

1.6 AFDC MEDICAID

A. APPLICATION FORMS

The DFA-2 or DFA-MA-1 is used. See Section 1.3 for reapplications when a new form is not required.

B. COMPLETE APPLICATION

When the applicant signs an DFA-2, DFA-MA-1 or DFA-5 which contains, at a minimum, his name and address, his application is complete.

An application is considered incomplete when the client chooses not to sign the DFA-2, or DFA-5. When this occurs, it is a withdrawal, and appropriate data system action and client notification must be completed. The recording in case comments must specify that the client did not want to sign the application and the reason for his decision. The client should always be encouraged to sign the application so there is no misunderstanding that he was denied the right to apply.

C. DATE OF APPLICATION

The date of application is the date the applicant submits a DFA-2 or DFA-MA-1 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.

If the client, who became ineligible due to a lump sum payment requests recomputation, the date of application is the date of his request.

D. INTERVIEW REQUIRED

No interview is required.

E. WHO MUST BE INTERVIEWED

An interview is not routinely required, but when an interview is conducted, the following person(s) must be interviewed:

If the child is living with both parents, both must be interviewed unless:

N. REDETERMINATION SCHEDULE

Cases are normally redetermined annually. The redetermination schedule is set automatically by the data system, unless the Worker and Supervisor agree that a redetermination must be completed earlier. When a case is reopened without a DFA-2 or DFA-MA-1, the Worker must ensure that the client continues in the same redetermination cycle.

O. EXPEDITED PROCESSING

There are no requirements for expedited processing. Cases are approved in the order in which eligibility is established.

P. CLIENT NOTIFICATION

The client must be informed that he is eligible for Medicaid coverage and the date that his coverage begins.

See Chapter 6.

Q. DATA SYSTEM ACTION

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

R. REDETERMINATION VARIATIONS

1. Completion Of The Redetermination

If the client continues to be eligible, the Worker must make necessary data system changes to indicate changes in the client's circumstances. If the client is no longer eligible, the case is closed after proper notification.

2. Overdue Redeterminations

A case is overdue if changes are not transmitted by the last day of the month in which the redetermination was due, regardless of the effective date.

S. THE BENEFIT

1. Retroactive Benefits

The first medical card generated by the data system shows eligibility through the end of the current month. In situations where retroactive eligibility is established, a separate card is used for each retroactive month.