



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration
ACTION TRANSMITTAL

Control Number: #05-11

Effective Date: November 1, 2004

Issuance Date: October 21, 2004

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

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR, FIA
JOSEPH E. DAVIS, EXECUTIVE DIRECTOR, DHMH/OOEP**

RE: IMPLEMENTATION OF QMB/SLMB MAIL-IN APPLICATION

PROGRAM AFFECTED: MEDICAL ASSISTANCE (MA)

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

BACKGROUND:

Over the past few years, the Maryland Departments of Aging (MDOA), Health and Mental Hygiene (DHMH) and Human Resources (DHR) have conducted outreach to increase enrollment into the Qualified Medicare Beneficiary (QMB) and Specified Low-Income Medicare Beneficiary (SLMB) Programs. This collaboration resulted in the statewide implementation of a streamlined mail-in application, a surrogate interview process, a simplified redetermination application for QMB/SLMB customers, and a positive impact on enrollment.

To further enhance program enrollment and reduce the burden on our seniors and the disabled population, DHR and DHMH have developed a mail-in application titled, "Department of Human Resources Mail-In Application for Qualified Medicare Beneficiary (QMB) and Specified Low-Income Medicare Beneficiary (SLMB) Programs". The form number is DHR/FIA 9705. The application is white with black ink, (See attachment 1). It includes one insert, a yellow documentation checklist.

ACTION REQUIRED

Effective November 1, 2004, a face-to-face interview for QMB/SLMB applicants is **no longer** required. There have been no changes to the existing mail-in procedures for other Medicaid coverage groups. The newly developed mail-in application will replace the application currently completed in community and home-based settings for QMB/SLMB customers. Applicants can complete the Mail-In Application for QMB/SLMB Beneficiaries and forward it to the appropriate local department of social services.

Process the applications in accordance with established procedures. During the transition to the mail-in application, the LDSS may continue to receive some of the applications presently being used. LDSS offices are to accept and process all applications received after November 1, 2004 as mail-in applications.

SHIP Coordinators and other surrogate interviewers will continue to facilitate the process and assist their customers with the completion of applications, obtaining required documentation, and forwarding the information to the appropriate local department. Surrogate interviewers will be provided copies of the new Mail-In Application for the QMB/SLMB Programs.

The DHR Warehouse will distribute a supply of the application to the LDSS and SHIP Coordinators immediately prior to implementation. Additional copies will be available through the warehouse and can be accessed via the DHR and DHMH websites.

NOTE:

A separate 9707 Rights and Responsibilities form is **not required** for customers who complete the DHR/FIA 9705 Mail-In Application for the QMB/SLMB Programs.

INQUIRIES

Please direct questions to Deborah Weathers, DHR, at (410) 767-7994 or dweather@ehr.state.md.us and Barbara Washington at (410) 767-1480 or WASHINGTONB@dhh.state.md.us.

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