

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 another Medicaid program, other than PL pregnant woman coverage, the DFA-MA-1 is used as the application and it is not necessary for the client to complete a WV-KIDS-1.**

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-MA-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 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.

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, **DFA-MA-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.

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 **Complete Application**, 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 **Due Date of Additional Information above**, 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.

A redetermination may be completed by mail, in person or online using inROADS.

This passive redetermination process is initiated by RAPIDS which generates the PRLA. The PRLA is prepopulated with specific case information previously provided by the recipient but contains sections requesting the reporting of changes that may affect continued QC, PL or WV CHIP eligibility. See Chapter 7, Section 7.2 for procedures related to the PRLA and passive redetermination.

.The PRLA 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
- The opportunity to report changes
- That the AG may receive a verification checklist for completion and return, if reported changes require follow-up.
- 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 or DFA-MA-1 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.