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MEDICAID MANUAL (OFI Policy Manual, VOLUME II) TRANSMITTAL NO. 23

TO: County Departments of Family and Children Services
State DFCS Staff

FROM: Martha Okafor, Ph.D., Deputy Division Director
Division of Family and Children Services

RE: Medicaid Policy Updates/Changes

PURPOSE: This manual transmittal reflects several policy changes/clarifications. Section 2060 added Estate Recovery and Declaration of Citizenship forms to chart of Mandatory/Conditional Forms. Section 2215 contains several updates regarding Citizenship/Identity policy. The forms associated with citizenship have also been updated. Section 2313 clarified policy on Contracts and added form for computing interest portion of the payment, the outstanding principal balance, etc. References to the RSM tri-fold application deleted from Sections 2060 and 2065. Section 2655 included info that in order to allow the child care deduction in a LIM case the child for whom child care expenses are incurred must be in the AU/BG and that there must be verification of why a 2nd unemployed adult in the AU/BG is unable to care for the child.

DISCUSSION:

Specific changes regarding ABD, Family and Children in Placement Medicaid are discussed briefly under the Comments Section below.

Section	Instructions for Manual Maintenance	Page	Policy Change
2004	Remove and Replace	2	Added chart explaining how clearinghouse data should be documented and entered in SUCCESS
2010	Remove and Replace	2	Added MHDDAD and Division of Aging to list of agencies that DFCS can share information with without having a release of information.
2054	Remove and Replace	2	Clarified that a child born to an EMA woman is not newborn eligible, explained to look at RSM
2060	Remove and Replace	4	In EXCEPTION, added “for QMB” to 1 st sentence.
		9	Added estate recovery form and dec. of citizenship to mandatory/conditional forms
2065	Remove and Replace	1	Removed reference to red and white tri- fold application used by health depts. with presumptive apps.
2067	Remove and Replace	2	Removed reference to abbreviated RSM application, removed note that DMA285 is only required if a/r has TPR.

2133	Remove and Replace	4	Added NOTE in Step 10 to notify GMCF of parent's address change during LOC determination process.
		6	Step 13, 1 st bullet, added reference to Step 14 for further appeal New Step 14, regarding how to make final appeal to DCH Commissioner.
		7	Step 14, NOTE, top of page, added "Do not use GAPP services/costs in the cost effectiveness determination.
		8	Inserted bullet that if the LOC denial hearing is upheld to close the case and waive notice. Family may make a final appeal, see Step 14.
2143	Remove and Replace	1	Added Note regarding exemption from citizenship/identity regs and that Dec. of Citizenship is still required.
		3	Step 4, deleted "citizenship and" from sentence.
2144	Remove and Replace	1	Added Note regarding exemption from citizenship/identity regs and that Dec. of Citizenship is still required.
		3	Step 4, deleted "citizenship and" from sentence. Step 6, reworded.
2145	Remove and Replace	1	Added Note regarding exemption from citizenship/identity regs and that Dec. of Citizenship is still required.
		3	Step 4, deleted "citizenship and" from sentence. Step 5, last paragraph, added "Except AMN".
2174	Remove and Replace	1	1 st paragraph under receiving Medicaid, added statement that a child born to a mother receiving EMA is not eligible for newborn Medicaid.
2194	Remove and Replace	1	Added bullet that states you cannot have TPR and receive Peachcare.
2215	Remove and Replace	2	Under "Secondary Documents" added "Collective Naturalization of Northern Mariana Islands
		3	Under 4 th Level Documents, last bullet, added "as a last resort". Under 9 th bullet, deleted that affiant must be over age 18.
		4	Under 2 nd & 4 th bullet(s) on US military card added that it must contain photo or other identifying info Last bullet on page on affidavit, added "as a last resort" and if the parent is the affiant, then citizenship is not required, but proof of identity must be provided to the notary. Deleted that affiant must be over age 18.
		6-7	Under Procedures, Note at bottom of page, added "or Identity". Also added "& Identity" to the heading.
2230	Remove and Replace	1	Last sent. before "Form DMA-285, changed "DMA" to "DCH". Under "Form DMA-285, changed "DMA" to "DCH" and added sent. to not submit F285 if only TPR is Medicare. This stmt was on Chart on page 6. Under NOTE, added "with a copy of the insurance card, if possible."
		2	New chart on use of F285 at application
		3	New chart on use of F285 at review.
		4	Under "Trusts & Other Legal Doc.", added "Pooled Trust" to those that are sent to DCH. Changed "DMA" to "DCH". Last par. in this section was moved from Chart on p. 6. 2 nd par. under "Family Medicaid...." Added sent. on Form 138, which was moved from chart on p. 6.
		6	2 nd par. under HIPPA, added sentence on completing HIPPA referral form, which was on chart, p. 6. Added NOTE regarding if TPR payment is more than what Medicaid pays. This was formerly on chart, p. 6. Deleted "Chart 2230.1-TPR".

2250	Remove and Replace	2, 5	Added 4 th bullet, referral not required in LIM case in which parent is receiving and only child in AU receives SSI. Under form 138, added that 138 must be provided and signed at initial, review and when a child is added.
2313	Remove and Replace	3	Under Procedures, Step 1, deleted sentence about obtaining amortization schedule. Step 2 deleted reference to amortization table and added stmt that to compute the interest portion of the paymt, the outstanding principal balance, etc. to refer to page 6, "Computations".
		4	Step 5, in chart "Calculating Value after Rebuttal", changed wording in "IF" column. Changed "buy the contract" to "provide a value of the contract". Clarified wording in paragraph regarding notice.
		6	Under "Default on Payments", added NOTE that payments that don't include the full amount of interest due is considered as a default of the payment.
		7	Added form on "Interest Computations".
2322	Remove and Replace	1	Under Non-FBR COAs, added phrase "twelve consecutive months after the date of purchase," and sentence regarding what to explore to consider residency.
2337	Remove and Replace	3	How to treat Pooled trusts if DCH doesn't approve
2398	Remove and Replace	2	Added 2 bullets for sibling and child for delay in estate recovery of HP if sibling/child lived in home prior to A/R going to institution. Also a bullet stating how long recovery would be delayed for them
		3	In Step 4, 5 th bullet, changed PF 20 to PF13.
2399	Remove and Replace	8	Added info on Indian gambling act.
2418	Remove and Replace	3	Changed \$30 PNA to \$50 PNA.
2499	Remove and Replace	13, 19, 26	VA-CME income-p.26, Indian Gambling Act tribal payments-p.13, and treatment of Rental income for Fam. Medicaid-p.19
2504	Remove and Replace	3	Under "Gross Income Withholding", added Medicare Part D prem. To the list
2555	Remove and Replace	1	6 th bullet, changed "until" to "through" the month following the month that the case is finalized.
		3	Top of page deleted instructions for Form 942. They will be in the forms section.
2578	Remove and Replace	1	NOTE under "Basic Considerations", deleted reference to Section 2750.
2655	Remove and Replace	7	Added statement that child for whom child care expenses are incurred must be in AU/BG, and that we must have verification of why a 2 nd unemployed adult in the AU/BG is unable to care for the child in order to allow the deduction.
2750	Remove and Replace	2	Step 2, added sentence to mail 222 or appl form if not enough info to make an eligibility determination. Under NOTES , 2 nd bullet, added "and identity". Step 5, added info on Groupwise email address.
		3	Under "Continued SSI Eligibility", added "groupwise". Under "Case Records" added 3 rd bullet on screen print of Goupwise email.
2815	Remove and	1	Clarified that "contrary to the welfare" and "best interest of the child"

	Replace		required language is to be included in the first judicial determination sanctioning the removal of the child.
2817	Remove and Replace	1	DRA '05 clarified that AFDC relatedness is to be met only once, at time of removal, and not again in the month the adoption petition is initiated.
2820	Remove and Replace	1	Clarified that “contrary to the welfare” and “best interest of the child” required language is to be included in the first judicial determination sanctioning the removal of the child.
2840	Remove and Replace	2	Revised SON and GIC based on 7/1/06 foster care per diem.
2870	Remove and Replace	2	Revised notification of reviews due in following month procedures for Rev Max Regional Centers to county of custody procedures.
2936	Remove and Replace	1	Added note that meals and lodging can be provided for in-state (but out of region) treatment.
Appx D	Remove and Replace	11	Updated documentation requirements for citizenship and identity. Updated documentation requirements for non receipt of DMA285.
Appx F Overview	Remove and Replace	1	Updated list of administrative review forms.
Appx F	Remove and Replace or Add as needed		Declaration of Citizenship Form, in 2 nd statement under U.S. Citizen and Lawfully Admitted Immigrant, changed “my” to “the”.
			Spanish version of Form 118.
			Updated Form 173
			Updated Form 218-Was unnumbered form for Citizenship/Identity Checklist
			Revised form 219, removing that Affiant must be over 18.
			Revised Forms 297 & 297A; added new Form 297M
			Form 315 revised.
			F942 instructions moved from Section 2555 to Forms
			Revised instructions for Form 963 to match with form
			Revised Form 969. Numbering system didn’t match instructions.
			Revised Form 970 to include CME
			Added Form 5459 Spanish
			Updated Form 5460 Spanish
			New form to go out with application & reviews – “Providing Verification of Citizenship for Medicaid”
			Tefra Katie Beckett Cover Letter, corrected instructions for completion of F222.
			Added Spanish version of Katie Beckett Cover letter.
Appx H	Remove and Replace	3	Bottom of page, changed \$30 to \$24 and five to four and which records to read.
		4	Bottom of page under Supervisory Review Forms, mentioned doing the reading online.
Appx I	Remove and Replace	9	SD instructions, Step 3, revised to add that the Medicare premium must be entered as unpaid.