



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: #14-04

Effective Date: IMMEDIATELY UPON
RECEIPT

Issuance Date: October 11, 2013

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

**FROM: DEBBIE RUPPERT, EXECUTIVE DIRECTOR, DHMH/OES
ROSEMARY MALONE, EXECUTIVE DIRECTOR, FIA**

Debbie Ruppert
Rosemary Malone

**RE: PROCEDURE FOR SPEND-DOWN APPLICATIONS GENERATED AT
THE LOCAL HEALTH DEPARTMENT (LHD)**

PROGRAM AFFECTED: MEDICAL ASSISTANCE

ORIGINATING OFFICE: OFFICE OF ELIGIBILITY SERVICES

BACKGROUND:

Prior to Medicaid Expansion, the Local Health Departments (LHD) only accepted Medicaid applications for Pregnant Women and Children that were covered under the P-Track. When Medicaid Expansion was implemented on July 1, 2008, the LHD's also began accepting applications from parents/caretakers for the Medical Assistance for Families (MA4F) program covered by the F05 coverage group. If a family was over the income limit for MA4F, the assistance unit trickled to an F99 spend-down. The LHD would finalize the F99 assistance unit and transfer the case to the Local Department of Social Services (LDSS) to complete the work on the actual spend-down.

The Affordable Care Act (ACA) was signed into law on March 23, 2010. ACA will take effect on January 1, 2014. In order to enroll applicants into Qualified Health Plans (QHP) and other Insurance Affordability Programs (IAP), as provided for under ACA, an open enrollment period is in effect from October 1, 2013 through March 31, 2014. Recipients in M status for a F99 spend-down AU between October 1, 2013 and December 31, 2013, may be determined eligible for Medicaid Expansion or a QHP with an IAP effective January 1, 2014. This Action Transmittal outlines the **additional** procedures the LHD must take when a consumer applies at the LHD for MA4F and trickles into a spend-down.

Note: The General Application Procedures and the Specific Application Procedures for LHD and LDSS to process MA4F applications remain in effect through December 31, 2013.

ACTION REQUIRED:

Effective immediately, all Local Health Departments must complete the following procedures:

1. Until December 31, 2013, if a family applies for MA4F (F05), the application must be processed in CARES.
2. If the family is over the current income limit, the assistance unit will trickle to a spend-down (F99) in CARES.
3. The consumer must be given the opportunity to complete an application for the Maryland Health Connection (MHC).
4. If the consumer does not wish to complete an application for the MHC, narrate in CARES that the opportunity to file for MHC was offered and the consumer did not wish to complete an MHC application at this time.
5. If the consumer wishes to complete an application for the MHC, immediately assist the consumer to complete an application:
 - a. If you can access the MHC internal portal, help the consumer complete the electronic application so a determination can be made on eligibility for Medicaid Expansion or a QHP with an IAP.
 - b. If you are unable to access the internal portal,
 - i. Help the consumer complete a paper MHC application, and
 - ii. Enter the data from the paper application into the MHC as soon as the internal portal is accessible.
6. Upon completion of an MA4F application that results in spend-down, CARES should be narrated with the specifics of how the MHC application was handled before the F99 AU is transferred to the LDSS.
 - a. If you can access the internal portal, narrate in CARES:
 - i. that the assistance unit is over the income limit for current Medicaid eligibility,
 - ii. the assistance unit has trickled to spend-down,
 - iii. the application has been loaded into the internal portal of the MHC, and
 - iv. the spend-down assistance unit has been transferred to the LDSS.
 - b. If the internal portal cannot be accessed, narrate in CARES:
 - i. that the assistance unit is over the income limit for current Medicaid eligibility,
 - ii. the assistance unit has trickled to spend-down,
 - iii. a paper MHC application has been completed,
 - iv. the paper MHC application will be entered into the MHC as soon as the internal portal is available, and
 - v. the spend-down assistance unit has been transferred to the LDSS.

INQUIRIES:

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

cc: DHMH Executive Staff
DHMH Management Staff
DHMH Policy and Training Staff
MCHP Premium Management Staff
DHR Executive Staff
FIA Management Staff
Constituent Services
DHR Help Desk