



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration
ACTION TRANSMITTAL

Control Number: 13-13

Effective Date: Immediately
Upon Receipt

Issuance Date: May 16, 2013

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS
HEALTH OFFICERS, LOCAL HEALTH DEPARTMENTS
LOCAL HEALTH DEPARTMENT ELIGIBILITY STAFF**

FROM: DEBBIE RUPPERT, EXECUTIVE DIRECTOR, DHMH/OES *Debbie Ruppert*
ROSEMARY MALONE, EXECUTIVE DIRECTOR, FIA *Rosemary Malone*

**RE: PROCEDURAL CHANGES FOR EXPEDITING LONG TERM CARE
(LTC) AND HOME AND COMMUNITY-BASED SERVICES (HCBS)
WAIVERS FOR SUPPLEMENTAL SECURITY INCOME (SSI)
RECIPIENTS AND COMMUNITY-ELIGIBLE INDIVIDUALS**

PROGRAM AFFECTED: MEDICAL ASSISTANCE

ORIGINATING OFFICE: OFFICE OF ELIGIBILITY SERVICES

SUMMARY

The Deficit Reduction Act (DRA) of 2005 lengthened the 36-month look-back period for initial long term care (LTC) applications to 60 months prior to the month of the initial application. This resulted in an increased workload for case managers when determining an applicant's initial eligibility. The extra work on the applications adversely affected the timely processing of the LTC applications. DHMH and DHR, in conjunction with long term care providers and client advocates, continue to collaborate to develop strategies to improve the timely processing of LTC applications and redeterminations.

This Action Transmittal (AT) introduces the streamlined application for Supplemental Security Income (SSI) recipients and Community-eligible individuals to use to apply for expedited eligibility for Medical Assistance (MA) for Long Term Care and Home and Community-Based Services (HCBS) Waivers. The intent of the streamlining effort is to maintain program integrity while reducing access barriers related to documentation and

verification requirements that are not applicable to SSI recipients or were previously verified during the application process for a Community- eligible individual.

The new streamlined application is designed to make the existing verification policy specific to Long Term Care (LTC) Eligibility more effective. When it can be verified that the LTC applicant was a recipient of a needs-based public benefit at any time during the 5 year period before the month of application, verification of the value of resources during the look- back period is not required. Resources still need to be verified as of the month of application.

ACTION REQUIRED:

Begin using the new application form (Form 9709S) upon receipt. This streamlined application form is also available in electronic format, which is designed to be user friendly for both the applicant (or representative) and the case manager. DHMH is scheduling training on the streamlined application process and the new application form this month.

Application Procedures

Upon receipt of the streamlined application the case manager will:

1. Complete a SVES, SDX and SOLQ clearance to verify SSI income.
2. Compare information received from clearances to information received from the applicant.
3. Request appropriate verification if a discrepancy exists or if information is questionable.
4. Process the application according to standard procedures.

Please Note: General application procedures for individuals applying for Medical Assistance have not changed.

ATTACHMENT:

Form 9709S SSI Recipient/Community- Eligible Application

INQUIRIES:

Please direct policy questions to DHMH Division of Eligibility Policy at 410-767-1463 or 1-800-492-5231 (select option 2 and request extension 1463).

cc: DHR Executive Staff
DHMH Management Staff
FIA Management Staff
DHR Help Desk

DHMH Executive Staff
DHMH Policy and Training Staff
Constituent Services