

12.3 PROCESS FOR DETERMINING DISABILITY, INCAPACITY AND BLINDNESS

A. GENERAL REQUIREMENTS

NOTE: The determination of disability, incapacity or blindness for AFDC Medicaid and AFDC- and SSI-Related Medicaid applicants must not be delayed to determine if the client will meet his spenddown. The establishment of disability, incapacity or blindness and meeting a spenddown requirement are both eligibility factors and both must be pursued simultaneously. If the application is denied in RAPIDS for a reason other than failure to meet a spenddown prior to a MRT decision, the Worker must notify MRT of the denial. MRT will stop consideration of the case and return all information to the Worker. If the Worker determines that the client is ineligible for any other reason prior to the MRT decision, the application is denied, and the Worker must notify MRT to stop consideration of the application. This does not apply when the only reason for denial is failure to meet a spenddown.

The following steps are necessary in the process of determining incapacity, disability and blindness. These steps do not apply to the determination of disability for **SNAP** benefit policies. See Section 12.15.

- Accept the application.
- Prepare the Social Summary, using form DFA-RT-1, completing it in RAPIDS, unless not available
- Obtain initial medical reports
- Evaluate for presumptive approval and/or referral to MRT
- Obtain additional medical reports when indicated
- Re-evaluate for presumptive approval
- Re-referral to MRT
- MRT decision
- Disposition

NOTE: Should the Worker determine that the client is ineligible at any time during this process, he denies the application and immediately notifies MRT. This does not apply when the only reason for denial is failure to meet a spenddown.

B. SSI-RELATED DISABILITY PROCESSING REQUIREMENTS

1. Target Time Frames

Target time periods have been established to assure that SSI-Related disability cases are processed within the 90-day processing time limit, except when the delay is beyond the Department's control.

REQUIRED ACTION	TIME LIMIT
Interview client and request medical records and reports	By the 7 th calendar day after application
Follow-up request(s) for medical records or reports	By 30 days after initial request (and each 30 days thereafter)
Submission to MRT	By 7 days after medical records/reports received
Receipt of file and logged	By 2 days after receipt by MRT
Initial review by MRT staff	By 7 th day after receipt
Physician review (initial)	By 14th day after receipt
Additional medical information requested (if required) by physician	By 7 th day after initial physician review
Physician's final review	By 7 th day after receipt of additional medical information
Final decision (completion of ES-RT-3 and/or DFA-RT-3M form(s))	By 7 th day after final physicians review
File returned to county office	By 3 rd day after final physicians review
Notice to the client	By 7 th day after receipt of final decision at county office