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## Questions and Answers Eligibility Practices at the Clearinghouse

**Question 1:** When processing a PW request, do we have to register and deny the PW on the MACM program before proceeding with MP?

Answer: MACM eligibility must be considered prior to determining MP eligibility. But there is not a requirement that the MACM program be registered and denied on KAECSES. An MACM denial request isn't necessary either, unless the family is also requesting coverage for a spouse or boyfriend. The MACM and MP could be done on the same income worksheet and the results noted in the caselog.

**Question 2:** If adults on the application have not answered the question on the application 'Applying for this Person?' can we assume they didn't want coverage?

Answer: This is acceptable unless it is a review and the adult in question is already covered. If the adult in question is a covered individual, then treat it as a request. When notifying the family of the outcome of the children's request, an instruction to contact the Clearinghouse if they are interested in coverage should be made in the 'Other' section of the notice if the family is within income guidelines for MA CM.

**Question 3:** When a request to add MACM to an open MP is processed, if the known income is over the MACM income standards, can the MACM denial be completed based on income in the system?

Answer: In most situations this is acceptable. This practice can be used for verbal and written requests for coverage.

When the request for coverage is received through the HealthWave Customer Service unit, the family should be asked the amount and source of the household income. If the income

is obviously over the MACM income limit, the request can be denied based on client statement of income. In the KAECSES denial notice, the family must be told what income was used to completed the determination, along with an offer to redetermine eligibility if they choose to submit hard-copy income verification. If verification of income is received within 45 days of the request for coverage, the case must be redetermined.

In situations where there has been a recent change in income, it may not be appropriate to use client statement. The eligibility counselor shall use their judgment and document the reason behind the decision in the case log.

Example A: Parent submits an application for herself. The children are receiving T21 on MP. The application indicates she is still employed at the same location and the income has not changed. This case could be denied for excess income based on the client statement.

Example B: Parent calls to request coverage and reports a job loss. The children are receiving T19 on MP. The parent is now receiving unemployment benefits. Income verification is then requested to determine if eligibility may exist following the end of employment before the unemployment benefits began.

Question 4: If the applicant does not answer the question 'Does anyone in your household have a trust fund?' can we assume No?

Answer: This assumption is reasonable unless a trust was previously indicated. Include a note in the case log that addresses the absence of a trust in the past.

Question 5: Is an income worksheet required when the ONLY household income is either from SSA or Unemployment?

Answer: An income worksheet would not be required in these situations if the request is for MP, as the income will be recorded in KAECSES. If the case includes a request for MACM, an income worksheet must be completed, including any request for prior medical.

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

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