INFORMATION MEMO

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

FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR
      JOSEPH E. DAVIS, EXECUTIVE DIRECTOR, DHMH/OOE

RE: WAIVER CASE REDETERMINATIONS

PROGRAM AFFECTED: MA WAIVER

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY:
Recently DHR became aware of an issue with regard to associated H-track waiver
redeterminations. The redetermination information packet (9702) for these waiver cases are not
being forwarded to the Division of Eligibility Waiver Services in a timely manner. The Waiver
Division is responsible for all eligibility, interim change and maintenance decisions with regard
to all H-track Waiver AUs. If a waiver recipient in the H-track is included on an active
associated AU at the LDSS (i.e. Food Stamps, TCA, FAC MA etc) or LHD (i.e. MCHP) the
following instructions will ensure that H-track AU’s are redetermined timely. This process is
necessary to ensure that the MA waiver case is properly evaluated using manual processing, as
all eligibility for waiver recipients is completed off-line. CARES is the mechanism used once
eligibility has been determined to deliver the Waiver Medical Assistance benefits.

ACTION REQUIRED
When the H-track Waiver redetermination packet is received at the LDSS/LHD, the case
manager should immediately forward it to the following address:
   Division of Eligibility Waiver Services
   6 St Paul Street Suite 400
   Baltimore, Maryland 21401

Remember, the LDSS/LHD that is responsible for the associated AUs(TCA, FS, FAC MA), will
remain the office of record for the entire case.

Please direct questions concerning Waiver cases to Cathy Sturgill at 410-238-1247 or email
csturgil@dhr.state.md.us. Direct all CARES inquiries to Gina Roberts at (410) 238-1297.

cc: FIA Management Staff
    Constituent Services
    DHR System Support Center