

# MISSISSIPPI DIVISION OF MEDICAID

## Eligibility Policy and Procedures Manual

### **DEFINITIONS** (Continued)

#### **101.03.10**     **APPLICATION**

An application is the action by which an individual indicates his intent to apply for medical assistance.

#### **101.03.11**     **APPLICATION FORM**

All applications must be filed on the Application for Mississippi Health Benefits form, the Mississippi Medicaid Aged, Blind and Disabled Medicaid Programs form or an exact facsimile of these forms. The application form is a legal document, completed by the applicant or a person acting on behalf of the applicant, that signifies intent to apply and:

- Is the official agency document used to collect information necessary to determine eligibility;
- Is the applicant's formal declaration of financial and other circumstances at the time of application;
- Is the applicant's certification that all information provided is true and correct;
- Provides notice to the applicant of his rights and responsibilities; and
- May be introduced as evidence in a court of law;

#### **101.03.12**     **REQUEST FOR INFORMAL MEDICAID ELIGIBILITY OPINION**

An individual seeking assistance from other social service agencies may be required to obtain a statement from the Division of Medicaid that he is not eligible for Medicaid in order to obtain that agency's services. If the individual indicates through questioning that none of the categorical requirements would be met, i.e., the person is not aged, blind, disabled, pregnant, under age 19 or part of a family with dependent children, the regional office may provide the individual with a statement that he is not eligible based on the self-declared information. The statement must also explain to the individual that the decision is not an official denial and cannot be appealed. If an official denial notice is required, an application must be filed and a decision rendered after all eligibility factors have been examined according to policy. In addition, the statement issued by the office cannot be used to indicate a person's ineligibility due to financial or other non-categorical eligibility criteria. If the person appears categorically eligible, an application must be filed to obtain an eligibility decision.