

STATE OF ALASKA
DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION of PUBLIC ASSISTANCE

FRANK H. MURKOWSKI, GOVERNOR

P.O. BOX 110640

JUNEAU, AK 99811-0640

PHONE: (907) 465-3347 FAX: 465-5154

MEMORANDUM

DATE: October 2, 2006

TO: All Family Medicaid Manual Holders

FROM: Policy and Program Development Team
Carolyn Spalding, Acting Chief

SUBJECT: Family Medicaid Manual Change #33

This manual change incorporates Medicaid and Denali KidCare policy that requires United States citizens to provide verification of their U.S. citizenship and identity. This requirement is due to a change in federal law under the Deficit Reduction Act of 2005. The policy changes were previously implemented by broadcast announcements. Implementation in Alaska began on August 1, 2006 for Medicaid and Denali KidCare applications and renewals received on or after that date. *Note: The new law does not change the eligibility or verification rules that apply to non-citizens. Qualified aliens are still required to provide verification of their status when they apply for Medicaid benefits.*

Following is the guidance provided to implement the new requirement for applications and renewals received on or after August 1, 2006:

Application Processing:

Applicants for Medicaid and Denali KidCare who declare they are U.S. citizens are asked to provide proof of their citizenship and identity. If the proof is not provided with the application, and the individual is a previous recipient, the caseworker will check the case file to see if the required documents have already been provided. If the verification is not in the file, the application will be pended and notice D/M307 will be sent requesting the verification.

Applicants may be allowed additional time beyond the normal processing timeframes if needed due to reasons beyond their control. Applicants cannot be found eligible for Medicaid until the necessary verification is provided.

If the household does not provide the necessary proof or does not respond by the date requested, the application must be denied using the D/M205 notice and entering the "CI" denial reason code in EIS. *Note: Coverage for Medicaid/Denali KidCare is denied only for the individuals who do not provide the requested citizenship and identity verifications as required.*

Renewal Processing:

As reviews are submitted, caseworkers will check the existing case file for proof of citizenship and identity for Medicaid and Denali KidCare recipients. If the required documents are not in the file, send the D/M308 notice requesting the needed verification. If necessary, recipients will remain eligible for Medicaid into the next month to allow time for them to respond to the request. **Recipients who provide the requested verification, or state they are trying to get the verification but are unable to provide it at this time, may be found eligible for a new review period.** In this situation, documentation will be required at the next redetermination. A new eligibility period must be determined before a child is allowed the 6-month period of continuous eligibility.

If the household does not provide the necessary proof or does not respond by the date requested, the case will be closed with timely adverse action using the D/M405 notice, and entering the "CI" closure reason code in EIS. *Note: Coverage for Medicaid/Denali KidCare ends only for the individuals who do not provide the requested citizenship and identity verifications as required.*

In an effort to comply with the federal law, and make the process as easy as possible for applicants, recipients, and staff, we have:

- Created flyers about the new Medicaid citizenship and identity verification requirements, and sent a supply of these to offices and other interested parties to hand out with applications.
- Created flyers for Denali KidCare, which are inserted into the renewal forms sent to recipients.
- Created new EIS codes for tracking the level of citizenship and identity verification provided as required by federal regulations.
- Successfully matched over 60,000 Alaska residents with Bureau of Vital Statistics (BVS) data to verify citizenship. We are continuing to pursue future automated BVS matches.
- Developed new Medicaid and Denali KidCare EIS notices for requesting citizenship and identity verification, and for denying or ending eligibility for an individual who does not provide verification.

This manual change also includes revised self-employment policy relating to household members as employees that aligns policy for the Food Stamp, Alaska Temporary Assistance, and Family Medicaid programs. A new section on corporations is added to explain the treatment of income and expenses from these self-employment businesses and the section on partnerships is expanded.

Also included are updates to Addenda 1 and 2 to reflect the 2006 federal poverty guidelines for Alaska, and other policy clarifications and updates, which are described below.

If you have any questions, please contact any member of the Policy and Program Development Team at 465-3347 or email dpapolicy@health.state.ak.us.

OVERVIEW OF CHANGES

5000-4(A) – Verification Requirements

Adds new Medicaid policy requiring verification of citizenship and identity for individuals who are U.S. citizens.

5010 – Non-Financial Factors of Eligibility

Removes references to APA-related Medicaid categories, and adds citizenship and identity.

5011 – U.S. Citizenship and Eligible Alien Status

Adds policy and a list of acceptable documents that may be used to verify U.S. citizenship and identity.

5012- Alaska Residency

Clarifies the definition of Alaska residency and policy for out-of-state absences. Provides guidance on evaluating questionable residency.

5013 – Age

Removes references to APA-related Medicaid categories.

5014 – Social Security Enumeration

Makes minor revisions to the section.

5015 – Assignment of Rights

Adds definitions, and clarifies cooperation and assignment requirements.

5035 – Residents of Institutions

Adds exception to policy for an individual age 21 who has continuously resided in an inpatient psychiatric hospital. Also removed “Emergency Placement” section, as it is now included under “Exceptions”.

5164 – Self-Employment

- ✓ Clarifies verification requirements for self-employment income and expenses.
- ✓ Clarifies policy relating to partnerships and corporations
- ✓ Aligns policy relating to family members as employees. The policy is now the same for Alaska Temporary Assistance, Family Medicaid, and Food Stamps.

5500 – Breast and Cervical Cancer Medicaid

Updates contact information for the Breast and Cervical Cancer Coordinator.

Addendum 1 – Denali KidCare Income Standards

Updates the Federal Poverty Guidelines for Alaska effective April 1, 2006.

Addendum 2 – Family Medicaid Income Standards

Updates the Self-Employment Income Annualization Standards, and the Transitional Medicaid Income Standards for Alaska effective April 1, 2006.

MANUAL CHANGE FILING INSTRUCTIONS

Remove Old Pages

Table of Contents

GP-3 – GP-4

GP-10a – GP-10y

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FM-47g – FM-47p

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Addendum 1 (pages 1 through 2)

Addendum 2 (pages 1 through 2)

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FM-47g – FM-47r

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Addendum 1 (pages 1 through 2)

Addendum 2 (pages 1 through 2)

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION of PUBLIC ASSISTANCE

FRANK H. MURKOWSKI, GOVERNOR

P.O. BOX 110640

JUNEAU, AK 99811-0640

PHONE: (907) 465-3347 FAX: 465-5154

MEMORANDUM

DATE: December 1, 2005

TO: All Family Medicaid Manual Holders

FROM: Policy and Program Development Team
Ellie Fitzjarrald, Chief

SUBJECT: Family Medicaid Manual Change #32

Each year the Family Medicaid standards are adjusted by the same percentage as the Cost of Living Allowance (COLA) increase in Social Security benefits. This year the COLA increase is 4.1%. This manual change incorporates the 2006 Family Medicaid Standards, which become effective with the benefit month of January 2006.

This manual change also includes a change in how the value of a vehicle may be verified, in response to requests from staff.

If you have any questions, please contact any member of the Policy and Program Development Team at 465-3347 or email dpapolicy@health.state.ak.us.

OVERVIEW OF CHANGES

5065 - Third Party Liability (TPL) and Recovery

Instructs caseworkers to send an email to the DMA TPL staff if it appears a minor has health insurance coverage. The “possible TPL/TPR” indicator on the MERE screen should not be used for this purpose.

5154-8 – Vehicles

Changes policy to allow caseworkers to accept the household’s stated value of a vehicle when the household provides an explanation of why the value is lower than the assigned value, and the explanation is not questionable. Thanks to the Mat-Su staff for their persistence in requesting this policy change!

Family Medicaid Manual Change #31

December 1, 2005

Page 2

MANUAL CHANGE FILING INSTRUCTIONS

Remove Old Pages

GP-23 through GP-24

FM-41g through FM-41h

Addendum 2

Insert New Pages

GP-23 through GP-24

FM-41g through FM-41h

Addendum 2

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION of PUBLIC ASSISTANCE

FRANK H. MURKOWSKI, GOVERNOR

P.O. BOX 110640

JUNEAU, AK 99811-0640

PHONE: (907) 465-3347 FAX: 465-5154

MEMORANDUM

DATE: September 1, 2005

TO: All Family Medicaid Manual Holders

FROM: Policy and Program Development Team
Ellie Fitzjarrald, Chief

SUBJECT: Family Medicaid Manual Change #31

In our continuing effort to simplify and align policy across programs where possible, we are pleased to introduce a new Application Process chapter. To the extent that we can, we are presenting policy in the same format and language in the Food Stamp, Adult Public Assistance, Alaska Temporary Assistance and Family Medicaid program manuals.

This manual change also incorporates clarifications to the estimating income policy as a result of discussions during the 2005 Learning Summits and other technical changes.

If you have any questions, please contact any member the Policy and Program Development Team at 465-3347 or email us at dpapolicy@health.state.ak.us.

OVERVIEW OF CHANGES

MS 5005 Application and Review Process

- Reorganizes the sections in the chapter and aligns policy with other programs where possible.
- Incorporates policy relating to fee agent applications and applications from remote areas.
- Adds policy for accepting Native Family Assistance Program (NFAP) application forms and interviews.
- Clarifies that the Gen 72, Eligibility Review Form, may be used as an initial application form only if received in the month following the end of the review period.

- Clarifies that an application can still be used when denied for failure to provide verification or attend an interview, if within 30 days of the application date the applicant provides the necessary information or reschedules the interview.
- Clarifies that changes in household members reported before the application is processed are considered in the determination.

MS 5160 - Income

- Revises the chapter to incorporate policy clarifications and examples for estimating a full month's income when the income is new or has changed.
- Adds an example for a partial month's income due to a change that occurs during the month.

MS 5161 – Exempt Income

Adds existing policy on exempting adoption subsidy payments. These payments are intended to cover expenses due to the special needs of an adopted child.

MS 5162-1 Child Support Income

Corrects and clarifies Medicaid policy for allowing the \$50 pass through disregard of child support income.

MS 5185-2 Acting on Reported Changes

Includes an EIS processing note for the MIBW screen for instances when a household member is added without income.

MANUAL CHANGE FILING INSTRUCTIONS

Remove Old Pages

Table of Contents, pgs i-ix
GP-7a – GP-7k
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FM-50a – FM-50b

MEMORANDUM

DATE: March 21, 2005

TO: All Family Medicaid Manual Holders

FROM: Policy and Program Development Team
Ellie Fitzjarrald, Chief

SUBJECT: Family Medicaid Manual Change #30

This manual change implements new policy on estimating income and child support assignment and cooperation. It updates the Income Standards in Addendum 1 with the 2005 Federal Poverty Guidelines for Alaska and adds Addendum 3 listing the Family Medicaid subtypes. Third Party Liability and Recovery policies are merged into Section 5065, and information about Medicare coverage is removed as it is located in the Aged, Disabled, and Long Term Care Medicaid Manual. Highlights of these policy revisions are described below.

If you have any questions, please contact any member the Policy and Program Development Team at 465-3347 or email us at dpapolicy@health.state.ak.us.

Estimating Income

Two recent fair hearing decisions identified an inconsistency between our policy and the federal food stamp regulations for estimating income in the application month. This change corrects that policy. Application month income will no longer be determined based on the amount of income received by the interview date. Instead, the policy for estimating income will be the same for the application month and subsequent months.

In addition, we have clarified and simplified the manual sections. The conversion factors section is simplified by addressing only the two factors that truly convert income to a monthly amount – bi-weekly 2.15 and weekly 4.3, i.e., the third and fifth paycheck situations.

We are adopting these changes for the Food Stamp, APA, ATAP and Family Medicaid programs, so that policy is still aligned, with one exception. The Family Medicaid program prohibits the use of conversion factors when converted income causes Medicaid ineligibility.

The new policy for estimating income in the application months may be applied right away, however, it must be applied to all applications processed on and after May 1, 2005.

Child Support Assignment and Cooperation

In response to changes at the Child Support Services Division, errors found through the QARC process, and policy questions from staff, this chapter has been rewritten to clarify and improve the presentation of policy. It has been aligned in the Temporary Assistance and Family Medicaid manuals as much as possible.

A number of the changes made clarify the processing of child support forms and the effect of noncooperation. Even if the caretaker does not cooperate with child support requirements, children are still included in the case and benefits approved, if otherwise eligible. A penalty is imposed on the caretaker, if included in the case, and they do not have good cause for not cooperating. CSSD will still pursue enforcement of a child support or medical support order without the caretaker's cooperation unless good cause is established.

OVERVIEW OF CHANGES

5016 – Child Support Cooperation

- ✓ Changes references from the Child Support Enforcement Division (CSED) to the Child Support Services Division (CSSD).
- ✓ Removes references to the APA-related Medicaid categories.
- ✓ Replaces the term “absent parent” with “noncustodial parent”.
- ✓ Replaces the term “specified relative” with “caretaker relative”.
- ✓ Adds section about the Child Support Information form CSSD 1603a.
- ✓ Updates and adds to the process of obtaining the completed CSSD 1603a form, providing the opportunity for the caretaker to claim good cause, and entering information into EIS concerning the noncustodial parent.
- ✓ Adopts Temporary Assistance guidance of accepting a caretaker's statement of good cause if the claim is not questionable.
- ✓ Includes an e-mail contact at CSSD for good cause decisions made after eligibility has been determined.
- ✓ Clarifies that a penalty is imposed on the caretaker included in the case if they do not have good cause for not cooperating with CSSD, and that CSSD will still pursue enforcement of a child support or medical support order without the caretaker's cooperation. The application is NOT denied or the children excluded due to the lack of CSSD cooperation.

5050 – Complaints Of Quality Service

This is section removed. Complaints of quality service are managed by the Division of Health Care Services.

5060 – Medicare Coverage

This section is removed. Medicare coverage is included in the Aged, Disabled and Long Term Care Medicaid Manual.

5065 – Medical Resources

This section is renamed **Third Party Liability (TPL) and Recovery**, and incorporates information previously located in Section 5070.

5070 – Third Party Resources Recovery

This section is removed. Information from this section is included in Section 5065.

5160-1 – Determining The Household’s Monthly Income

- ✓ Changes the policy for determining the household’s monthly income.
- ✓ Reorganizes and expands some sections to better explain how averaging is used in converting and estimating income.
- ✓ Includes a reminder that Family Medicaid policy requires the worker to determine Medicaid eligibility by disregarding the third or fifth payment if using converted income causes the household to exceed the Medicaid income limit.
- ✓ Replaces the estimating income in application month policy with expanded sections on policy for estimating full and partial month’s income.
- ✓ Updates policy on using work schedules instead of pay history to apply to any situation when changes occur that result in the pay history no longer reflecting the income the individual expects to receive.

5162-1 Child Support Income

- ✓ Clarifies how to count child support payments and pass-through payments received by applicants and recipients.

MANUAL CHANGE FILING INSTRUCTIONS

Remove Old Pages

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18 -- 26
FM-43a – FM 43n
FM-45a – FM-45b

Addendum 1 – Denali KidCare Income Standards

Addendum 2 – Self-Employment Income and
Transitional Medicaid Income Standards

Insert New Pages

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GP-18 – GP-26
FM-43a – FM 43r
FM-45a – FM-45b

Addendum 1 – Denali KidCare
Income Standards

Addendum 2 – Self-Employment
Income and Transitional Medicaid
Income Standards

Addendum 3 – Family Medicaid
Subtypes

MEMORANDUM

DATE: December 1, 2004

TO: All Medical Assistance Manual Holders

FROM: Policy and Program Development Team
Ellie Fitzjarrald, Chief

SUBJECT: Family Medicaid Manual Change #29

This manual change includes a new cover, changing the name of the Medical Assistance Manual to the “*Family Medicaid Eligibility Manual*”, as a result of releasing the new “*Aged, Disabled, and Long Term Care Manual*.” Due to the separation of the policies, it removes and reorganizes several sections.

This manual change also incorporates the 2005 Family Medicaid Standards, which become effective with the benefit month of January 1, 2005. Each year the Family Medicaid standards are adjusted by the same percentage as the Cost of Living Allowance (COLA) increase in Social Security benefits.

The changes included are outlined below. If you have any questions, please contact any member the Policy and Program Development Team at 465-3347 or email us at [**dpapolicy@health.state.ak.us**](mailto:dpapolicy@health.state.ak.us).

OVERVIEW OF CHANGES

5005-4 APPLICATION SIGNATURES

- ✓ Clarifies that both adults must sign the application when they are mandatory household members.

5011 - U.S. CITIZENSHIP AND ELIGIBLE ALIEN STATUS

- ✓ Changes name of Immigration and Naturalization Service (INS) to their new name of U.S. Citizenship and Immigration Services (USCIS).
- ✓ Clarifies eligibility for U.S. Nationals.
- ✓ Adds internet address (URL) to view certain USCIS documents online.

- ✓ Adds certain family members of victims of a severe form of trafficking holding a derivative T-2, T-3, T-4 or T-5 Visa as an Alien exempt from the five-year bar.
- ✓ Changes the Systematic Alien Verification Entitlement (SAVE) program to the Automated Status Verification System (ASVS).
- ✓ Removes subsection 5011-9 Treatment of Emergency Medical Conditions of Aliens. This is moved to Section 5600.
- ✓ Removes subsection 5011-10 Historical References.

5152-9 TRUST FUNDS

- ✓ Changes Division of Family and Youth Services (DFYS) name to Office of Children's Services (OCS).
- ✓ Adds Medicaid Qualifying Trust information that was removed from Sections 5027 and 5028.

5160-5 SPECIAL INCOME PROVISIONS

- ✓ Adds Medicaid Qualifying Income Trust information that was removed from Sections 5027 and 5028.
- ✓ Clarifies stepparent deeming with an example added.

5500 - BREAST AND CERVICAL CANCER MEDICAID ELIGIBILITY

- ✓ Replaces Section 5800.

5600 – EMERGENCY TREATMENT FOR ALIENS

- ✓ Replaces Section 5011-9.
- ✓ Changes Division of Medical Assistance (DMA) name to Division of Health Care Services (DHCS).

MANUAL CHANGE FILING INSTRUCTIONS

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Part C Table of Contents
Pages 55 – 58j

Part D – Nursing Home and HCB Waiver Medicaid
Part D Table of Contents
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Addendum 2 – Family Medicaid Income Standards

Addendum 3 – Long Term Care Standards and
Other APA-Related Medicaid
Income Standards

Insert New Pages

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Addendum 2 – Income Standards

STATE OF ALASKA

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF PUBLIC ASSISTANCE

Frank H. Murkowski, Governor

P.O. Box 110660

Juneau, AK 99811-0660

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MEMORANDUM

DATE: May 1, 2004

TO: All Medical Assistance Manual Holders

FROM: Policy and Program Development Team
Ellie Fitzjarrald, Chief

SUBJECT: Medical Assistance Manual Change #27

This manual change incorporates and aligns self-employment income policies with those of the Temporary Assistance and Food Stamp programs. This includes budgeting seasonal self-employment income and the simplifications announced by broadcast on 4/15/04 regarding income from fish price adjustments, and the annualization determination. The Self-Employment Income Chapter is reorganized and the format aligns with the Temporary Assistance and Food Stamp manuals.

This manual change also updates the Income Standards in Addendums 1, 2, and 3, as a result of the increase in Alaska Federal Poverty Guidelines on April 1, 2004.

If you have any questions, please contact any member the Policy and Program Development Team at 465-3347 or email us at dpapolicy@health.state.ak.us.

MANUAL CHANGE FILING INSTRUCTIONS

Remove Old Pages

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Part B TOC, Pages FM-i – FM-vi

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Insert New Pages

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Remove Old Pages

ADDENDUM – 1

ADDENDUM – 2

ADDENDUM – 3

Insert New Pages

ADDENDUM –1:
DKC Income Standards

ADDENDUM – 2:
Family Medicaid
Self-employment Annualization Standard
IRS Mileage Allowance
Transitional Medicaid Standards

ADDENDUM – 3:
LTC Income
Other APA-Related Medicaid Standards

MEMORANDUM

DATE: January 3, 2003

THROUGH: Chris Ashenbrenner, Acting Director
Division of Public Assistance

FROM: Bob Labbe, Director
Division of Medical Assistance

RE: Medical Assistance Manual Change #25

The Division of Medical Assistance presents Medical Assistance Manual Change #25. This manual change includes new policies, clarifications and technical corrections.

Thanks to the field staff who provided time to review and comment on our prior and current manual changes. We appreciate your input as this directly results in our continuous improvement efforts for a user friendly Medical Assistance Manual.

If you have any questions, please contact the Division of Medical Assistance by email at dmapolicy@health.state.ak.us. Your questions, comments and suggestions are always welcome.

The changes to the Medical Assistance policies are listed below.

5000 Introduction to Medicaid

This section adds policy information on required verification and documentation.

5007-2 Continuous Eligibility and Transitional Medicaid

This section adds policy clarification that when considering eligibility for Transitional Medicaid because stepparent deeming rules apply, children remain on Family Medicaid.

5011 United States Citizenship

This section adds new policy for aliens who entered the U.S. prior to 8/22/96. An undocumented alien must provide proof of his or her claimed date of entry to be eligible for Medicaid upon obtaining qualified alien status. Also corrects cross referencing of other related policy sections, removes the transitional provisions and adds policy on the Systematic Alien Verification for Entitlement (SAVE) program.

5012 Alaska Residency

This section adds additional policy for when an individual is a resident of Alaska and has plans to relocate.

5020 Financial Eligibility

This section adds additional policy on differences between APA policies that do not apply to Medicaid-only cases by including pursuit of SSI that is not a requirement of Medicaid, removes outdated APA suspension policy due to retrospective budgeting. Also clarifies Family Medicaid minor parent deeming rules.

5031 Permanent Fund Dividend

This section removes outdated policy on Medicaid PFD Hold Harmless.

5032 Federal Poverty Guidelines For Alaska

This section updates the Federal Poverty Guidelines for Alaska effective April 1, 2002.

5035 Residents of Public and Penal Institutions

This section updates language for juveniles in correctional facilities to receive their medical care through the Division of Juvenile Justice.

5104-2 Household Combinations

5104-5 Children Receiving SSI or Foster Care Maintenance Payments

These sections address policy to include eligibility only for a specified relative within 5th degree of kinship when he or she is serving as a foster parent to a dependent child receiving federal, state, or local foster care maintenance payments.

5120 Nontemporary Absences

This section adds new policy to determine when a child is considered to be living independently from his or her parents.

5152 Countable Resources

This section restructures the subsection on counting real property against the resource limit and removes the vehicle policy.

5154 Exempt Resources

This section includes the vehicle policy and is updated with policy to determine fair market value by using the NADA Appraisal Guides on the Internet. The subscription to the Red Books has been cancelled, as it was no longer cost effective to pay for the Red Books. Also removes subsection on necessary information and verification, which is now included under Manual Section 5000.

5156 Special Resource Provisions

This section is updated with detailed policy on types of employment related funds and when they are considered available. Also provides additional policy guidance on ANCSA assets.

5160 Income

This section is updated to combine sporadic and irregular income into one section, and corrects a technical error on minor parent deeming regardless if they are married or emancipated. Also removes detailed instructions on deeming the income of the sponsor of an alien. Policy is evolving with the new affidavits of support and caseworkers are asked to contact DMA policy for guidance on how to deem the income of the alien sponsor.

5161 Exempt Income

This section clarifies policy on countable Americorps stipends and living expense payments. Also adds policy on exempting subsidized guardianship payments.

5164 Earnings from Self-Employment

This section updates the Annualization Standards 185% FPG chart for Alaska effective April 1, 2002; and removes outdated "Settling Up" Policy Difference Chart.

5165 Income Disregards

This section clarifies that child care or dependent care expenses will be allowed when incurred. Any incurred expenses claimed which are not verified will not be allowed as a deduction.

5172- Income Eligibility

This section updates the Medicaid Need Standards for 2003.

5185 Case Changes and Maintenance

This section adds policy under the change reporting requirements to include when anyone starts, stops or has changes in health insurance coverage.

5220 Transitional Medicaid

This section removes language regarding TR2 being mailed to recipients. The TR2 is no longer mailed due to revisions of the TR1.

5310 Pregnant Woman Eligibility

5320 Pregnant Woman Postpartum Eligibility

5340 Children Under Age 19

These sections add updated EIS information with additional subtype codes effective October 1, 2002. These subtype codes are added to distinguish individuals for whom the state can claim enhanced funding under Title XXI.

5526 Disability Determinations

Medical Assistance Manual Change #25

January 3, 2003

Page 4

New section (previously in section 5040). Updates language from Disability Determination Unit (DDU) to Disability Determination Service (DDS), and corrects mailing address. Also replaces reference from Older Alaskans Commission to Division of Senior Services.

5800 Breast/Cervical Cancer Medicaid Eligibility

This section updates the 250% FPG income eligibility chart effective April 1, 2002. Also updates name and address of eligibility worker, Kim Hess in the Coastal Field Office to process applications for this program.

MANUAL CHANGE INSTRUCTIONS

Remove old pages and replace with new pages as indicated below:

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STATE OF ALASKA

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF PUBLIC ASSISTANCE

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MEMORANDUM

DATE: December 1, 2003

TO: All Medical Assistance Manual Holders

FROM: Policy and Program Development Team
Ellie Fitzjarrald, Chief

SUBJECT: Medical Assistance Manual Change #26

Each year, the Family Medicaid and Long Term Care Standards are adjusted. The Family Medicaid standards are adjusted by the same percentage as the Cost of Living Allowance (COLA) increase in Social Security Benefits. These Family Medicaid standards are also used to determine eligibility for Under 21 Medicaid, and non-IV-E Foster Care and Adoption Assistance.

The Long Term Care (LTC) Standards are based on a percentage of the SSI standards and the Consumer Price Index Increase from September 2002 to September 2003. The LTC Need Standard and the Home and Community Based Personal Needs Allowance are frozen at the 2003 standards. The Community Spouse Resource Allowance, Community Spouse Monthly Maintenance Need Standard, and the Monthly Need Standard for Additional Household Members have increased.

This manual change incorporates the 2004 standards, updates the Denali KidCare and Pregnant Woman Medicaid Income Standard reductions that became effective September 1, 2003, makes several minor changes to update or clarify policy, adds new resources and income exemptions for payments made under the Energy Employees Occupational Illness Compensation Act, and removes policies related to the Alaska Longevity Bonus.

For consistency between program manuals and ease of use, the income standards have been removed from Section 5032 and placed in Addendum 1, the standards removed from Section 5172 are placed in Addendum 2, and Addendum 3 has also been added to include the Long Term Care and Other APA-Related Medicaid Standards that have not been included previously in the manual.

Highlights of these policy revisions are described below. If you have any questions, please contact any member the Policy and Program Development Team at 465-3347 or email us at dpapolicy@health.state.ak.us.

OVERVIEW OF CHANGES

5016-5 - Withdrawal from Cash Support Enforcement

Removes outdated policy regarding the MED 10B form used to withdraw from cash support enforcement. The CSED 1603 revised 02/26/02 includes this option.

5018 - Development of Income

Clarifies policy that the entire household loses eligibility if an individual does not apply for other available benefits unless there is good cause. If the individual who failed to apply and pursue other benefits is an *optional* household member, then his or her needs are removed and the case left open for the remaining members.

5030 - Alaska Longevity Bonus

This section is removed.

5031 – Permanent Fund Dividend

This section is removed. Policy is already included in MS 5154-6 and MS 5161-18.

5032 - Federal Poverty Guidelines for Alaska

This section is removed. Income standards based upon the federal poverty guidelines for Alaska are now included in **Addendum-1 and Addendum-3**.

5154-6 - Other Exclusions

Adds policy to exempt resources from payments made under the Energy Employees Occupational Illness Compensation Act.

5161-21 – Subsidized Guardianship Payments

This section is simplified.

5161-22 - Energy Employees Occupational Illness Compensation Payments

New subsection provides policy to exempt payments received under the Energy Employees Occupational Illness Compensation Act.

6164-6 - Allowable Costs of Doing Business

Updates the mileage allowance for a vehicle used less than 50% of the time for business.

5172 - Income Eligibility

Reorganized and clarifies the two-step process in determining Medicaid eligibility. Removes income eligibility standards charts, which are now included in **Addendum-2**.

5185-1 Change Reporting Requirements

Updates the reporting requirement for unearned income to the new \$50 threshold for alignment with the Food Stamp and Temporary Assistance programs.

5300 – Denali KidCare

Updates policy on the DKC income standards. The 200% standard was reduced to 175% FPG and frozen at that level.

Changes the Division of Medical Assistance to the Division of Health Care Services, and changes the routing for the economic hardship requests to the Division of Public Assistance.

Manual Change Filing Instructions

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ADDENDUM – 1 DKC Income Standards
and Trans Med
Standards

ADDENDUM – 2 FM Income Standards

ADDENDUM – 3 LTC Income and Other
APA-Related Standards

MEMORANDUM

DATE: January 3, 2003

THROUGH: Chris Ashenbrenner, Acting Director
Division of Public Assistance

FROM: Bob Labbe, Director
Division of Medical Assistance

RE: Medical Assistance Manual Change #25

The Division of Medical Assistance presents Medical Assistance Manual Change #25. This manual change includes new policies, clarifications and technical corrections.

Thanks to the field staff who provided time to review and comment on our prior and current manual changes. We appreciate your input as this directly results in our continuous improvement efforts for a user friendly Medical Assistance Manual.

If you have any questions, please contact the Division of Medical Assistance by email at dmapolicy@health.state.ak.us. Your questions, comments and suggestions are always welcome.

The changes to the Medical Assistance policies are listed below.

5000 Introduction to Medicaid

This section adds policy information on required verification and documentation.

5007-2 Continuous Eligibility and Transitional Medicaid

This section adds policy clarification that when considering eligibility for Transitional Medicaid because stepparent deeming rules apply, children remain on Family Medicaid.

5011 United States Citizenship

This section adds new policy for aliens who entered the U.S. prior to 8/22/96. An undocumented alien must provide proof of his or her claimed date of entry to be eligible for Medicaid upon obtaining qualified alien status. Also corrects cross referencing of other related policy sections, removes the transitional provisions and adds policy on the Systematic Alien Verification for Entitlement (SAVE) program.

5012 Alaska Residency

This section adds additional policy for when an individual is a resident of Alaska and has plans to relocate.

5020 Financial Eligibility

This section adds additional policy on differences between APA policies that do not apply to Medicaid-only cases by including pursuit of SSI that is not a requirement of Medicaid, removes outdated APA suspension policy due to retrospective budgeting. Also clarifies Family Medicaid minor parent deeming rules.

5031 Permanent Fund Dividend

This section removes outdated policy on Medicaid PFD Hold Harmless.

5032 Federal Poverty Guidelines For Alaska

This section updates the Federal Poverty Guidelines for Alaska effective April 1, 2002.

5035 Residents of Public and Penal Institutions

This section updates language for juveniles in correctional facilities to receive their medical care through the Division of Juvenile Justice.

5104-2 Household Combinations

5104-5 Children Receiving SSI or Foster Care Maintenance Payments

These sections address policy to include eligibility only for a specified relative within 5th degree of kinship when he or she is serving as a foster parent to a dependent child receiving federal, state, or local foster care maintenance payments.

5120 Nontemporary Absences

This section adds new policy to determine when a child is considered to be living independently from his or her parents.

5152 Countable Resources

This section restructures the subsection on counting real property against the resource limit and removes the vehicle policy.

5154 Exempt Resources

This section includes the vehicle policy and is updated with policy to determine fair market value by using the NADA Appraisal Guides on the Internet. The subscription to the Red Books has been cancelled, as it was no longer cost effective to pay for the Red Books. Also removes subsection on necessary information and verification, which is now included under Manual Section 5000.

5156 Special Resource Provisions

This section is updated with detailed policy on types of employment related funds and when they are considered available. Also provides additional policy guidance on ANCSA assets.

5160 Income

This section is updated to combine sporadic and irregular income into one section, and corrects a technical error on minor parent deeming regardless if they are married or emancipated. Also removes detailed instructions on deeming the income of the sponsor of an alien. Policy is evolving with the new affidavits of support and caseworkers are asked to contact DMA policy for guidance on how to deem the income of the alien sponsor.

5161 Exempt Income

This section clarifies policy on countable Americorps stipends and living expense payments. Also adds policy on exempting subsidized guardianship payments.

5164 Earnings from Self-Employment

This section updates the Annualization Standards 185% FPG chart for Alaska effective April 1, 2002; and removes outdated "Settling Up" Policy Difference Chart.

5165 Income Disregards

This section clarifies that child care or dependent care expenses will be allowed when incurred. Any incurred expenses claimed which are not verified will not be allowed as a deduction.

5172- Income Eligibility

This section updates the Medicaid Need Standards for 2003.

5185 Case Changes and Maintenance

This section adds policy under the change reporting requirements to include when anyone starts, stops or has changes in health insurance coverage.

5220 Transitional Medicaid

This section removes language regarding TR2 being mailed to recipients. The TR2 is no longer mailed due to revisions of the TR1.

5310 Pregnant Woman Eligibility

5320 Pregnant Woman Postpartum Eligibility

5340 Children Under Age 19

These sections add updated EIS information with additional subtype codes effective October 1, 2002. These subtype codes are added to distinguish individuals for whom the state can claim enhanced funding under Title XXI.

5526 Disability Determinations

Medical Assistance Manual Change #25

January 3, 2003

Page 4

New section (previously in section 5040). Updates language from Disability Determination Unit (DDU) to Disability Determination Service (DDS), and corrects mailing address. Also replaces reference from Older Alaskans Commission to Division of Senior Services.

5800 Breast/Cervical Cancer Medicaid Eligibility

This section updates the 250% FPG income eligibility chart effective April 1, 2002. Also updates name and address of eligibility worker, Kim Hess in the Coastal Field Office to process applications for this program.

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