



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

Rick Scott
Governor

Mike Carroll
Secretary

DATE: October 12, 2015 **TRANSMITTAL NO.:** P-15-10-0010

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

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

SUBJECT: Medicaid Clarification for the Unaccompanied Refugee Minors (URM) Program

DATE: Upon Receipt

This memorandum provides staff with revised procedures about how to process a Medicaid application for individuals who are Unaccompanied Refugee Minors (URM) Program participants under the Office of Refugee Services. The noncitizen status of an individual in the URM Program is determined by the United States Citizenship and Immigration Services (USCIS). Staff must ensure the correct noncitizen status code and country of birth are entered on the AICZ screen based on the participant's immigration status.

Background

The Unaccompanied Refugee Minors (URM) Program provides specialized foster care services to refugee minors and other eligible populations unaccompanied by a parent or adult relative when they arrive in the United States (U.S.). Previously, all individuals in the URM Program received Medicaid by placing an eligible immigration status code on the AICZ screen, regardless of their actual immigration status, as referenced in Policy Transmittal No.: P-04-06-0008.

Policy

Unaccompanied Refugee Minors (URM)

Minor children in the URM Program have entered the U.S. unaccompanied by, and not expected to be united with, a parent or an adult caretaker and may be:

1. Refugees,
2. Asylees,
3. Cuban and Haitian Entrants,
4. Victims of Human Trafficking, or
5. Special Immigrant Juveniles

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

A minor identified as a URM through Refugee Services (RS) is eligible for Medicaid. A minor not identified as a URM through Refugee Services is only eligible for Medicaid if they are in an eligible status and/or beyond the 5-year ban, if applicable.

Staff must enter a noncitizen code on the AICZ screen for an individual participating in the URM Program that identifies their immigration status as verified by the Systematic Alien Verification for Entitlements (SAVE) system.

Special Immigrant Juveniles (SIJ)

Special Immigrant Juveniles (SIJ) are:

- Immigrants present in the U.S.,
- Under age 21,
- Declared dependent by a juvenile court,
- Whom USCIS has granted SIJ status, and
- May have also been granted Legal Permanent Resident (LPR) status.

All SIJs are not URM Program participants, but may be eligible for public assistance based on their date of entry or date of qualified status. If the SIJ is a URM Program participant, Medicaid coverage must be provided using the immigration status code below, even if within 5 years from the date of entry or date of qualified status. If the SIJ is not a URM Program participant, apply the 5-year ban policy, if applicable.

Case Processing for Refugee Services URM and SIJ Participants

- URM participants are considered to be in foster care under the Department of Children and Families (DCF) Refugee Services (RS) Program and are eligible for the same services, including former foster care coverage, if all criteria are met.
- The DCF-RS Program will manually submit the Child In Care (CIC) application (CF-ES 2293) for Medicaid via a contracted vendor. These cases are not in the Florida Safe Families Network (FSFN). They must be entered in the ACCESS Management System (AMS) manually.
 - Refugee Services staff, via a contracted vendor, will notify ESS staff about changes.
 - ESS staff must determine eligibility for URM using the CIC Non Title IV-E driver flow and authorize MCFN coverage.
 - The individual's immigration status must be verified using Systematic Alien Verification for Entitlements (SAVE) and entered on the AICZ screen.
- Individuals that age out of foster care under the URM Program are eligible for Former Foster Care Medicaid as outlined in Transmittal No.: C-15-01-0001.

Case Processing for non-Refugee Services URM and SIJ Participants

- Individuals not in the URM Program or not verified/reported as URM or SIJs by Refugee Services are only eligible for Medicaid if they are in an eligible status and/or beyond the 5-year ban, if applicable.
- When an application (non-CIC) is received, staff must process the application following normal case processing policy. This includes:
 - Entering the correct immigration status code on the AICZ screen as verified by SAVE, and
 - Applying the 5-year ban, if applicable.

System Instructions for new applications:

To create Medicaid (MCFN) for these individuals, use the following procedure to initiate the Child In Care (CIC) process:

- Complete CRCC using information provided on the Child-In-Care Medicaid Application (CF-ES 2293) form
- Begin the ASCC driver
- Confirm AICI information is correct
- On the AIID screen, enter appropriate verification codes
- On the AIRE screen, enter information from Section One of the CF-ES 2293 form
- On the AIIC screen, enter code '28' (Foster Care), in the 'LIVING ARRANGEMENT TYPE' field
- Update the ACFE screen with the following information:
 - Enter all '0' in the 'FSFN Person ID number' field
 - Enter 'N' in the 'IV-E indicator' field
 - Enter '21' in the 'Age out Medicaid' field
 - Enter 'N' in the 'Voluntary Placement' field
- On the AIIA screen, enter the following information:
 - Enter 'C' in the 'EXEMPT CODE' field, if there's no SSN or SSN apply date
 - Enter 'N' in the 'US CIT' field
 - Enter 'Y' in the 'DEC CIT' field
 - Enter 'UR' in the 'FLAG' field
- On the AICZ screen, enter the following ALIEN STAT code for:
 - Special Immigrant Juveniles (49)
 - Refugees (52)
 - Asylees (53)
 - Cuban/Haitian Entrants (54)
 - Victim of Human Trafficking (73)
- On the AIMC screen, enter 'Y' in the 'REQ MA' field and 'N' for all remaining fields
- Continue through the driver and the system will create MCFN for the child
- The notice will be automatically suppressed on AWAA
- Create a manual Notice of Case Action (NOCA)
- Document CLRC

If there are policy questions, region offices may contact Dorthene Baker at Dorthene.Baker@myffamilies.com. For system questions, region offices may contact Ron Hardcastle at Ron.Hardcastle@myfamilies.com.

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