseworker took action and the expiration of timely notice. If the AU fails to report the change within 10 days of receipt of the increase, determine when the change should have been effective, based on the 10-day reporting requirement.
- Step 4** Notify the AU of the following:
- termination of LIM eligibility
 - approval of the initial six months of TMA
 - reporting requirements of continued TMA eligibility
- Step 5** Mail QRF (if sent manually, Form 328) by the 15th of the third month of TMA. The QRF must request the AU's actual gross income and child care expenses paid, if any, for the first three months of TMA.
- NOTE:** The AU may provide this information verbally or in writing other than on the QRF. AU statement is acceptable verification unless questionable.
- Step 6** Use Chart 2166.1, Processing QRF Due in the Fourth Month of TMA, to process the QRF or information received, or to determine the appropriate action to be taken if the QRF or information is not received.

**PROCEDURES
(cont.)****Additional Six Month Extension**

Follow the steps below to continue eligibility for the additional six-month extension of TMA.

- Step 1** Send QRF by the 15th day of the sixth month of TMA if the recipient complied with fourth month reporting and received all six months of TMA during the initial extension. Request gross income and child care expenses paid for the fourth, fifth and sixth months of TMA.
- NOTE:** AU statement of earnings and childcare expenses is accepted, unless questionable. The QRF is due by the 5th day of the seventh month.
- Step 2** Complete TMA budgeting procedures in the seventh month after the QRF is returned by the AU. Refer to Section 2667, TMA Budgeting and Chart 2166.2, TMA QRF Reporting for the Seventh and Tenth

**TMA SPECIAL
CONSIDERATIONS****Procedures to
Determine if a
QRF is Complete**

Use the following criteria to determine if a QRF is complete:

- The QRF is signed by the recipient and dated on or after the last day of the last month for which information is being reported.

NOTE: If the QRF is unsigned, it is incomplete. Return for a signature. If the QRF is dated prior to the last day of the last month for which information is being reported, it is incomplete. Return for correction.

- All items except Question No. 3 are completed. All **yes/no** blocks are checked. (Question No. 3 is used only for a continuing Medicaid eligibility determination if the family is ineligible for TMA.)

NOTE: Fourth month QRF requirements may be met verbally or in writing other than on the QRF.

- AU statement of earnings and child care expenses reported on the QRF, due in the seventh and tenth months, is accepted unless questionable.

NOTE: If the QRF is incomplete, obtain the information through telephone contact, in writing or in person. Document the contact.

**Procedures to
Determine Good
Cause for Failure
to Meet Work
Requirements**

Use the following information to determine if Good Cause exists for failure to meet the work requirements because of the termination of employment of a caretaker or other eligible adult:

- Explore the reason for termination of employment with the A/R.
- Use the following list as examples in determining if Good Cause exists. This list is not inclusive.
 - involuntary loss of employment, e.g., layoff
 - illness of the recipient or an immediate family member
 - family emergency
 - child care not available
 - transportation not available

NOTE: If Good Cause exists, the reporting requirement is met. Obtain the information needed to determine continued eligibility.

Document the case decision.

**TMA SPECIAL
CONSIDERATIONS
(cont.)****Procedures to
Determine Good
Cause for Failure
to Comply with
QRF Requirements**

Good Cause for untimely or incomplete submission of QRFs may be granted.

The following are examples of Good Cause. This list is not inclusive.

- The recipient did not receive the QRF or received it untimely.
- The recipient or an immediate family member was ill or in a hospital.
- The recipient is illiterate.
- There was a serious family crisis such as death.
- There was a natural disaster.
- The recipient was out of town.
- The return envelope was postmarked in time to reach the court department but did not. The QRF is considered timely if postmarked at least one day prior to the deadline.
- The AU was ineligible for TMA when the report was due but the reason for ineligibility no longer exists. This is applicable only to AUs who were ineligible for TMA because of any of the following reasons:
 - the AU moved out of state
 - the only child ceased to live with the family
 - the individual who qualified the AU for TMA ceased to live with the AU.

NOTE: If Good Cause exists, the reporting requirement is met. Obtain the information needed to determine continued eligibility.

Document the decision.

Use the following chart to process the QRF due in the fourth month of TMA.

CHART 2166.1, PROCESSING QRF DUE IN FOURTH MONTH OF TMA	
IF	THEN
The completed QRF is received by the 5 th calendar day	Begin the additional six-month extension of TMA in the seventh month.
The QRF is not received by the 5 th calendar day of the fourth month of TMA (or by the next work day if the 5 th falls on a weekend or holiday)	Send TMA Quarterly Report Follow-up Notice, giving the AU until the 21 st to provide the completed QRF or the information requested on the form.
The completed QRF or information is received by the 21 st	Begin the additional six-month extension of TMA in the seventh month.
The QRF or the information requested is not received by the 21 st	Determine if Good Cause exists. Refer to Special Considerations in this section.
Good Cause does not exist	Terminate TMA effective the seventh month of eligibility after completing a CMD. Provide adequate notice.
The QRF or information is received prior to the 21 st but is incomplete.	Send a second TMA Quarterly Follow-up Notice within 5 calendar days. Allow an additional 10 days or until the 21 st , whichever is later, to provide the needed information.
The completed QRF or the information requested is received by the second deadline.	Begin the additional six-month extension of TMA in the seventh month.
The completed QRF or the information requested is not received by the second deadline.	Terminate TMA effective the seventh month of eligibility after completing a CMD. Allow adequate notice.
The QRF is timely for the second deadline but is incomplete.	Send a third TMA Quarterly Follow-up Notice. Allow an additional 10 days for response. <ul style="list-style-type: none"> • If the completed QRF or needed information is received the extended deadline, the report requirement is met. • If the completed QRF or needed information is received by the extended deadline, take action to terminate TMA effective the 7th month with adequate notice.

NOTE: Refer to Section 2166-6, TMA Special Considerations, for information on determining if a QRF is complete and determining Good Cause for not complying with reporting requirements.

Use the following chart to process the QRFs due in the seventh and tenth months of TMA.

CHART 2166.2, TMA QRF PROCESSING PROCEDURES FOR THE SEVENTH AND TENTH MONTHS	
IF	THEN
The completed QRF is received by the 5 th calendar day of the seventh or tenth month.	Continue TMA eligibility.
The QRF is not received by the 5 th calendar day of the report month or by the next workday if the 5 th falls on a weekend or holiday.	Send TMA Quarterly Report Follow-up Notice, giving the AU until the 21 st to provide the completed QRF.
The completed QRF is received by the 21 st .	The reporting requirement is met. Continue TMA eligibility.
The QRF is not received by the 21 st .	Determine if Good Cause exists.
Good Cause does not exist.	Terminate TMA effective the eight or eleventh month of TMA after completing a CMD. Provide adequate notice.
The QRF is received prior to the 21 st but is incomplete.	Send a second TMA Quarterly Report Follow-up Notice. Allow an additional 10 days or until the 21 st , whichever is later.
The completed QRF is received by the second deadline.	The reporting requirement is met. Continue TMA eligibility.
The completed QRF is not received by the second deadline.	Terminate TMA effective the eight or eleventh month after completing a CMD. Provide adequate notice.
The QRF is timely for the second deadline but is incomplete.	Send a third TMA Quarterly Report Follow-up Notice. Allow an additional 10 days for response. <ul style="list-style-type: none"> • If the completed QRF is received by the extend deadline, the reporting requirement is met. Continue TMA eligibility. • If the completed QRF is not received by the extend deadline, terminate TMA effective the eight or eleventh month after completing a CMD. Provide adequate notice.

NOTE: Refer to Section 2166-6, TMA, Special Considerations, for information on determining if a QRF is complete and determining good cause for not complying with reporting requirements.