

FAMILY MEDICAID SUCCESS FUNCTIONS**STAT SCREEN – FINANCIAL RESPONSIBILITY CODE**

Include all related household members (for example, father of an unborn child, spouse of a non-parent caretaker, etc.) on the STAT screen, including those who are not a part of the AU/BG.

The financial responsibility code must be entered correctly in order for the CAFI and deeming/allocating budgets to be correct.

If during application processing it is determined that an individual(s) originally registered as PN should not/will not be included in the AU/BG, it is necessary to change his/her Financial Responsibility code depending on the case circumstances and relationship. CMD any individuals excluded from the AU.

Example: Mom, her spouse, mom's child, and the mutual child of mom's & her spouse apply for LIM. During application processing it is determined that the spouse's income exceeds the LIM limit for an AU of 4. However Mom and her child are potentially LIM eligible. It is necessary to recode spouse as 'ST' to allow for deeming, and recode the mutual child as 'NM'.

If a step-parent is coded as 'ST' in an F22 case, the amount of deemed income will be reflected on the CAFI screen but is correctly excluded from the final budget calculation.

Example: Mom, her boyfriend, mom's child, and the mutual child of mom & her boyfriend apply for LIM. During application processing it is determined that the boyfriend's income exceeds LIM limits for an AU of 4. However Mom and her child alone are potentially LIM eligible. It is necessary to recode the boyfriend and the mutual child as 'NM'.

SSI Recipients

Adult SSI recipients must be coded as Financial Responsibility 'NM'.

An only child who is a SSI recipient must be coded as 'SI' in order for SUCCESS to issue LIM and TMA to his/her parent(s) or adult caretaker relative.

**Married Minor Living With Parents and Spouse
(minor does not have a child)**

When a LIM application is made for a minor by his/her parent(s)*, and the minor is married, and both the minor's parents and spouse live in the home, both the spouse and parent(s) of the minor are financially responsible for the minor. The spouse of the minor must be coded 'SC', which will allow for deeming from the spouse, however the spouse is not included in the LIM AU. The parent(s) of the minor must be coded 'PN', which will include the parent(s) in the LIM AU.

When a RSM application is made for a minor child by his/her parent(s)*, and the minor is married, and the minor's spouse lives in the home, both the spouse and parent(s) of the minor are financially responsible for the minor. The parent(s) of the minor must be coded 'RP', which will include the parent(s) in the BG. The spouse of the minor must be coded 'SC', which will allow for deeming from the spouse. NOTE: This is the only situation in which deeming applies to RSM. The spouse is included in the RSM BG but NOT the RSM AU, even if s/he is also a minor. Eligibility for the spouse must be determined under a separate AU/BG.

* non-SSI parent. If the parent IS receiving SSI, refer to 'SSI Parent' in this section.

Minor Caretaker (living with parents, minor is not married)

When a LIM application is made for a minor caretaker by his/her parents*, the parent(s) are financially responsible for the minor caretaker. The parent(s) must be coded 'PN', which will include the parents in the AU.

When a LIM application is made by the parent(s)* of a minor caretaker for the minor caretaker AND his/her child, and both will be included in the same LIM AU, the minor caretaker's parents must be coded 'PN' because the parent is responsible for the minor caretaker, even though the minor caretaker's parent(s) is not responsible for the minor's child.

When a LIM application is made by a minor caretaker for him/herself and his/her child, and the minor caretaker's parent(s)* are in the home, the minor caretaker's parent(s) are financially responsible for the minor caretaker. The parent(s) must be coded 'PM', which will allow for deeming, however the parent(s) will not be included in the LIM AU.

When a RSM-child application is made for a minor caretaker by his/her parent(s)*, the parent(s) are financially responsible for the minor caretaker. The parent(s) must be coded 'RP', which will include the parents in the BG.

When a RSM-child application is made by the parent(s)* of a minor caretaker for the minor caretaker AND his/her child, and both will be included in the same RSM AU, the minor caretaker's parent(s) must be coded 'RP' because they are responsible for the minor caretaker, even though they are not responsible for the minor caretaker's child.

When a RSM-child application is made by a minor caretaker for him/herself, and his/her parent(s)* are in the home, the minor caretaker's parents are financially responsible for the minor caretaker and must be coded 'RP'.

When a RSM-child application is made by a minor caretaker for his/her child, and the minor caretaker's parent(s)* are in the home, the minor caretaker's parents are NOT financially responsible for the minor caretaker's child and, if included on the STAT screen, must be coded 'NM'.

When a RSM-child application is made by a minor caretaker for him/herself AND his/her child, and the minor caretaker's parent(s)* are in the home, the minor caretaker's parent(s) must be coded 'RP' because they are responsible for the minor caretaker, even though they are not responsible for the minor caretaker's child.

* non-SSI parent. If the parent IS receiving SSI, refer to 'SSI Parent' in this section.

Minor Caretaker (living with parents, minor is married)

When a LIM application is made for a married minor caretaker by his/her parent(s)*, and the minor's parent(s) and spouse live in the home, both the parent(s) and spouse are financially responsible for the minor. The spouse must be coded 'SC', which will allow for deeming from the spouse, however the spouse is not included in the LIM AU. The parents of the minor must be coded PN, which will include the parents in the LIM AU.

When a LIM application is made by the parent(s)* of a married minor caretaker for the minor AND his/her child, both the spouse and parents are financially responsible for the minor, and the minor and his/her spouse are responsible for their child. The minor caretaker's parents must be coded 'PN' because the parent is responsible for the minor caretaker, even though the minor caretaker's parents are not responsible for the minor's child. The spouse of the minor caretaker must be coded 'PN' if s/he is the parent of the minor's child. The spouse of the minor caretaker must be coded 'SC' if s/he is NOT the parent of the minor's child.

When a LIM application is made by a minor caretaker for him/herself AND his/her child, and the minor caretaker's parent(s)* are in the home, the minor caretaker's parent(s) is financially responsible for the minor caretaker. The parent(s) must be coded 'PM', which will allow for deeming, however the parent(s) will not be included in the LIM AU.

When a RSM-child application is made for a married minor caretaker by his/her parent(s)*, both the spouse and parents of the minor are financially responsible for the minor. The parents of the minor must be coded 'RP', which will include the parents in the RSM BG. The spouse of the minor must be coded 'SC', which will allow for deeming from the spouse. NOTE: This is the only situation in which deeming applies to RSM. The spouse is included in the RSM-child BG but NOT RSM AU, even if s/he is also a minor. Eligibility for the spouse must be determined under a separate AU/BG.

When a RSM-child application made by the parent(s)* of a married minor caretaker for the minor AND his/her child, and both will be included in the same RSM-child AU, both the spouse and parents of the minor are financially responsible for the minor, and both the minor and his/her spouse are responsible for their child. The parents of the minor must be coded 'RP' because they are responsible for the minor, even though they are not responsible for the minor's child. The spouse of the minor caretaker must be coded 'RP' if s/he is the parent of the minor's child. The spouse of the minor caretaker must be coded 'SC' if s/he is NOT the parent of the minor's child. NOTE: This is the only situation in which deeming applies to RSM.

When a RSM application is made by a minor caretaker for his/her child, and the minor caretaker's parent(s)* are in the home, the minor caretaker's parents are NOT financially responsible for the minor caretaker's child and, if included on the STAT screen, must be coded 'NM'.

When a RSM application is made by a minor caretaker for him/herself, and his/her parent(s)* are in the home, the minor caretaker's parents are financially responsible for the minor caretaker and must be coded 'RP'.

Minor Caretaker (living with parents, minor is married) cont.

When a RSM-child application is made by a minor caretaker (as a child) and his/her child and both are to be included in the same RSM case, the minor caretaker's parent(s)* must be coded 'RP' because they are responsible for the minor caretaker, even though the minor caretaker's parent(s) s/he is not responsible for the minor caretaker's child.

* non-SSI parent. If the parent IS receiving SSI, refer to 'SSI Parent' in this section.

Non-Parent Caretaker and Spouse

When a LIM application is made for a child by his/her non-parent caretaker, the non-parent caretaker may or may not be included in the LIM AU, at the discretion of the AU. If the non-parent caretaker IS included in the LIM AU, s/he must be coded 'PN'.

If a non-parent caretaker IS included in the LIM AU and s/he is married, the spouse of the non-parent caretaker is financially responsible for his/her spouse and must be coded 'SR', even though s/he is NOT financially responsible for the child. If a non-parent caretaker is NOT included in the LIM AU, the spouse, if included on the STAT screen should be coded 'NM'.

When a RSM application is made for a child by his/her non-parent caretaker, the non-parent caretaker may or may not be included in the RSM BG, at the discretion of the AU. If the non-parent caretaker IS included, s/he must be coded 'RP'.

If a non-parent caretaker IS included in the RSM BG and s/he is married, because the non-parent is included only in the BG and not the AU, deeming is not applicable and the spouse of the non-parent must be coded 'NM'. If the non-parent and his/her spouse have a mutual child included in the RSM AU, both parents must be included in the BG and must be coded 'RP'.

Stepparent

When a LIM application is made for a child by his/her parent, the parent is must be coded 'PN'. If the parent is married to the child's step-parent (someone other than the child's biological or legal parent), the step-parent is legally responsible for his/her spouse and must be coded 'ST' in order for deeming/allocation to occur. If the child's parent and step-parent have a mutual child (half-sibling) included in the LIM AU, both parents must be included in the AU and must be coded 'PN'.

When a RSM application is made for a child by his/her parent, the parent must be coded 'RP'. If the parent is married to someone other than the child's biological or legal parent (step-parent), because parent is included only in the BG and not the AU, deeming is not applicable and the step-parent must be coded 'NM'. If the child's parent and step-parent have a mutual child (half-sibling) included in the RSM AU, both parents must be included in the BG and must be coded RP.

SSI Parent

When a LIM application is made for a child whose parent(s) receive SSI, the SSI parent(s) must be coded 'NM'. If there is no non-SSI parent in the home, and the AU elects to include a non-parent caretaker relative in the AU, the non-parent caretaker must be coded 'PN'. If the non-parent caretaker is married, the spouse must be coded 'SR' because s/he is financially responsible for his/her spouse, even though s/he is NOT financially responsible for the child. If the non-parent caretaker and spouse have a child who is included in the same AU, both the non-parent caretaker and spouse must be coded 'PN'.

When a RSM application is made for a child whose parent(s) receive SSI, the SSI parent(s) must be coded 'NM'. If there is no non-SSI parent in the home, and the AU elects to include a non-parent caretaker relative in the BG, the non-parent caretaker must be coded 'RP'. If the non-parent caretaker is married, because the non-parent caretaker is included only in the BG and not the AU, deeming is not applicable and the spouse must be coded 'NM'.

Budgeting of an Ineligible Parent

Current SUCCESS programming does not allow correct budgeting of income received by ineligible parents in LIM cases. An ineligible parent is defined as a parent who does not meet the citizenship/alienage requirement, or a parent who is unable to verify his/her citizenship/alienage status. Policy states that all surplus income of an ineligible parent once a responsibility budget is completed should be deemed to the AU. However, SUCCESS only deems a maximum of \$235. In these cases, it is necessary to work a manual budget in order to determine if the AU is LIM eligible based on the correct amount of deemed income. The steps for this procedure are as follows:

1. Work a responsibility budget to determine the total income to deem from the ineligible parent. Responsibility budgeting procedures are found in Section 2661, Responsibility Budgeting.
2. If a surplus exists, the total excess income should be deemed to the LIM AU.
3. Complete a manual LIM budget (including the deemed income) using Form 239 to determine if the AU is LIM eligible. If the form 239 is not available locally, it can be printed locally from Appendix F of the TANF manual at http://www.odis.dhr.state.ga.us/3000_fam/3390_tanf/MAN3390.doc
4. If the AU is LIM eligible, DOCUMENT behind the DEAL screen the total amount of the deemed income that is being included in the LIM budget, and explain that SUCCESS only deems up to \$235.
5. If the AU is ineligible for LIM, complete an RSM budget to determine if the AU is RSM eligible. If so, change the deprivation code for all children in the AU to “N”. This will cause the LIM case to trickle to RSM. DOCUMENT that AU is ineligible for LIM due to deemed income, and include total amount of deemed income in the documentation. Worker should also document that deprivation code was changed so case would trickle to RSM.
6. If the AU is ineligible for RSM, deny the case with status code 510, DOCUMENT denial reason behind the STAT screen, and complete a CMD.

Budgeting of GAP Child Support

If an AU is receiving TANF and LIM, and child support is received, it is budgeted as a GAP payment, but only in the TANF case. SUCCESS does not include it in the LIM case. This can result in an AU receiving LIM incorrectly. This situation will only occur if an AU receives both TANF and LIM. In order to ensure that the LIM is approved correctly, a manual budget must be completed. Procedures for this are as follows:

1. Complete a manual LIM budget using Form 239. Include the GAP payment amount in the budget and give the \$50 child support disregard to the GAP amount. If Form 239 is not available locally, it can be printed locally by accessing Appendix F of the TANF policy manual at: http://www.odis.dhr.state.ga.us/3000_fam/3390_tanf/MAN3390.doc.

Budgeting of GAP Child Support (cont.)

2. Compare the total countable income on Form 239 to the LIM income limit for the appropriate AU size. If the AU is under the LIM income limit, DOCUMENT the total countable income amount (including the GAP amount) behind the UINC screen.
3. If the AU is over the LIM income limit, DOCUMENT this behind the STAT screen and CMD to the appropriate class of assistance.

SUCCESS Coding for TMA and 4MCS Cases

When a LIM case trickles to either TMA or 4MCS, the MISC screen in SUCCESS needs to be correctly coded in order for the AU to receive the correct notice that states they are eligible for extended Medicaid benefits. Correct coding is also required in order for SUCCESS to properly count the number of months that the AU is eligible to receive the extended benefits, and to correctly set the next MA review date. Follow these steps for coding the MISC screen on TMA and 4MCS cases:

1. Code the “Extended Start Dt” field with the 1st month that the AU is eligible for TMA or 4MCS. This will automatically set the next review date to the proper month.
2. Code the “MA COA Cor” field with a “Y” so the system will send out the correct notice.

Please note that if the “Y” is not entered within 30 days of the system trickling to TMA or 4MCS, an alert will be generated to remind the worker to review the AU for continued eligibility under this COA. If this field has not been populated with a “Y” when SUCCESS is ready to send the first QRF, it will automatically enter a “Y” in the field. However, the AU will not receive the correct notice of eligibility for extended Medicaid benefits.

Coding SUCCESS for LIM EMA cases with all undocumented aliens

Current SUCCESS programming does not allow an EW to process a LIM EMA application if all household members are undocumented aliens. If an EW attempts to process these cases with everything coded correctly, SUCCESS will deny the LIM for having no eligible members. In order to process these cases correctly, specific coding must be completed on the STAT screen. The EW must code one of the children as “SI” in the financial responsibility field on the STAT screen. SUCCESS will read this as having an SSI child in the household, and will allow the LIM EMA to be approved. The EW should thoroughly document behind the STAT screen that this workaround has been done so that anyone reviewing the case knows that the “SI” coded child is not actually an SSI recipient.

Closing Medicaid cases when there are less than 10 days left in the month

If a Medicaid case closure is completed when there are less than ten days left in the month, the adverse action period will go into the following month. This means that Medicaid coverage is actually good through the end of the following month. However, the MHN interface does not recognize this and closes the case out at the end of the month the closure is actually keyed.

Example: EW closes Medicaid case on 8/26, adverse action expires in September, meaning coverage is good through 9/30. MHN does not recognize this and ends coverage effective 8/31.

In order to prevent this from happening, EW's should refrain from closing cases during the last 10 days of the month. Instead, they should wait until the first working day that SUCCESS is available in the following month to close the case. This will ensure that the A/R remains active in the MHN system for the correct eligibility period. The steps to complete these closures are as follows:

1. Determine if the adverse action period will expire in the current or ongoing month. EW's should use the SUCCESS critical dates calendar to track the last day they can close a case and have adverse action expire in the same month.
2. If the adverse action period will expire in the following month for a Medicaid closure, the EW should generate an alert to remind him/herself to close the case at the beginning of the following month.
3. On the first working day of the month that SUCCESS is available, close the case, allowing the system to give adverse action. Document thoroughly behind the STAT screen the reason that this procedure was used to close the case.

Workarounds for A/Rs who do not verify citizenship/identity

Due to the changes in Family Medicaid citizenship/identity policy, it is now possible for an a/r to meet the requirements in TANF and/or Food Stamps, but not in Medicaid. If an a/r has not met the citizenship/identity verification requirements for Medicaid, but has met the requirements for TANF and/or Food Stamps, follow the steps below.

1. For a child: **RSM**-If citizenship/identity has not been verified for a child, the child is removed from the AU, however, the child should remain in the BG. For an application, code the child's financial responsibility as "RP". For an active case, the child will need to be removed from the case with a 511 code, and then using the add-a-person function, added back to the case as an "RP".
LIM- If citizenship/identity has not been met in a LIM case the child should be removed from the case using the 511 denial code for the child on the STAT screen.
2. For an adult: **RSM**: An adult does not have to verify citizenship for him/herself in an RSM child case. The adult is coded as "RP".

Workarounds for A/Rs who do not verify citizenship/identity (cont.)

LIM: If there is one adult in the AU and he/she has not verified citizenship/identity for him/herself, change the deprivation code for all children in the AU to “N” and let the case trickle to F22.

In a two parent LIM case, if one parent does not verify citizenship/identity, the adult not meeting the citizenship/identity criteria is considered an ineligible adult. Normally, this would be done by entering a “U” in the citizenship field on DEM2. However, this is not an option when there are other active cases. The worker must enter a 511 denial code for the adult on the STAT screen. Since this removes the adult’s resources and income from the budget, the worker must complete a responsibility for an ineligible parent (MR 2661) to determine LIM eligibility for the remaining AU members. If the remaining AU members are LIM eligible based on the manual budget, enter the penalized adult’s income as “OA” on the applicable income screen. This step cannot be completed if the AU is receiving TANF. In either situation, a manual budget and documentation of eligibility is required to support LIM eligibility. If based on the manual budget the AU is ineligible for LIM but is still RSM eligible, code the deprivation for all children to “N” so the case trickles to F22 and document thoroughly.

All of the above actions should be thoroughly documented in the DEM2 screen on the ineligible adult/child and on the STAT screen if the 511 denial code is used.

Removing an Enumeration Sanction

In order to remove a previous enumeration sanction at application, the application must be finalized before attempting to remove the sanction. Once the application is finalized, go in under “R” (interim change) and change the financial responsibility for the sanctioned individual from “SA” to “PN”. Remove the 258 code from the individual’s line and enter a penalty end date that is prior to the application date. Follow these steps for each individual month, including intervening and ongoing months. In cases where the reduction in AU/BG size due to the sanctioned individual causes the case to trickle to another COA, a “dummy” child needs to be added to the case prior to finalization. Add a child called “unborn” with a fictitious DOB and finalize the case as normal. In “R”, follow the steps above to remove the sanction, remove the “dummy” child and confirm the changes.

To remove a sanction on an active case, go in under “R” and change the financial responsibility for the sanctioned individual from “SA” to “PN”. Remove the 258 code from the individual’s line and enter a penalty end date prior to the current benefit month. Confirm the changes and the sanction will be removed.