

**2812 - DEPARTMENT OF JUVENILE JUSTICE MEDICAID
APPLICATION PROCESSING**

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| POLICY STATEMENT | <p>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 SUCCESS system generated notification to the DJJ office of the eligibility determination.</p> |
| BASIC CONSIDERATIONS | <p>The DJJ Revenue Maximization Unit is responsible for screening the child on MHN immediately upon entering care.</p> <p>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.</p> <p>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 MHN</p> <p>Reference Section 2853 – Foster Care CMO Procedures of the Medicaid Policy Manual.</p> |
| RSM Eligibility Determination | <p>Right From the Start Medicaid (RSM) must be immediately determined for Children in Placement until IV-E eligibility can be determined. Once IV-E status is determined, the child will be placed into the correct Medicaid Class of Assistance (COA).</p> <p>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 social history face sheet, screening placement form, petition and a copy of the court order should accompany the application.</p> <p>The DJJ Revenue Maximization Unit will log the application upon receipt. Unit staff will then review the application and determine eligibility for RSM Medicaid.</p> <p>The child must be removed from all active or pending cases prior to being placed in RSM Medicaid. The DJJ Revenue Maximization Unit will register a new Medicaid case, coding the living arrangement as FC. This will generate the interface update to MHN. Once the living arrangement FC code is on the member file, the current CMO</p> |

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enrollment segment will close effective the following month if the application is processed in SUCCESS prior to the 24th of each month.

Processing after the 24th of each month will delay the de-linking from a CMO by one calendar month. Reference [Section 2853](#) – Foster Care CMO Procedures.

NOTE: If the child is included in pending related cases (Food Stamps, TANF, LIM, RSM, etc.), the county is responsible for removing the child from the case in order for the DJJ Revenue Maximization Unit to register the foster care case on SUCCESS. The DJJ Revenue Maximization MES will take action on all active cases by removing the child from Food Stamp, TANF, LIM and RSM cases for the month of application. The date of removal will be documented on the STAT screen for all cases. The child will be removed by RevMax and county staff using SUCCESS code 569, placed in foster care. Adverse Action will be waived for the Medicaid case only in order to facilitate registration of the DJJ Medicaid foster care case. Reference Appendix D – Documentation Standards for SUCCESS documentation.

If the child is SSI eligible when entering care, the DJJ Revenue Maximization MES will open a Medicaid case on SUCCESS, coding the child's living arrangement as FC. This will generate the interface update to MHN. This will not adversely affect SSI. The SUCCESS interface with Social Security Administration systems will close all CWFC (F40) and RSM (F22) SSI cases in SUCCESS.

**IV-E and Medicaid
Eligibility Determination**

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

The DJJ MES will determine eligibility for IV-E and the appropriate Medicaid Class of Assistance (COA).

The local DJJ office will receive notification of the decision by a SUCCESS generated letter. Upon request, a temporary Medicaid card, Form 962, can be faxed to the local DJJ office.

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.

Verification

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.

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.

**BASIC
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(cont.)****Mandatory Forms**

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

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 Medicaid 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 RSM 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 IV-E Medicaid is 45 days. In situations when the only verification missing to complete the case is the court order or the JPPS' statement that the court order meets the IV-E language requirements, 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 RSM, with the understanding that the case will be reviewed for IV-E eligibility once the court order is received. All cases that are finalized after the 45th day should be coded on MISC with the delay reason. 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 RSM.

The Medicaid portion of the case is handled as a Continuing Medicaid Determination (CMD).

PROCEDURES

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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.

A review of eligibility is conducted every six months.

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 RSM 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. Refer to [Section 2815](#), IV-E Foster Care Medicaid.
- 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.
- Determine the appropriate Medicaid COA. Process as a CMD if the child is currently Medicaid eligible.
- The child must be both IV-E eligible **and** reimbursable to be approved for IV-E Medicaid. If the child is not eligible for IV-E Medicaid, do a CMD to place the child in the most appropriate COA. Medicaid should be determined in the following order:
- IV-E Medicaid
 - Other Family or ABD COAs
 - PeachCare for Kids (PCK)
 - Medically Needy Medicaid
- If the child is potentially eligible for PeachCare for Kids (PCK), the JPPS should be notified to complete and submit the PCK application. The application should be clearly marked that the child is in Foster Care. PeachCare for Kids will waive the monthly premium for the child.

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| Step 5 | The DJJ MES completes Form 122, Foster Care Referral Form, and forwards to OCSE 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 Medicaid determination via Form 225 , IV-E Eligibility Documentation Sheet. |