



**State of Florida  
Department of Children and Families**

**Rick Scott**  
*Governor*

**David E. Wilkins**  
*Secretary*

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**DATE:** January 11, 2013                      **TRANSMITTAL NO.:** I-13-01-0001

**TO:** Economic Self-Sufficiency Operations Managers  
Economic Self-Sufficiency Program Offices

**FROM:** Lawayne E. Salter, Chief, Program Policy (**Signatures on File**)  
William Martinez, Chief, Technology and Data

**SUBJECT:** Asset Verification System (SSI-Related Medicaid only)

**EFFECTIVE:**            **February 1, 2013**

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The purpose of this memorandum is to provide staff with procedures for requesting verification of assets using the Asset Verification System (AVS).

**Procedure**

A signed Financial Information Release form, CF-ES 2613, must be received for all individuals applying for or receiving Medicaid on the basis of age (65 or older), blindness, or disability and individuals whose assets are evaluated during the eligibility determination. Form CF-ES 2613 is considered requested verification and gives the Department permission to request records from a financial institution, such as a bank, savings and loan, or credit union.

All other requirements used to determine eligibility including signature authority remain the same.

**Asset Verification System**

Use the Asset Verification System to request financial records for individuals applying or completing an eligibility review for Institutional Care Program (ICP), Institutional Hospice, Home and Community Based Services Waivers (HCBS), Program of All-Inclusive Care for the Elderly (PACE) and Community Programs. Financial records will be received electronically via data exchange.

### **Pending for Authorization**

If form CF-ES 2613 is not submitted with the application, the case must be pended for the form. Once the form is returned, and only when all other factors of eligibility have been met, take the appropriate action to initiate the AVS data exchange.

The AVS data exchange must not be initiated if the applicant has not met all other factors of eligibility first. If the data exchange has been initiated and no response is received, applications must be processed according to transmittal P-12-12-0025.

### **Failure to Return the Financial Information Release Form**

Benefits will be denied if the applicant or individual whose assets are required to be evaluated fails to return form CF-ES 2613 or revokes consent without good cause.

### **Good Cause**

If the individual fails to return form CF-ES 2613, presents evidence and meets an exception for good cause to the Department, do not deny or terminate the Medicaid. Good cause exists when an individual or their representative is unable to authorize the Department to request and receive relevant financial records or information.

Examples of good cause include:

- Physical incapacity of the individual or their representative to authorize the Department to request and receive relevant financial records or information and there is no power of attorney or guardian.
- The owner(s) of the relevant assets to be evaluated in the eligibility determination refuses to authorize the Department to request and receive relevant financial records or information and the applicant's life, safety, or well being is being threatened by the owner or the applicant's life, safety, or well being is otherwise at risk.

### **Exceptions**

Supplemental Security Income recipients and individuals applying for or receiving a Medicare Savings Program only (QMB, SLMB and Q11) are not subject to the Asset Verification System.

### **System Instructions Attached**

If there are policy questions, Regional Offices may contact Debra Peterson at (850) 717-4128. For questions about system instructions, please contact Lynn Rossow at (850) 717-4100.

Attachment

cc: Director (Jeri Flora)  
Customer Call Center (Pat Badland, Michael Pogue)  
EBT (Debbie McLemore)  
FLORIDA Help Desk (Cassandra Shaw-Johnson)  
Information Technology (Gay Munyon, Barbara Roglieri)  
Medicaid Eligibility System (Suzanne Poirier, Susan Thomas)  
Office of Appeal Hearings (John Pritchard)  
Office of Communications (Joe Follick)  
Office of the General Counsel (Herschel Minnis, Christopher Meadows)  
Office of Quality Management (Jon Zachem)  
Program Policy (Dorthene Baker, Jena Grignon, Tonyaleah Veltkamp)  
Public Benefits Integrity (Amanda Huston, Sheri M. Lynn, Fred Young)  
Technology & Data (William Martinez, Jared Gallub)  
AHCA (Lisa Gill, Melanie Brown-Woofter)  
Florida Legal Services (Cindy Huddleston)

## **System Instructions**

The Webapp, My Account, AMS Notices and the FLORIDA System have all been programmed to support this new policy beginning February 1, 2013. A new data exchange has also been created to interface with the vendor performing the asset verification with the financial institutions.

### **Web Application**

New text displays on the Webapp for Medicaid applications based on age, 65 or older, blindness, or disability whose assets are evaluated during the eligibility process. Individual instructions and a link to e-form CF-ES 2613 are displayed.

### **My Account**

The My Verifications page in My Account displays the pending information and a link to e-form CF-ES 2613 when the application is pended.

### **AMS Notices**

When pending an application or eligibility review for form CF-ES 2613, select the appropriate check box from the pending items list. If more than one household member is required to sign the CF-ES 2613, note in the comment section of the pending notice.

## **FLORIDA**

Two new fields have been added to the AIMC Miscellaneous screen; they are titled 'R' (Release) and 'P' (Processed). The Release field is used to indicate if the signed form CF-ES 2613 has been returned by the client. The Processed field is used to indicate if the AVS response has been received from the vendor.

### **Requesting the Financial Information Release Form**

Use AMS Notices to pend the client and/or required member of the SFU for form CF-ES 2613.

1. Run driver (ASIA or ASRE)
2. Enter a '?' In the AIMC 'R' field.

### **Claiming Good Cause Exemption**

1. Update AIMC 'R' field with a 'D' by ELIGPASS profile
2. Enter 'D' in the AIMC 'P' field by CASEPAS or ELIGPASS profile
3. Rerun EDBC
4. Complete AWAA (authorize or deny) case with the appropriate code
  - Only an ELIGPASS profile can Open or Enroll the AG when a 'D' is entered in the 'P' field on AIMC.

## Failure to Return the Financial Information Release Form

If the applicant and/or members of the SFU do not submit the required form(s):

1. Update AIMC 'R' field with an 'N' (release not returned)
2. Leave the AIMC 'P' field blank
3. Rerun EDBC and deny AG using the appropriate system generated reason code:
  - 178 'Financial Consent Not Received For Required Individual(s)'

Asset Verification Consent Revoked

1. Leave AIMC 'R' with an 'Y'
2. Update the AIMC 'P' field with an 'N'
3. Rerun EDBC and deny AG using the appropriate system generated reason code:
  - 179 'Financial Consent Was Revoked'

## Initiating the AVS Data Exchange

When the applicant and/or all required members of the SFU return form CF-ES 2613:

1. Update AIMC 'R' (Release) field with 'Y' (Financial release returned)
2. Update AIMC 'P' (Processed) field with a '?' (to initiate AVS request)
3. Rerun EDBC, to generate the AVS trigger which begins the electronic verification process

**Note: The system will not initiate the Data Exchange (DEAV) until AGVR is no longer pending for form CF-ES 2613.**

## AVS Response(s) Received

1. Process the DEAV response(s) prior to authorization on AWAA
2. Update AALA and AAAT screens appropriately
3. Rerun EDBC to automatically update the AIMC 'P' field with 'Y'
4. Complete AWAA (authorize or deny) with the appropriate code
  - If SFU is ineligible due to undisclosed assets on AWAA enter reason code '199' Ineligibility Due To Value Of Undisclosed Assets

## AVS Response Not Received

If the DEAV response does not come back within the application time standard:

1. Update AIMC 'P' field with a 'D' (Deferred) and rerun EDBC
2. Complete AWAA (authorize or deny) case with the appropriate code
  - Only an ELIGPASS profile can Open or Enroll the AG when a 'D' is entered in the 'P' field on AIMC.