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Authorized Signature

Number: SS-PT-09-015
Issue Date: 05/07/2009

Topic: Medical Benefits

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

Applies to (check all that apply):

- All DHS employees
 County Mental Health Directors
 Area Agencies on Aging
 Health Services
 Children, Adults and Families
 Seniors and People with Disabilities
 County DD Program Managers
 Other (please specify): CAF SSP

Policy/Rule Title:	Changes to the citizenship/identity requirements in the medical programs		
Policy/Rule Number(s):	OAR 461-115-0705 Required Verification; BCCM, MAA, MAF, OHP, SAC OAR 461-135-0010 Assumed Eligibility for Medical Programs	Release No:	
Effective Date:	May 7, 2009	Expiration:	
References:	Family Services Manual, Medical Assistance Programs D , Nonfinancial Eligibility Requirements Family Services Manual, Medical Assistance Program C , Assumed Eligibility Medical Assistance – Worker Guide #3 , Citizenship and Identity Documentation Hierarchical List CIP/CIE Report		
Web Address:			

Discussion/Interpretation:

The CHIP Reauthorization Act of 2009 requires states to implement new citizenship documentation policy. The new policy allows Medicaid benefits to be provided to otherwise Medicaid eligible applicants who have been pended for citizenship documentation. The policy change applies to all applicants who have a date of request on or after April 1, 2009.

OAR 461-115-0705 *Required Verification: BCCM, MAA, MAF, OHP, SAC* and OAR 461-135-0010 *Assumed Eligibility for Medical Programs* have been amended to support the new citizenship documentation policy. OAR 461-135-0010 has been further amended to remove assumed eligibility based on TANF eligibility.

Note: Removing MAA assumed eligibility for TANF recipients from 461-135-0010 is not a change in policy. The rule amendment brings the rule into alignment with current federal policy.

Implementation/Transition Instructions: If an individual applies for medical assistance, declares U.S. citizenship, and is otherwise eligible for a Medicaid program, open Medicaid benefits and pend for verification of citizenship.

If the date of request (DOR) is on or after April 1, 2009, and the only eligibility item remaining is citizenship documentation:

- Open the Medicaid and pend for citizenship documentation. If the client has already been pended, you will need to resend a pend notice so the client will not think all eligibility criteria has been met when they get the approval notice.
- Add each pended recipient with the CIP need/resource item. Each recipient is provided a 'reasonable opportunity period'; a minimum of 45 days plus time for a 10-day closure notice to provide the pended citizenship documentation. If the recipient requests an extension, or if the eligibility worker has ordered a birth certificate and it has not arrived, the reasonable opportunity period can be extended.
- Each time the reasonable opportunity period is extended, staff must send a new pend notice which includes the new documentation due date, and narrate the action in TRACS. Be sure to change the CIP to CIE and add a new CIE end date. Once the documentation is received, staff should update the Person Alias/ Update screen citizenship fields and narrate in TRACS.
- If the documentation is not received in the reasonable opportunity period and the client does not respond to the pend notice, a closure notice will be automatically sent, the CM system will automatically change the CIP/CIE case descriptor to

CID and end Medicaid benefits. No further action will be required by the eligibility staff.

- If the benefits for a recipient are closed because they did not provide the citizenship documentation within the time frame allowed, and they reapply after benefits are closed, determine if the individual had good cause for not requesting an extension. If there was good cause, restore the medical, code with CIE, and re-extend, extending the due date. Narrate in TRACS. If there was no good cause, pend for the documentation, but do not open medical while pending for the citizenship documentation.

If the DOR is prior to April 1, 2009, and the application is currently pending, and the applicant is otherwise eligible for a Medicaid program (the only item pended for is citizenship documentation):

- Open the Medicaid effective April 1, 2009. Resend a pend notice so the client will not think all eligibility requirements have been met when they get the approval notice. Once the pended recipient provides the citizenship documentation, send a 148 to retro medical back to the date of request.

Note: It is important to note that an individual does not have to provide verification of citizenship for CHIP. However, this will change on January 1, 2010, when CHIP applicants will be required to follow the same policy as required for Medicaid applicants, and verify citizenship and identity.

Training/Communication Plan: Review and discuss with staff.

Local/Branch Action Required: Effective May 5, we will no longer deny medical solely because of a lack of citizenship documentation. Instead, benefits will be opened while the individual is pending for citizenship documentation. The CIP/CIE codes will be used by CM to end medical, not to deny it. Do not use the CIP/CIE codes unless the client has medical assistance opened while they are pended for citizenship.

A report of individuals with CIP/CIE coding will be mailed out to all branches in the next few days. Using the report, review cases coded with CIP or CIE coding.

- If all other eligibility criteria has been met but the applicant has not provided the citizenship documentation, open the Medicaid assistance. Re-extend for citizenship documentation and update the CIP to CIE with a new end date if necessary. Clients do not need a new 45-day period, but we must provide the new pend notice in time to allow for a timely continuing benefit notice if they do not respond to the pend.
- If an applicant has been pended for citizenship documentation and other verifications, remove the CIP/CIE coding. These individuals cannot be opened

while pending for citizenship documentation because other verification is also necessary to determine eligibility.

The CIP/CIE coding will now be used only for ongoing Medicaid clients who have been pended for citizenship documentation. Review the report, open medical for those who are pended only for citizenship documentation, but remove the CIP/CID coding if the individual must provide other eligibility verification.

Examples:

- 1) Jane is receiving CHP benefits with her mother, Ann Doe. Ann lost her job and applied for TANF/MAA on April 15. Jane and Ann's citizenship documentation is the only item remaining before MAA can be opened. Convert Jane and Ann to MAA and add the CIP coding for 06/09 to both Jane and Ann.
 - 2) Bill applied for OHP for his two children on March 15. The children are eligible for OHP except that Bill lost his children's citizenship documentation from California. Open the children's OHP-OPC medical effective April 1 (the date the new policy was effective), add the CIP coding to each child, and add OPC need/resource items with end date of 03/2010. Once the citizenship documentation is provided, send a 148 to add the children's medical from March 15 through March 31. In this example, the certification is 12 months. Following current policy, the initial prorated month does not count toward the 12 month certification.
 - 3) Frank applied for OHP for his two children February 15. The children are eligible for OHP except for citizenship documentation. Open the OHP-OPC medical effective April 1, add the CIP coding to each child, and add the OHP need/resource items with an end date of 02/2010. In this example, consider March the first month when determining the 12-month certification. The initial prorated month does not count toward the 12-month certification, but March does count.
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Central Office Action Required: Temporary rule amendment for April 1, 2009, permanent rule to be effective October 1, 2009. Family Services Manual revised for May 5, 2009. The CMCITPD pend notice and 1C, 1K and 2K approval notices will be revised as soon as possible to support the new policy.

The CM system will be revised to prevent CIP/CIE coding for Medicaid applicants. The citizenship documentation denial notice will be obsolete.

Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

Contact(s):	Please contact the appropriate SSP/SPD program analyst.		
Phone:		Fax:	
E-mail:			