

Systems Instructions:

The following applies to Applications for Medical Assistance:

- To trigger the referral to FHK or the FFM the system will automatically populate the reason code “**512**” (account transfer to FHK) or “**515**” (account transfer to FFM/FHK) in the first reason code field on the FLORIDA AWAA screen for the Medically Needy assistance group.
- These codes **must not be removed** or **changed** as this will stop the referral to FHK from taking place.
- Enter the enrollment codes “**050**” or “**054**” in the second reason code field on the FLORIDA AWAA screen to enroll the individual in Medically Needy. Do not type over the system populated reason codes (512/515).
- Do not close the Medically Needy on the same day it is enrolled. If you close the medically needy category on the same day it is enrolled, the account transfer will not occur and staff must wait 90 days before running AABC again and transfer the account properly.

The following applies to Renewals and Changes for Medical Assistance:

- If the child is in a continuous Medicaid period, do not complete an account transfer before the period ends. Refer to [Transmittal P-18-03-0006](#) for the policy on Continuous Medicaid.
- Close the child’s open Medicaid assistance group with the appropriate reason code and use the instructions provided above to enroll the child into the Medically Needy Program and transfer the child to FHK.

Note: Do not suppress the notice.

Staff must **not** use the following reason codes on the AWAA screen when closing a child’s Medicaid assistance group due to income and enrolling them in the Medically Needy Program:

- “**249** - You are receiving the same assistance from another program”
- “**454** - Medicaid ineligible, your information has been sent to FHK”
- “**227** - We reviewed your case, you are still eligible for Medicaid, but in a different Medicaid coverage type”

If there are policy questions, region offices may contact Nathan Lewis at Nathan.Lewis@myflfamilies.com or LaQuetta Anderson at LaQuetta.Anderson@myflfamilies.com for systems related questions.

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