

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 **requiring an** interview, 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.

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 **the application is signed electronically by the applicant, a** 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 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 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 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

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.

3. Electronic Signature

See Section 1.2.

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 **Expedited Processing Section below.**

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. See 1.9 and 7.2.

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.**

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 substituted by mail or online by use of inROADS.**