1.9   QUALIFIED (QC) AND POVERTY-LEVEL (PL) CHILDREN, REGARDLESS OF BIRTHDATE

    A.   APPLICATION FORMS

        1.   Choosing The Correct Form

Form WV-KIDS-1 is used as a mail-in application form. When application is also made for another Program or Medicaid coverage group other than QC and PL Children, an interactive interview is conducted and the OFS-2 is used as the application. When the OFS-2 is used as the application form, it is not necessary for the client to complete a WV-KIDS-1 in addition to the OFS-2. **Applicants may also submit an application online by inROADS.**

When application is also made for a PL pregnant woman coverage, form WV-KIDS-1 may also be used to determine eligibility for her other children as QC or Poverty-Level children.

A reapplication is treated as any other application, except that, in some situations a new form may not be required. See Section 1.3,F.

        2.   Special Outreach/Application Procedures

NOTE: The Customer Service Centers (CSC) are responsible for processing CHIP redeterminations.

Form WV-KIDS-1 is available at community and business sites throughout the State. The form is a mailer with a pre-printed address so that all forms are mailed to a central location for redistribution to CSC's for processing.

The WV-KIDS-1 must be made available for pick-up in all county DHHR offices. County offices may not require that the client meet with a Worker or register with the receptionist in order to receive a form. The client may complete the WV-KIDS-1 at the **local** office and leave it there without being required to meet with a Worker or register with the receptionist. The client may also choose to pick up a form, complete it at a later date and return it in person for processing. Again, no meeting with a Worker or registration with the receptionist may be required. However, at any point, the client may choose to meet with a Worker to discuss the status of his application. Also at the client's request, form **WV-KIDS-1** may be mailed to him by the **local** office; it must be mailed on the same day it is requested.

The applicant may also apply online by inROADS.

B.   COMPLETE APPLICATION

The application is complete when the client signs a WV-KIDS-1, OFS-5 or OFS-2, as appropriate, which contains, at a minimum, his name and address. **An inROADS application is complete when an original signed signature page is received or when an application with an E-Signature is submitted by a Community Partner.**

C.   DATE OF APPLICATION

The date of application is the date the client signs a completed WV-KIDS-1, OFS-5 or OFS-2 as defined in item B. **The date of application for an inROADS application is the date the signed signature page is received. The date of application for an inROADS application with an E-Signature, submitted by a Community Partner, is the date of electronic submission.**

NOTE: When the applicant has completed the interactive interview, and there is a technical failure that prevents printing the OFS-2, form OFS-5 must be signed by the applicant, attached and filed in the case record with the subsequently printed OFS-2. The **DFA-RR-1** must also be completed and signed. He must not be required to return to the office to sign the OFS-2 when an OFS-5 has been signed. When the application is returned by mail or left at the office without an interview, the date of application is the date that a signed application which contains, at a minimum, the client's name and address, is received.

D.   INTERVIEW REQUIRED

No interview is required when the WV-KIDS-1 **or inROADS** is used.

E.   WHO MUST BE INTERVIEWED

An interview is not routinely required, but when an interview is conducted the following persons must be the ones to be interviewed:

-       At least one parent with whom the child lives; or

-       The adult, other than a parent(s), with whom the child lives; or

-       The representative of an adoption agency that has legal custody of the child; or

-       The child, if he does not live with a parent(s)or other adult.

F.   WHO MUST SIGN

1.   **Application Form or inROADS Signature Page**

The following person(s) must sign the application, depending on the living situation of the child.

-      One parent with whom the child lives; or

-      The adult with whom the child lives; or

-      The representative of an adoption agency that has legal custody of the child; or

-      The child who does not live with a parent(s) or other adult.

2.   **Electronic Signature**

See Section 1.2,K,3.

G.   CONTENT OF THE INTERVIEW

Although not required, when an interview is conducted, the interview requirements found in Section 1.2 are applicable. In addition, the following must be discussed with the client:

-      An explanation of the 12-month period of continuous Medicaid eligibility (CME). See Section 2.8.

-      That any child under age 18 may be evaluated for SSI-Related Medicaid as a blind or disabled child

- That the client may receive more than one medical card when there is more than one eligible child in the home

- That the client must report when any child becomes pregnant

- For WV CHIP only, an explanation of the passive redetermination process.

H. DUE DATE OF ADDITIONAL INFORMATION

When an interview is conducted, the Worker and the client decide on a reasonable time for the information to be returned.

When the application is returned by mail, left at the office **or submitted by inROADS** and additional information is required, the client must be given at least 10 days after the mailing date of the request for additional information to respond.

I. AGENCY TIME LIMITS

See item O.

J. AGENCY DELAYS

When the Department fails to request necessary verification, the Worker must immediately send a written request for the information. He must inform the client that the application is being held pending. When the verification is received and the client is eligible, retroactive medical coverage is based on the date of application.

When an application is not processed within agency time limits, the application must be processed immediately upon discovery and coverage must be backdated for any prior eligibility period. This may be more than 3 months if due to an agency error. To determine if the client is eligible to receive direct reimbursement for out-of-pocket medical expenses, see Chapter 2.

K. PAYEE

Depending on the child's living situation, the payee is a parent, other adult household member, or the child.

L. REPAYMENT AND PENALTIES

This does not apply to QC or Poverty-Level cases.

M.   BEGINNING DATE OF ELIGIBILITY

The beginning date of eligibility is the first day of the month of application, if eligible.   Eligibility may be backdated up to 3 months prior to the month of application, provided all eligibility requirements were met.

N.   REDETERMINATION SCHEDULE

The redetermination notice is mailed automatically on or about the first day of the 11th month of eligibility and is completed in the 12th month.

O.   EXPEDITED PROCESSING

Action must be taken to approve, deny or withdraw the application within 13 calendar days of the date a complete application is received in the county office. A complete application is defined in item B, above. If additional information or verification is required after the complete application is received, the Worker must request it immediately to allow the client 10 days to provide it, as required in item H, and to complete the application process within 13 days.

When application is made at the same time for another Medicaid coverage group(s) for another family member(s), or for other Programs, the application process for the QC or Poverty-Level child(ren) must be completed within 13 days, even though the application process for other individuals or for other Programs may still be pending.

P.   CLIENT NOTIFICATION

See Chapter 6.

Q.   DATA SYSTEM ACTION

Data system action is required to complete the application process, regardless of the eligibility decision except when denial is due to the fact that the child is already a Medicaid recipient.

When the child for whom application is made is already an active Medicaid recipient, the Worker must generate a RAPIDS notice of the denial.

R.   REDETERMINATION VARIATIONS

NOTE: This process is used for WV CHIP in alternate years. See Section 7.2,D.

NOTE: Redeterminations can not be submitted by inROADS.

The redetermination process is the same as the application process with the following exception:

The redetermination may be accomplished by mailing form WV-KIDS-1 to the client. A letter of explanation must accompany the form. It must explain, at a minimum, the following:

-       That the case is due for redetermination

-       The address to which the form and information must be returned. This is the **local** office address.

-       The date by which the form must be returned

-       Any verification which must be returned with the form

-       That the case will be closed after proper notification, if the redetermination is not completed

-       That the client may telephone the Worker or come into the office if he requires assistance in completing the form.

When the client is in the office to complete a redetermination for another Program or Medicaid coverage group, the QC or Poverty-Level redetermination must be completed at the same time.

The redetermination is completed using the OFS-2 when a redetermination for another Program or coverage group is completed.

When the redetermination is completed and the individual(s) remains eligible, the new eligibility period must begin the month immediately following the month of redetermination. See the RAPIDS User Guide.

If the client's coverage is interrupted due to agency delay or error, procedures for reimbursement of the client's out-of-pocket expenses may apply. **NOTE:** Reimbursement for out-of-pocket expenses does not apply to WV CHIP. See Chapter 2.

S.   THE BENEFIT

The first medical card generated by the data system shows retroactive eligibility and eligibility through the end of the current month.

The ongoing medical card shows the eligibility dates for the current month. A new card is issued monthly and shows that month's eligibility dates.

The ending date of eligibility is the last day of the month of the effective date of closure.