**Procedure for Closing FM/DKC**

**Before Authorizing MAGI Medicaid**

Correctly closing the FM/DKC before processing MAGI eligible applications will reduce the number of spiders received on cases and assist with correct “IN” and “OUT” participation coding on the cases.

***Note:*** *These actions are only necessary when everything is received and MAGI application is ready to process for a determination. FM/DKC cases remain open while a MAGI application is pended.*

1. Review MEIH for last paid month of benefits for the individual client.
2. Using the MIBW, change the certification “THRU MO:” to the last paid month of Medicaid for each eligible client.
3. If the Medicaid case is initialized into a future month(s) – Use the DELETE MONTH FOR PROGRAM function (#15) on the CAMM screen to delete all future Medicaid month(s).

1. Use CAMM or REPC (Revert to close) close the FM/DKC case, with “OT” as the reason code and proceed to processing with MAGI case.

*Note: Double-check all programs (FS, TA, etc) for the household to ensure they are initialized into the current system month and that benefits are not de-authorized. Make sure that correct income amounts have been re-entered on all income screens before reauthorizing benefits.*