

MISSISSIPPI DIVISION OF MEDICAID

Eligibility Policy and Procedures Manual

❖ Families, Children and CHIP Programs

101.11.08E NOTICE OF UPCOMING REVIEW

A system-generated Notice of Upcoming Review is issued to FCC Heads of Household two months prior to the earliest review due date for the case. This notice informs the family of the impending review and provides general information which will be needed to complete the redetermination process.

101.11.08F REDETERMINATION REPORTS

The Monthly MEDSX Redetermination Due Listing (RJ431), sorted by regional office and caseload, identifies the cases due and coming due for redetermination for a 3-month period. The report also lists any cases which are overdue as of the report date.

On a monthly basis, each specialist will identify cases subject to redetermination and begin the redetermination process to complete the application form and obtain additional information to complete the review. As reviews are completed during the month, the specialist can use the RJ431W, Weekly MEDSX Redetermination Due Listing, to identify cases which are still pending.

101.11.08G SCHEDULING THE INTERVIEW AND REQUESTING INFORMATION

The specialist will issue an interview appointment via DOM-307, Request for Information. FCC review appointments must be scheduled to allow a minimum of 14 days between the appointment notice and the date of interview. Information known to be needed will also be requested on this 307. In this instance, the information due date is the day of the interview.

If additional information is determined to be needed at the interview or the client requests additional time to provide some or all of the previously requested information, a second DOM-307 will be issued.

101.11.08H DISPOSITION

Approval of Continued Benefits

When the head of household complies with redetermination requirements and provides required verifications, the specialist will review all eligibility criteria, ensure appropriate documentation is filed in the case record and input the data into MEDSX for an eligibility decision on the case members.

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Approval of Continued Benefits (Continued)

All redeterminations are submitted for supervisory review and authorization. When eligibility will continue, a new review due date is established based on the time span set for each individual and an approval notice is issued to the HOH.

Termination of Benefits

Advance notice of adverse action is required, if the eligibility decision results in termination of benefits for all or some members of the case. During the adverse action period, the head of household is allowed time to fully comply with unmet redetermination requirements, provide information or verification that will alter the adverse action decision or request a Fair Hearing with continued benefits.

MEDSX is not programmed for the case to remain open during the adverse action period; however, eligibility staff must treat the case as if it is open until the adverse action period has ended. If the client subsequently complies with all redetermination requirements, provides information which changes the negative action or requests a Fair Hearing within the advance notice period, eligibility must be reinstated to prevent a loss of benefits.

In MEDSX, there is no reinstatement function, an application contact is required for any person with a status of denied ongoing. Otherwise, a notice will not be generated. Prompt action must be taken to prevent a break in coverage, whether the client takes action within the first few days of the adverse action period or on the final day. This is applicable for FCC Medicaid programs and CHIP.

Preventing a break in coverage is accomplished more easily in Medicaid than CHIP due to the CHIP processing deadline. When the CHIP client fully complies within the adverse action period and before the CHIP deadline, action must be taken to reverse the termination and ensure benefits are authorized for the following month with no break in coverage.

When the client complies after the CHIP deadline, but still within the adverse action period, eligibility must be re-established for the next possible month. CHIP agency error procedures should be followed for months of lost benefits.

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Termination of Benefits (Continued)

If the FCC head of household is subsequently interviewed within the adverse action period, but fails to provide requested information during this timeframe, application rules apply. An eligibility decision must be made within the 30 days.

Example: The head of household failed to meet the interview requirement for a May redetermination. The case was closed on May 19th effective May 31st. On May 29th the interview requirement is met; however, information needed to process the case is not provided. An application contact is registered for May 29th. A 307 is issued for the information and 30-day processing is applicable.