



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

Rick Scott
Governor

Esther Jacobo
Interim Secretary

DATE: November 27, 2013 **TRANSMITTAL NO.:** I-13-11-0027

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

FROM: Dianna Laffey, Chief, Program Policy (**Signature on File**)

SUBJECT: Family-Related Medicaid Application and Review Process due to
new Eligibility Criteria

EFFECTIVE: Upon Receipt

This memorandum provides information to staff about procedures they must follow for the Family-Related Medicaid applications and reviews pending on December 16, 2013 or received on or after December 16, 2013 through March 2014.

Pending Applications and Reviews

The AMS and FLORIDA systems will begin applying the new Family-Related Medicaid Program eligibility criteria on December 16, 2013. If any individual fails for coverage based on the new eligibility criteria before January 1, 2014, staff must complete a manual eligibility determination on the application or review and any months of retroactive coverage requested using 2013 eligibility criteria. Refer to Attachment 1 for instructions.

Annual Reviews

Federal law provides protection for individuals who are eligible for Family-Related Medicaid on December 31, 2013. Medicaid coverage must not be adversely affected prior to March 31, 2014, because of the new eligibility requirements.

Florida requested and received approval to extend annual reviews that are due within the first quarter of 2014. Family-Related Medicaid only cases with reviews due January through March 2014 were extended based on the following schedule:

Original Review Date:	New Review Date:
January 31, 2014	April 30, 2014
February 28, 2014	May 31, 2014
March 31, 2014	June 30, 2014

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Medicaid Applications with other benefits

If a household requests additional benefits and the Family-Related Medicaid eligibility is adversely affected (going from full Medicaid to Medically Needy or Medicaid is terminated) for any individual, zero out the income in the FAMILY MA income field **only** on any screens where income is posted (AFEI, AFMI, etc) for the member(s) with income. Record in CLRC all case actions.

Applications for other benefits such as food assistance or Temporary Cash Assistance may require an interview. Follow the process below for cases where an interview is required:

Received prior to December 16, 2013

- If an interview is needed for food assistance and/or Temporary Cash Assistance (TCA), obtain the customer's tax filing unit and tax deduction information during the phone interview by asking the questions on Attachment 1, update FLORIDA accordingly and notate the answers in CLRC. If no interview is needed, has already been completed or is not completed for food assistance or TCA, process the Medicaid portion of the application based on presumptions about the filing unit and tax deductions.
- Staff will make certain presumptions about the filing unit and tax deductions for the household since that information will not be readily available. It will be presumed that the household is filing taxes, there are no out of the household tax dependents and no claimed tax deductions.

Received on or after December 16, 2013

- The applications submitted should contain information about tax filing status and tax deductions. If the applicant fails to provide all required information to process the case using the new eligibility criteria, the case must be pended for the required information.

Attachment

If there are policy questions, Region offices may contact Carrie Sheffield at (850) 717-4138.

cc: Acting Director (Lawayne E. Salter)
Deputy Director (Lawayne E. Salter)
Customer Call Center (Pat Badland, Liesta Sykes, Irene Hill, Georgina Santana)
EBT (Debbie McLemore, Michael Pogue)
FLORIDA Help Desk (Anthony Gaston)
Information Technology (Kit Goodner, Barbara Roglieri)
Medicaid Eligibility System (Jennifer Lange, William Martinez, Suzanne Poirier)
Office of Appeal Hearings (Betty Zachem)
Office of Communications (Alexis Lambert)

Office of the General Counsel (Herschel Minnis)

Office of Quality Management (Tonyaleah Veltkamp, Cindy Mickler, Annette Wiechers)

Operations Research & Communications (Lynn Rossow)

Program Policy (Dorthene Baker, Jena Grignon, Connie Mathers)

Public Benefits Integrity (Andrew McClenahan, Sheri M. Lynn, Fred Young)

AHCA (Kathy Austin, Melanie Brown-Woofter, Lisa Gill, Peggy Hall, Shevaun Harris, Beth Kidder)

Florida Bar Elder Law Section (Emma Hemness, Twyla Sketchley)

Florida Legal Services (Cindy Huddleston)

FLORIDA/Manual Instructions of Pending Applications		
	IF	THEN
2014 Eligibility Criteria	If each individual in the household subject to Family-Related Medicaid eligibility criteria pass for full Medicaid coverage	Open the individual coverage groups and no further action is required by staff. This may include any retroactive months of coverage requested by the household
	If any individual fails for full Medicaid coverage or is determined eligible for a share of cost (SOC)	Reevaluate the eligibility of those determined ineligible or eligible with a SOC using 2013 eligibility criteria by completing the manual process only if the household's income and assets fall within program limits for 2013. Note: all 2013 eligibility criteria must be met for an individual to be authorized using 2013 eligibility criteria
2013 Eligibility Criteria	If the household passes for full Medicaid coverage based on the manual evaluation using 2013 eligibility criteria	If all filing unit members are determined eligible for full Medicaid coverage – Zero out the income in the FAMILY MA field only on any screens where income is posted (AFEI, AFMI, etc) for the member(s) with income
		If all filing unit members are not determined eligible for full Medicaid coverage: Step 1 – On the AGCC screen, exclude (XA/XC) the member(s) with income from the assistance group of the member(s) who should continue to be eligible for full Medicaid coverage under 2013 or 2014 rules. Authorize full Medicaid coverage Step 2 – Use the previously determined system generated 2014 SOC eligibility results to enroll the remaining filing unit members that are eligible using the new eligibility criteria
	If the manual eligibility determination process finds an assistance group is ineligible (Applicable to applications and reviews received on or after December 16, 2013 only)	Deny the case on AWAA using the appropriate reason code. Do not suppress the notice(s) on the AWAA screen
Note: When evaluating eligibility using 2013 eligibility criteria, use the MEDS/MN BUDGET CALCULATIONS Form (CF-ES 2618B), to budget the income for the household. A copy of the completed form must be scanned to Document Imaging (or print to PDF) to support the eligibility determination. CLRC must be completed with the steps taken to determination eligibility. When authorizing, use the new (collapsed) category code under 2014 eligibility criteria		

Questions to ask to Obtain Additional Family-Related Medicaid Information

To determine eligibility for Family-Related Medicaid ask the following questions during the food assistance/Temporary Cash Assistance interview. Record the applicant's answers in CLRC or the AMS comments box.

1. Does anyone in the household intend to file taxes this upcoming year? If so, list their name(s) and tax filing status.
2. For each tax filer, list their tax dependents.
3. Do any of the tax filers have tax dependents living outside of the household? If so, list the tax filer, the tax dependent's full name, social security number, date of birth, sex, monthly earned income, monthly unearned income (include source(s) of all income) and relationship to the tax filer. If the tax dependent is a female, is she pregnant? If so, include how many unborns are expected.
4. Provide a list of all allowable tax deductions for those who intend to file taxes. Include if the amount reported is a monthly or annual amount for each deduction. If no tax deductions are claimed, please state "none" or n/a" for this question.
5. American Indian/Alaska Native: Does anyone in the household receive income from per capita payments from a tribe, from natural resources or from selling things of cultural significance? If so, provide the monthly or annual amount.
6. Did any member of the household receive Medicaid when they aged out of Foster Care in Florida?