WV INCOME MAINTE	NANCE MANUAL	

2.15

# CHAPTER 2 The Case Maintenance Process

# 2.15 AIDS PROGRAMS

BMS is notified when the client becomes eligible for full Medicaid coverage, including meeting a spenddown.

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# 2.16 AFDC-RELATED AND SSI-RELATED MEDICAID

#### A. CHANGE IN INCOME AND DEDUCTIONS

Case maintenance action is required to update the data system when a Medicaid AG has a change of income.

Action taken by the Worker follows:

- If the AG did not previously have a spenddown and continues not to have one, no other action is necessary.
- If the AG previously did not have a spenddown and now has one, the case is closed after proper notice.

The following procedures are used in this situation.

- The AG is closed and reopened with a new POC. The new POC must not cover any period of time in which the case was in a POE.
- Advance notice must be provided for the case closure.
- The client must be provided with proper notice about his spenddown and the procedures which now apply.

### B. CHANGE IN DEPRIVATION FACTOR

When the deprivation factor for an AFDC-Related Medicaid AG changes, see Section 2.5.

# C. MRT REQUIREMENTS

An incapacitated, disabled, or blind person may require a MRT reevaluation. See Chapter 12.

#### D. CLOSURES

When the client fails to meet any eligibility requirement the AG is closed.

**NOTE:** An AG which meets a spenddown remains eligible until the end of the POC in the following situations, regardless of whether or not the individual is an AG member.

A member(s) of the Income Group experiences an increase in income; or

- An individual(s) with income is added to the Income Group; or
- An individual(s) is removed from the Needs Group

If the AG loses eligibility for another reason, such as no eligible child in the home or no deprivation factor, the AG is closed after proper notice before the POC ends.

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#### **The Case Maintenance Process**

# **2.17 WV WORKS**

#### A. SOURCES OF INFORMATION

In addition to the sources in Section 2.1, case maintenance action may also originate from the following sources:

- Division of Children and Adult Services: This includes, but is not limited to, Child Care, CPS and Foster Care.
- Bureau for Child Support Enforcement (BCSE): This may include the return of the absent parent or the receipt of child support in excess of the WV WORKS check. The OSCAR System is used by BCSE. Workers can inquire into this system to determine the child support an AG is receiving each month. Information is used to determine unearned income and whether or not the AG is eligible for the Child Support Incentive Payment.
- WV WORKS/SNAP E&T and BEP: This may include a change in work registration status, a request for application of a penalty or sanction or a report of new income or a change in income.
- DFA-FS-2: Although this form is used by the client to report changes in his SNAP benefits, the information may affect the WV WORKS benefit.
- Periodic Reporting Form: Although this is a mail-in redetermination for Medicaid, the information may affect the WV WORKS benefits.
- RAPIDS System Alerts: These alerts notify the Worker that changes have occurred or are expected to occur and the information must be reviewed and appropriate action taken. All actions must be recorded in case comments. The following alerts directly effect WV WORKS eligibility but a chart of all alerts can be found in Appendix H of the RAPIDS User Guide:
  - Social Security Information
    - 124 Incorrect SSN
    - 126 SDX need to evaluate (Social Security has confirmed benefits)
    - 501 SDX need to open (Social Security has approved SSI)
    - 511 Name mismatch with Social Security
    - 513 Social Security number provided not on file