



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: #09-45

Effective Date: UPON RECEIPT

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**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: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR, FIA  
JILL SPECTOR, ACTING EXECUTIVE DIRECTOR, DHMH/OES**

**RE: MEDICAID EXPANSION PAC CONVERSION CASES**

**PROGRAM AFFECTED: MEDICAL ASSISTANCE FOR FAMILIES (MA4F)**

**ORIGINATING OFFICE: DHMH'S OFFICE OF ELIGIBILITY SERVICES (OES)**

### **BACKGROUND:**

During the 2007 Legislative Special Session, the legislature passed Senate Bill 6 (SB 6) the Working Families and Small Business Health Coverage Act. SB 6 included a provision to expand Medicaid eligibility to low income families with dependent children. The Department of Health and Mental Hygiene (DHMH) implemented this legislation, also known as the Medicaid Expansion or Medical Assistance for Families (MA4F) on July 1, 2008. As a result of this expansion, adults who were determined eligible for Primary Adult Care (PAC) and had dependent children in their household who received Maryland Children's Health Program (MCHP) were converted to the F05-U coverage group on MMIS only. Lists of upcoming MCHP redeterminations associated with these PAC conversion cases were sent to the local departments of social services (LDSS) and the local health departments (LHD) in order for the case managers to make an eligibility determination in CARES for Medical Assistance for Families (MA4F).

### **SUMMARY:**

Currently, there are more than 2,000 F05-U cases on MMIS that are not on CARES and are scheduled to end between 6/30/09 and 5/31/2010. To ensure that customers have the opportunity to receive proper notice for redetermination, DHMH will take the following actions:

- All converted PAC cases with a certification end date of June or July 2009 will be extended on MMIS to end on August 31, 2009.

- Identify the PAC conversion cases monthly and mail out a redetermination notice with an application to the household sixty days before the end date on MMIS. The first batch will be mailed in early July for the June, July and August 2009 redeterminations. These applications will be labeled MA4F **Conversion Redetermination**.
- If the redetermination packets are returned as undeliverable by the US Postal service, the Division of Recipient Eligibility Services (DREP) will immediately close the case on MMIS.

**ACTION REQUIRED:**

LHD and LDSS Case Manager Responsibilities when a MA4F **Conversion Redetermination** application is received:

1. Screen for converted cases in CARES and MMIS as follows: Determine if the children in the household are active in an MCHP Assistance Unit (AU) on CARES and have an active MCHP span on MMIS. Parents will have an F05-U span on MMIS preceded by a S09 span ending the day before the F05-U span begins.
2. Pend the entire household in F05 in CARES, using the date the PAC/MA4F Conversion Redetermination is received. Be sure to code any active P13 or P14 child as an AC (financial responsibility field) on the STAT screen and determine eligibility. Remember to code the adult applicants as “PN”. Do not use “NM”.
3. If the F05 AU is ineligible due to excess income, leave the existing P-Track AUs open. The F05 AU will trickle to F98, then F99, and then will sprout to any applicable P-Track coverage group.
4. If the F05 AU is eligible, close any existing P-Track AUs, with the exception of the P13 or P14 AUs, using CARES code 507.

**Follow these redetermination procedures to ensure continuous Medical Assistance coverage for these customers. This procedure will be necessary for each month that cases were converted from PAC to MA4F until May 2010.**

**REMINDERS: (For ongoing cases)**

- The converted cases will only show an F05-U span on MMIS and there will be no corresponding CARES AU. Therefore, when any application is received or interim change is reported on an MA or MCHP AU, check MMIS for PAC conversion cases.
- The F05 AU must be pended and then approved or denied on CARES since converted PAC cases were only active on MMIS.
- Pend and determine eligibility for MA4F in CARES. If ineligible (including a preserved Spend-down), print MMIS screen #1. Label the printout with “Close F05-U” and include the end date. Please sign, date and include your telephone number. Fax the MMIS screen printout to 410-333-7012. This process is necessary since CARES will not transmit denials to MMIS.

- If the household declines the F05 coverage, send a MMIS screen #1 printout to MMIS at 410-333-7012 as described above to close the converted case so that eligibility will not continue, in error, through the closing date.
- Conversion Redeterminations are subject to the Tardy Redetermination policy.

**INQUIRIES:**

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

cc: FIA Management Staff  
Constituent Services  
DHR Help Desk