

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 **DFA-2** is used as the application. When the **DFA-2** is used as the application form, it is not necessary for the client to complete a WV-KIDS-1. Applicants may submit an application online by inROADS.

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

A **redetermination** 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

Form WV-KIDS-1 is available at community and business sites throughout the State. **The form is given to anyone who requests it, regardless of the county in which he resides, if different from the county of the special outreach site. Forms received at these sites are forwarded to a central location and further distributed to the correct county office for processing.**

The WV-KIDS-1 must be available for **distribution in all county DHHR offices and provided to anyone who makes the request. When the client requests the WV-KIDS-1 mailed to him, this must occur the same day as his request. When received, the client has the option of completing the WV-KIDS-1 the day he receives the form and leaving it for processing, taking it with him for completion and returning it to the local office at a later date or returning with the form for completion in the office.**

NOTE: Regardless of the option chosen, at no point is the applicant required to register with the receptionist or meet with a Worker in order to receive a WV-KIDS-1 or have it processed.

The applicant may also apply online by inROADS.

B. COMPLETE APPLICATION

The application is complete when the client signs a WV-KIDS-1, **DFA-5** or **DFA-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, **DFA-5** or **DFA-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 **DFA-2**, form **DFA-5** must be signed by the applicant, attached and filed in the case record with the subsequently printed **DFA-2**. The **DFA-RR-1** must also be completed and signed. He must not be required to return to the office to sign the **DFA-2** when a **DFA-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 **QC, PL and** WV CHIP only, an explanation of the passive redetermination process.

NOTE: When a WV CHIP passive review does not include QC or PL Children, it is processed by the Customer Service Center (CSC).

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 **around the 2nd working day** of the 11th month of eligibility and is **due by the 3rd working day of** the 12th month. **The passive redetermination process is used for completing QC, PL and WV CHIP reviews in alternate years. See 1.9 R and 7.2 D.**

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.

NOTE: When a WV CHIP passive review does not include QC or PL Children, it is processed by the Customer Service Center (CSC).

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 SPECIAL PROCEDURES

A special procedure is used for completing QC, PL and WV CHIP reviews in alternate years. See Section 7.2,D.

This passive redetermination process is initiated by RAPIDS which generates the WV-KIDS-1 form with a PRL7 letter of explanation. The information is mailed around the **2nd working** day of the 11th month of **eligibility and is due by** the 3rd **working** day of the 12th month. The redetermination may be submitted by mail or online by use of inROADS.

.The letter of explanation provides the following information:

- That the AG(s) for the individual(s) listed is due for redetermination
- The address to which the form is returned, if submitted by mail
- The date by which the redetermination must be submitted
- Any verification which must be submitted with the form
- That the AG(s) will be closed after proper notification, if the redetermination is not completed
- Instructions for submitting the redetermination online by using inROADS A phone number to call if the individual has questions about submitting the redetermination online

The redetermination may be submitted online by use of inROADS until the end of the month in which the redetermination is due. Redeterminations submitted online do not require a signed signature page and are considered electronically signed. This is because the client must enter specific identifying information outlined in the instruction letter. This identifying information includes the case number, redetermination due date and county which are included in the letter. The Social Security number of the person to whom the letter is addressed must be entered, but is not shown on the letter.

The redetermination is completed using the **DFA-2** when a redetermination for another Program or coverage group is completed **other than QC, PL or WV CHIP Children**.

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.

NOTE: If a family has more than one child under the age of 19 and more than one redetermination date, these dates may be aligned eliminating the need to conduct separate redeterminations on each child. It is the responsibility of the Worker to evaluate and correctly align these groups, which may include QC, PL or WV CHIP.

A 12-month period of continuous eligibility cannot be extended beyond 12 months; but, it can be shortened to align with the redetermination date of the other children in the home if it does not adversely impact a child. If a child is found ineligible before their original 12-month continuous coverage was scheduled to end, the child must be allowed to continue that original 12-month period of continuous coverage.

A Continuously Eligible Newborn (CEN) must receive his CME period as a CEN through his first birthday, regardless of changes in the household's income and circumstances. Therefore, the CEN redetermination date cannot be aligned with the other children's AG's, but other QC, PL or WV CHIP AG's may be aligned with the CEN redetermination cycle.

An AG must be due for review and an application form received that requires processing before evaluating the case for alignment. The client's request or case management activity is not a basis for evaluating for alignment.

Those that have been aligned must be notified of the new period of eligibility.

EXAMPLE: A family has 2 children receiving QC. Child A is due for review in August. Child B is due for review in October. Both children can be reviewed and aligned in August and begin a new 12-month continuous eligibility period together. The 2 children would then be due for review in August of the following year.

EXAMPLE: A family has 1 child that is receiving WV CHIP and 1 child that is receiving QC. The WV CHIP child is due for review in October. The QC child is due for review in December. When the WV CHIP child is reviewed in October, the QC child can be reviewed and aligned at the same time. The 2 children would then be due for a review again in October of the following year.

EXAMPLE: A family has 2 children receiving QC. Child A is due for review in February. Child B is due for review in May. The review is completed and the Worker attempts to align the children's redetermination dates in February. Child B is found to be ineligible for continuous coverage. Child B must be allowed to keep the original 12-month continuous coverage period and be reviewed again in May as closing Child B in February would have an adverse effect on the child. Child A would begin a new 12-month period of continuous eligibility in February.

EXAMPLE: A family has 2 children receiving QC and a newborn receiving CEN Coverage in the home. Review dates are as follows: Child A in March, Child B in May and Child C in June. When the review for Child A is completed in March, Child B can be aligned and begin a 12-month period of consideration together beginning in April. Child C could not be aligned at this time as action cannot be taken to lengthen CEN Coverage. Child C must be allowed to keep the original 12-month continuous coverage period and be reviewed in June. At that time, the Worker could once again attempt to align the children's redetermination dates.

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.