

1.17 ILLEGAL ALIENS

A. APPLICATION FORMS

The DFA-2 is **used**.

B. COMPLETE APPLICATION

When the **applicant** or his representative signs a DFA-2 which contains, at a minimum, his name and address the application is complete.

C. DATE OF APPLICATION

The date of application is the date the applicant submits a DFA-2, in person, by fax or other electronic transmission or by mail, which contains, at a minimum, his name and address and signature. When the application is submitted by mail or fax, the date of application is the date that the form with the name, address and signature is received in the local office.

NOTE: When a faxed copy or other electronic transmission of an application is received that contains a minimum of the applicant's name, address and signature, it is considered an original application and no additional signature is required.

NOTE: When the applicant has completed the interactive interview, and there is a technical failure that prevents the printing of 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 the DFA-5 has been signed.

D. WHO MUST BE INTERVIEWED

No interview is required.

E. WHO MUST SIGN

The **applicant** or his representative must sign the DFA-2.

F. CONTENT OF THE INTERVIEW

Although no interview is 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 applicant even when an interview is not conducted:

- Use of the medical card
- That the illegal alien's medical coverage ends when the medical emergency ends.

G. DUE DATE OF ADDITIONAL INFORMATION

The Worker and the client agree on a reasonable period of time for the client to provide the information.

H. AGENCY TIME LIMITS

Agency time limits are as follows:

- Thirty (30) days, if based on a deprivation factor other than disability.
- Ninety (90) days, if disability must be established.

I. AGENCY DELAYS

When the Department fails to request necessary verification, the Worker must immediately send a verification checklist or form DFA-6 to request it. He must inform the client that the application is being held pending. When the verification is received and the client is eligible, medical coverage is retroactive to the date of the medical emergency.

J. PAYEE

The client who is the illegal alien is the payee.

K. REPAYMENT AND PENALTIES

This does not apply.

L. BEGINNING DATE OF ELIGIBILITY

Eligibility begins the date the medical emergency is diagnosed.

M. REDETERMINATION SCHEDULE

The redetermination schedule is the same as for the coverage group for which the alien is approved. However, the case is opened when treatment for the medical emergency begins and closed at the end of the medical emergency, even if it is prior to the redetermination date.

When the client has an ongoing emergency, the Worker must check periodically to determine if the emergency has ended. If a Medical Review Team decision was part of the client's eligibility determination, MRT redetermination requirements apply.

N. EXPEDITED PROCESSING

There is no expedited processing requirement.

O. CLIENT NOTIFICATION

See Chapter 6.

P. DATA SYSTEM ACTION

Each application requires data system action to approve, deny or withdraw.

Q. REDETERMINATION VARIATIONS

When the emergency continues, and the case requires a redetermination, the process is the same as the application process.

R. THE BENEFIT

RAPIDS issues a medical card for the valid POE. See Chapter 16.

S. ENDING DATE OF ELIGIBILITY

Eligibility for emergency Medicaid coverage ends on the day that the medical emergency ends.