

MISSISSIPPI DIVISION OF MEDICAID

Eligibility Policy and Procedures Manual

101.04 FILING THE APPLICATION

Individuals inquiring about program eligibility requirements should be informed of their opportunity to apply. If an application is requested, the regional office must provide an application to the individual or mail it, as applicable. If another person or agency refers the name of an individual in need of medical assistance to the regional office, an application will be mailed if an address is available.

101.04.01 RIGHT TO APPLY

Individuals wishing to file an application must be afforded the opportunity to do so without delay. When an individual inquires about making an application at any regional office, an application form must be provided and the person offered the opportunity to file that day. A clearly ineligible person may file an application that must be accepted by the regional office and then denied.

101.04.02 ASSISTANCE WITH APPLICATION

The agency must allow an individual or individuals of the applicant's choice to accompany, assist and represent the applicant in the application or redetermination process.

101.04.03 APPLICATION FILE DATE

The application file date is the date a valid application form is received by the agency. To be valid, the application must be a Division of Medicaid application form or an exact facsimile and it must be signed by the applicant or his representative. Applications may be received by a regional office in one of the following ways:

- In person in any regional office, official out-stationed location or other location outside the regional office where eligibility staff are on official duty, such as a nursing home, hospital or other public facility;
- By mail in any regional office;
 - Applications received by mail which arrive after the end of the month, but were postmarked by the last day of the month will be considered to have been received by the regional office on the last day of the month in which they are postmarked.
- By fax or electronically in any regional office;