



State of Florida
Department of Children and Families

Rick Scott
Governor

Esther Jacobo
Interim Secretary

DATE: February 27, 2014 **TRANSMITTAL NO.:** P-14-02-0004

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

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

SUBJECT: Processing Changes for Family-Related Medicaid

EFFECTIVE: Upon Receipt

This memorandum provides instructions for staff regarding the waiver to delay processing increase in income changes for Family-Related Medicaid until the first scheduled Medicaid review in 2014.

Staff must ensure individuals receiving Family-Related Medicaid, including Medically Needy with a \$0 Share of Cost (SOC), as of December 31, 2013, are not adversely affected due to an increase in income or household composition change, which affects household income, prior to the first scheduled Medicaid review in 2014.

When these types of changes are reported, staff must determine if processing the change will cause Medicaid to be negatively affected. If this will occur for one or more individuals, staff may choose to exclude (XA/XC) the individual(s) with new or increased income from the AGCC screen, zero out the new or increased income in the applicable FAMILY MA fields or complete a FIAT to ensure Medicaid coverage continues. Coverage may be continued under another coverage category.

Include in the comments on CLRC that no action is required on the change for the member(s) receiving full Medicaid as of December 31, 2013, until the first Medicaid review is completed in 2014 for Family-Related Medicaid.

This policy waiver does not apply to individuals determined eligible for Family-Related Medicaid after December 31, 2013, Medically Needy (with a share of cost) Family-Related Medicaid, Food Assistance, Temporary Cash Assistance or SSI-Related Medicaid Programs.

Staff must continue to take action to terminate Medicaid coverage in instances when the change report is not related to an increase in income or household composition, which affects household income. Examples include:

- Parent or other caretaker relative reports the child(ren) whom they derive eligibility has left the household,

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Processing Changes for Family-Related Medicaid

Page 2

- Individual is reported as deceased, incarcerated or moved out of state,
- Request to terminate Medicaid coverage is received, or
- CSE sanction

If there are policy questions, Region offices may contact Tracey Harrelson at (850) 717-4560.

cc: Interim Director (Sharron Washington)
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, David Rogers)
Florida Bar Elder Law Section (Emma Hemness, Twyla Sketchley)
Florida Legal Services (Cindy Huddleston)