



**To:** EES Program Administrators & Staff **Date:** September 17, 2008  
HealthWave Clearinghouse Staff

**From:** Jeanine Schieferecke **RE:** Implementation Instructions –  
KFMAM Revision 8, Effective October 1,  
2008

This memo sets forth implementation instructions regarding changes to the KFMAM effective October 1, 2008. These requirements are applicable to any decisions made on or after 10-01-08. The memo addresses a modification to the assistance planning rules for MA CM and the application requirements for family medical programs.

## 1. MACM Assistance Planning

Effective October 1, 2008 MACM determinations completed for TAF and non-TAF households shall follow new assistance planning rules.

Assistance plans for MACM will continue to follow the Mandatory Filing Unit (MFU) guidelines used for TAF determinations but will also include all MFU members in the household size. This includes MFU members that are not eligible to receive MACM. Primary reasons of ineligibility are failure to provide verification of citizenship and/or identity, not meeting the alien provisions, or failing to cooperate with Child Support Enforcement (CSE.) These individuals are coded DI on the KAECSES system.

As outlined in the SRS Implementation Instructions memo for TAF Earned Income Disregard dated May 1, 2008, a separate MACM determination is required for all TAF approvals with earnings. While the previous memo provided instructions for TAF approvals, the assistance planning change will now require a separate MACM determination for some TAF denials. A separate MACM determination is required on a TAF application as follows:

- TAF approvals with income
- TAF approvals with a MFU member coded DI for MACM
- TAF denials with income and a MFU member coded DI for MACM

Because the MACM household size will be larger than the TAF household when the family includes an ineligible family member, a TAF denial for excess income may result in an MACM approval.

Agency Website: [www.khpa.ks.gov](http://www.khpa.ks.gov)

Address: Rm. 900-N, Landon Building, 900 SW Jackson Street, Topeka, KS 66612-1220

Medicaid and HealthWave:  
Phone: 785-296-3981  
Fax: 785-296-4813

State Employee Health  
Benefits and Plan Purchasing:  
Phone: 785-296-6280  
Fax: 785-368-7180

State Self Insurance Fund:  
Phone: 785-296-2364  
Fax: 785-296-6995

The instructions on completing a separate MACM determination using the MACM electronic worksheet (KEESM Appendix W-6) are outlined in the above mentioned policy memo.

In addition to the change in the household size, these excluded MFU members also receive the earned income deductions. This policy change eliminates the work-around process which required excluded MFU members income to be treated as unearned income. All wage verification shall now be entered as wages on the MACM Electronic worksheet, regardless of the eligibility for MACM of the wage earner.

**Example 1:** A TAF application is received for a family of 4: mother, father, and two children. The father is not a US citizen and does not meet the alien requirements for eligibility. On KAECSSES the SEPA coding is as follows for both the TAF and MACM programs:

| Name    | TAF Participation | MACM Participation |
|---------|-------------------|--------------------|
| Mother  | IN                | IN                 |
| Father  | DI                | DI                 |
| Child 1 | IN                | IN                 |
| Child 2 | IN                | IN                 |

The TAF household size is 3, with shared living. The MACM household size is 4, with non-shared living. In addition, the MACM case will allow earned income deductions for the father's income which is not permitted by TAF policy.

**Example 2:** A TAF application is received for a family of 4: mother, father, and two children. The mother did not provide verification of her citizenship and is therefore ineligible for MACM. On KAECSSES the SEPA coding is as follows for both the TAF and MACM programs:

| Name    | TAF Participation | MACM Participation |
|---------|-------------------|--------------------|
| Mother  | IN                | DI                 |
| Father  | IN                | IN                 |
| Child 1 | IN                | IN                 |
| Child 2 | IN                | IN                 |

Both the TAF and MACM household size is 4 with non-shared living.

**Example 3:** A TAF application is received for a family of 3: mother, and two children who are living with the mother's sister. The mother is not cooperating with CSE. The TAF request is denied. MACM is processed for the children only as the mother isn't eligible due to the non-cooperation. On KAECSSES the SEPA coding is as follows for MACM programs:

| Name    | MACM Participation |
|---------|--------------------|
| Mother  | DI                 |
| Child 1 | IN                 |
| Child 2 | IN                 |
| Sibling | OU                 |

The MACM household size is 3, with shared living.

## **2. Application Requirements**

A request for family medical assistance can be submitted on either the ES-3100 or the HealthWave application forms. Households approved for a family medical program (MP or MACM) may verbally request additional family medical coverage. A paper application is not required.

In no situation is an application required to determine eligibility for MAWT or MAEM as these are administrative changes to an existing program.

This does not eliminate the review requirements outlined in KFMAM 7330 and 7440 or the need to obtain current information at the time of the request. At the time of the verbal request for coverage, workers are encouraged to review the application form with the caller to obtain answers to all pertinent information in order to determine correct eligibility.

If a period of 24 months of ongoing coverage has occurred since the last application was filed, a new application shall be requested.

### **Conclusion**

If you have any questions about the material included in this memo, please contact:

Allison Blackwell  
Family Medical Policy Manager  
(785) 291-3881  
[Allison.Blackwell@kupa.ks.gov](mailto:Allison.Blackwell@kupa.ks.gov)

Questions regarding any KAECSES issues are directed to the SRS Business Help Desk at [helpdeskbusiness@srs.ks.gov](mailto:helpdeskbusiness@srs.ks.gov).