



Policy Memo	
KDHE-DHCF POLICY NO: SOC2020-10	From: Erin Kelley, Senior Manager
Date: September 29, 2020	Medical KEESM Sections: 1411, 1141.2, 1141.5, 1731, 2911.3(6), 8143(4), 8216, 8243(3) KFMAM Sections: 1403, 1403.04, 1409, 1603 Forms: 3103.5, 3104.6, 3104.7, M-6, M-7, & M-8
RE: Summary of Changes (SOC) for Medical KEESM revision 21 and KFMAM Revision 29	Program(s): ALL

The purpose of this document is to identify the changes which have been made to the Medical KEESM and KFMAM effective October 01, 2020. Changes are outlined below.

A. MANUAL SECTION KFMAM

1403 and subsections

Application Date – Reference updated to include clarified policy on the date of application attributed to an application for assistance received by the agency.

1403.04 **Telephonic Signatures** - Reference added to include telephonic applications.

1409 **Signature Requirements** - Reference added providing written guidance on the validity and acceptability of application signatures for all paper applications, online applications, and telephonic applications.

1603 **Voter Registration** – Reference updated to include policy pertaining to Voter Registration question on the application being left blank, and to send a copy of the Voter Registration application to the consumer in these situations.

B. MANUAL SECTION MEDICAL KEESM

1411 **Application Process, Case Disposition, and Written Notice of Case Action** – Reference updated to include telephonic applications and reference to 1411.5 for signature requirements.

1411.2 **Application Date** – Reference updated to include clarified policy on the date of application attributed to an application for assistance received by the agency.

1411.5 **Signature Requirements** – Reference added providing written guidance

on the validity and acceptability of application signatures for all paper applications, online applications, and telephonic applications.

- 1731 **Voter Registration** – Reference updated to include policy pertaining to Voter Registration question on the application being left blank, and to send a copy of the Voter Registration application to the consumer in these situations.
- 8143(4) **Income Provisions** – Reference to form ES-3104.5 updated to ES-3104.7.
- 8216 **Serious Emotional Disturbance Waiver (HCBS/SED)** – This reference has been updated to remove language indicating that the Community Mental Health Center has final approval of clinical eligibility and the care plan.
- 8243(3) **Income Provisions** – Reference to form ES-3104.5 updated to ES-3104.7.

C. FORMS SECTION

- ES-3103.5 [SSI Disregard Worksheet](#) – Form number updated from PA-3103.5 to ES-3103.5 and updated references to other forms.
- ES-3104.6 [Determination Worksheet for Pickle Eligibles and Other Protected Medical Groups](#) – Corrected references to other forms and updated staff instructions for clarity.
- ES-3104.7 [Income Allocation Worksheet](#) – New form that has been created for staff's use when determining the income allocation for a minor child when not currently residing with a community spouse or where a community spouse does not exist.
- M-6 [Medicaid Application Signature Page](#) – Form updated to remove the word "online" from the title.
- M-7 [Cover Letter for Unsigned Application](#) – Document updated to remove the word "online" from the title and content. Also included verbiage pertaining to Guardian/Conservator signature requirements.
- M-8 [Cover Letter for Unacceptable Signature](#) – New document created and added to the appendix.

D. CONCLUSION

For questions or concerns related to this document, please contact one of the KDHE Medical Policy Staff listed below.

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