
ASSISTANCE FOR CHILDREN IN PLACEMENT FOSTER CARE APPLICATION PROCESSING

2810 - FOSTER CARE MEDICAID APPLICATION PROCESSING

POLICY STATEMENT	<p>The Foster Care Medicaid application process begins with the request for medical assistance from the local DFCS office and ends with the SUCCESS generated notification to the DFCS office of the eligibility determination.</p>
BASIC CONSIDERATIONS	<p>The county DFCS office is responsible for screening the child on MHN immediately upon entering care.</p> <p>If the child is Medicaid eligible in any aid category, and is enrolled in care management organization (CMO), the county 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 county DFCS must submit Form 223 and Form 224 to the Revenue Maximization Regional Center within two working 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>Once a child is taken into DFCS custody, the county DFCS office will request a Medicaid and IV-E determination for foster care for the child through the RevMax Regional Center. This request must be within two (2) working days of the date the child entered care. The county DFCS 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 Word documents and sending as attachments to their RevMax Regional Center. Only the Medicaid portion of Form 223 must be completed at this time.</p> <p>The RevMax Regional Center 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 RevMax MES 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 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-</p>

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**BASIC
CONSIDERATIONS
(cont.)**

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 RevMax staff to register the foster care case on SUCCESS. The 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 from cases 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 RevMax Medicaid foster care case. Reference Appendix D – Documentation Standards for SUCCESS documentation.

If the child is SSI eligible when entering care, the Revenue Maximization Regional Center 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.

The county DFCS office will receive notification of the decision by a SUCCESS generated letter. Upon request, a temporary Medicaid card, Form 962, may be sent or faxed to the county DFCS office.

A child in care where DFCS custody is terminated at the 72-hour hearing is also referred for a Medicaid and IV-E determination through Form 223 and Form 224 as well as Form 227 indicating the termination date. The Revenue Maximization MES will complete a determination manually and send a Form 225 to the county.

**IV-E and Medicaid
Eligibility Determination**

Designated social services staff in the county DFCS office will complete the IV-E Information needed on Form 223 for the Rev Max MES to determine IV-E eligibility. Social services staff must also complete Form 224, Removal Home Income and Asset Checklist. A copy of the initial court order must be faxed to the Rev Max MES as soon as available to the county. A copy of the initial court order should be received within ten (10) days of the child's placement.

The SSCM is responsible for the completion and routing of Form 527 to accounting.

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**BASIC
CONSIDERATIONS
(cont.)**

The Revenue Maximization MES will determine eligibility for IV-E and the appropriate Medicaid Class of Assistance (COA). A face-to-face interview is not required. A telephone call to the SSCM will suffice to clarify information on Forms 223 and 224.

Interview Requirement

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

Verification

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

Clearinghouse must be checked for information on each member in the removal home family and for 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 Medicaid may be used as the application for a child in care. Form 223 is preferred, however, as all the information requested on this form is needed to make an appropriate IV-E determination.

Standard of Promptness

The Revenue Maximization Regional Center determines eligibility for RSM, using the Standard of Promptness (SOP) for that COA (See [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 and IV-B Medicaid is 45 days. In situations when the only verification missing to complete the case is the court order or the SSCM's 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 RevMax MES should

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BASIC CONSIDERATIONS (cont.) Standard of Promptness (cont.)	<p>finalize the case as IV-B, with the understanding that the case may have to be re-rated once the court order is received. All cases that are finalized after the 45th day should be coded on MISC with the correct delay reason. If at any point the MES determines that the child does not meet AFDC relatedness criteria, it is not necessary to wait for the court order language. The application should be approved as IV-B Medicaid.</p> <p>The Medicaid portion of the case is handled as Continuing Medicaid Determination (CMD).</p>
Periods of Eligibility	<p>Approve Medicaid and continue eligibility as long as the child continues to meet the requirements of the COA under which s/he is approved. <u>A CMD must be completed prior to denial or termination of any Medicaid COA.</u></p> <p>A review of eligibility is conducted every six months.</p>
PROCEDURES	<p>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.</p> <p>Step 1 The RevMax MES determines if the child is RSM eligible and will activate the case on the system and notify the SSCM of eligibility.</p> <p>Step 2 The MES will then determine if the child meets IV-E eligibility criteria for the eligibility month. See Section 2815, IV-E Foster Care Medicaid, and Section 2817, IV-E Adoption Assistance Medicaid.</p> <p>Contact the SSCM if a copy of the initial court order has not been received within ten (10) working days of the child's placement.</p> <p>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.</p> <p>Step 4 The RevMax MES will determine if the child is IV-E reimbursable. See Section 2860, IV-E Reimbursability. It is possible for a child to be IV-E eligible but not reimbursable.</p> <p>Determine the appropriate Medicaid COA. Process as a CMD if the child is currently Medicaid eligible.</p> <p>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, complete a CMD to place the child in the most appropriate COA. Medicaid should be determined in the following order:</p> <ul style="list-style-type: none">• IV-E Medicaid or IV-E Adoption Assistance

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**PROCEDURES
(cont.)**

- CWFC (IV-B) Medicaid or State Adoption Assistance
- Other Family COAs
- Medically Needy Medicaid

If the child is potentially eligible for PeachCare for Kids (PCK), the SSCM should be notified to complete and submit the PCK application. The application should be clearly marked in large, bold print that the child is in Foster Care. PeachCare for Kids will waive the monthly premium for the child.

Step 5 The Revenue Maximization MES completes Form 122, Foster Care Referral Form, and forwards to OCSS 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 SSCM.

Step 6 Notify the SSCM of the IV-E and Medicaid determination via Form 225, IV-E Eligibility Documentation Sheet.

Step 7 Accounting Form 529 is completed, but not signed, by the Rev Max MES and forwarded to the Regional RevMax Supervisor. The supervisor reviews the form for completeness and accuracy and signs as “Authorizing signature”. The signed Form 529 is forwarded to regional accounting and to the custody county. County staff will review all information received and notify RevMax of all changes via Form 227. Revenue Maximization will complete a Form 529 at each review, class of assistance changes, funding changes and at case closures. The county is responsible for the SSI or IV-E funding decision, for respite and placement changes and Room, Board and Watchful Oversight.

Abandoned Children

Abandoned children placed in DFCS legal custody are foster children and are categorically eligible for Medicaid.

Accept an application for an abandoned child using the alias or AKA of the child and follow foster care application procedures based on the information provided by the SSCM.

Maintain communication with the SSCM and document the efforts being made to obtain information about the child, including police reports, hospital documents and records, court documents, etc.

RevMax must document that a child meets all AFDC eligibility criteria and cannot presume that a child would meet the requirements simply because of abandonment. If required information is provided for the accurate determination of IV-E eligibility at a later date, the case may be re-rated back a maximum of eight quarters for IV-E eligibility and reimbursability.