

1.16 QUALIFIED DISABLED WORKING INDIVIDUALS (QDWI)

A. APPLICATION FORMS

The DFA-2 or DFA-MA-1 is used.

B. COMPLETE APPLICATION

A complete application is made when the client or his representative signs a DFA-2, DFA-MA-1 or DFA-5 which contains, at a minimum, his name and address.

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 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. INTERVIEW REQUIRED

No face-to-face interview is required.

E. WHO MUST BE INTERVIEWED

An interview is not required but when an interview is conducted, the QDWI applicant or his representative must be interviewed.

F. WHO MUST SIGN

The QDWI applicant or his representative must sign the DFA-2, DFA-MA-1 or DFA-5.

G. 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 even if an interview is not conducted:

- The QDWI recipient has only his Medicare, Part A, premium paid.
- The QDWI recipient receives no medical card.

H. DUE DATE OF ADDITIONAL INFORMATION

The Worker and the client decide on a reasonable period of time in which the client must return the information.

I. AGENCY TIME LIMITS

The Worker must send a copy of the DFA-2 or DFA-MA-1 to the Buy-In Unit at BMS within 30 days of the date of application, when the client is eligible for QDWI.

J. AGENCY DELAYS

When the Department fails to request necessary verification, the Worker must immediately send 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 eligibility would have been established, had the agency acted in a timely manner.

The Worker must forward the DFA-2 or DFA-MA-1 to the Buy-In Unit at BMS upon discovery that action was not taken in a timely manner.

K. PAYEE

The Department buys-in for the QDWI recipient, but no data system action is taken.

L. REPAYMENT AND PENALTIES

This does not apply to QDWI.

M. BEGINNING DATE OF ELIGIBILITY

Eligibility for payment of the Medicare premium may begin up to 3 months prior to the month of application, providing all eligibility requirements were met.