



## WA431 TWO NON-PARENTAL CARETAKER RELATIVES ELIGIBLE FOR COVERAGE

When there are two non-parental caretaker relatives in the home applying for a child, KEES will only approve the non-parental caretaker relative that is designated as the Primary Applicant.

**Example:** Grandma, Grandpa, and Grandchild requesting coverage. Grandma is listed as the Primary Applicant. Grandma and Grandpa file jointly and claim the grandchild. No income. Household is eligible for CTM. EDBC will approve Grandma and the Grandchild and deny Grandpa for 'No linkage to MA' in error.

**Note:** Step one assumes the worker has run EDBC and is on the Medicaid EDBC Summary page.

- STEP 1:** Click the **Override Program Configuration** button.
- STEP 2:** In the **Program Configuration** block click the **Override** button that corresponds to the applicant that has the **Role** of 'FRI' and **Role Reason** of 'No Linkage to MA'.
- STEP 3:** On the **Program Configuration Override Detail** page in the **User Override** block update the following:
  - Role:** Select MEM
  - Role Reason:** Update to Blank
  - QHP Screened:** No
- STEP 4:** Click **Save and Return** to go back to the **Program Configuration Override List** page.
- STEP 5:** In the **EDBC Override Reason** drop-down select 'Administrative Decision' and click the **Save and Return** button to go back to the **Medicaid EDBC Summary** page.
- STEP 6:** Click the **Override Medical Summary** button.
- STEP 7:** Click the **Add** button on the **Medicaid EDBC Override List** page.
- STEP 8:** Complete the following in the User Override block:
  - Test:** Caretaker Medical
  - Test Result:** Pass
  - Start Date:** First day of the benefit month
  - End Date:** Last day of the benefit month
- STEP 9:** In the next section the Individual Budget Unit will need to be built.
  - 1. **Person:** Select the NPCR that was denied
  - 2. **Role:** MEM
  - 3. **Aid Code:** Caretaker Medical – Parent or Caretaker

**STEP 10:** Click the **Add** button to add the Primary Applicant to the IBU and enter the following:

1. **Person:** Select the Primary Applicant
2. **Role:** FRI
3. **Role Reason:** Spouse

**STEP 11:** Click the **Add** button to add the child

1. **Person:** Select the child
2. **Role:** FRI
3. **Role Reason:** Tax Dependent
4. If there are additional children in the IBU repeat Step 11 until all children are added.

**Note:** If this was a Non-Filer household the Role Reason of Non-Filer Household can be selected.

**STEP 12:** Click the **Save and Return** button to go back to the **Medicaid EDBC Summary** page.

**STEP 13:** Click the **Accept** button.

**STEP 14:** On the **EDBC List** page click **Save and Continue**.

**STEP 15:** Send a General Approval Form.

## Document Change Log

Date	Version	Author	Change Description
09/18/2015	2.7	d.pence	Initial Draft completed

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