

Medi-Cal Program Guide Letter (MPG) # 808

August 22, 2014

Subject SUSPENSION OF MEDI-CAL BENEFITS FOR ADULT INMATES, THE COUNTY MEDI-CAL INMATE ELIGIBILITY PROGRAM (MCIEP), AND CHANGES TO THE PRE-RELEASE APPLICATION PROCESS FOR STATE AND COUNTY INMATES

Effective Suspension of benefits for adults is effective 1/1/14, all other regulations are effective upon release.

Reference ACWDLs 13-18, 14-24 and 14-26

Purpose To inform staff of the following:

- How to process Medi-Cal eligibility for county inmates who receive treatment off the grounds of the institution.
- The suspension of Medi-Cal benefits previously available to juvenile inmates has been extended to adult inmates.
- Changes to the pre-release application process for state inmates and procedures for county inmates.

Background Inmates of a public institution are not eligible to Medi-Cal, however Medicaid rules do allow states to claim federal Medicaid funds for inpatient services provided to Medicaid eligible inmates if the inmates receive services outside the institution. The State MCIEP program allows the state to claim the Federal share of Medi-Cal payments for services rendered to inmates of a public institution outside the facility.

Previously, DHCS implemented a pre-release application process for state inmates through an agreement with the California Department of Corrections and Rehabilitation (CDCR) where CDCR submitted applications to counties for inmates prior to their release in order to ensure that the inmates had coverage upon release.

When a juvenile active on Medi-Cal is incarcerated, their benefits are to be suspended and reactivated upon release without a new application for a period of up to one year, or until they turn 21,

whichever is less.

Changes

Assembly bill 720 allows counties to:

- Suspend eligibility for adult inmates.
- Apply on behalf of, and complete Medi-Cal applications for county inmates who receive medical services outside of the institution through a county MCIEP, however, in San Diego county, inmates will apply for themselves.
- Process pre-release applications for county inmates.

The new Medicaid expansion group allows for an increased number of potentially eligible inmates and therefore an increase in the number of state and county pre-release applications.

The below chart summarizes the changes to the MPG related to inmates.

Change	Location
Suspension of Medi-Cal Benefits for adults.	MPG 06.02.05
County MCIEP Procedures	MPG 06.02.04
State Pre-Release Application Changes	MPG 06.02.01
County Pre-Release Application Procedures	MPG 06.02.02

Access Impact

The contact for individuals assisting inmates with pre-release applications will be Access.

Automation Impact

The functionality for evaluating for the county MCIEP aid codes does not exist at this time. Workers must override the appropriate aid code as indicated in Desk Aid # 64.

CalWIN functionality does not allow workers to grant Medi-Cal for future months. In order to process pre-release applications, workers must follow the procedures in Processing Guide 13 – Inmate Eligibility Programs.

Document Processing Center (DPC) Impact

DPC workers must APP/REG county pre-release applications according to procedures in Processing Guide 13 – Inmate Eligibility Programs.

Forms Impact

The Following Forms are available to order from Xerox:

- **HHSA 14-124 - Medi-Cal Inmate Eligibility Program Cover Letter** – Used to initiate the MCIEP application and communicate with Sheriff’s liaisons.
- **HHSA 14-126 - Medi-Cal Inmate Eligibility Program Inmate Registration Information** – Used to ensure county claims for inmate care can be claimed in a month where the inmate is eligible to both MCIEP and Full Scope Medi-Cal.
- **HHSA 14-127 - Discontinuance of Benefits for an Inmate with Suspended Benefits** – Used when the inmates is no longer eligible to have benefits suspended (fails to comply with redetermination or is otherwise ineligible to Medi-Cal).
- **HHSA 14-128 - Suspension of Medi-Cal Benefits Removal of Suspension** – Used when a suspended beneficiary is granted MCIEP.
- **HHSA 14-129 – County Pre-Release Application Cover Letter** – Used to initiate a county pre-release Medi-Cal application.
- **HHSA 14-134 - Approval for MCIEP** – Used to approve MCIEP benefits.
- **HHSA 14-135 – Medi-Cal Denial for MCIEP** – Used to deny MCIEP benefits.
- **HHSA 14-136 – Medi-Cal Discontinuance for MCIEP** – Used to discontinue MCIEP benefits.
- **MC 0377 – Notice of Action Suspension of Medi-Cal Benefits for an Inmate** – Used when suspending Medi-Cal benefits for an inmate.

Quality Control

Effective upon resumption of Quality Control desk audits, Quality Control will cite the appropriate error on any case that does not comply with the requirements outlined in this letter.

Summary of Changes

The table below shows the changes made to the MPG

Section	Summary of Change
Article 6, Section 1	<ul style="list-style-type: none"> • Added MCIEP information. • Added Inmate Status information formerly located in Article 6, Section 2.
Article 6, Section 2	<ul style="list-style-type: none"> • Re-Titled the section Inmate Eligibility Programs • Added changes to CDCR application process. • Added county pre-release application procedures. • Added county MCIEP procedures. • Added suspension of benefits procedures.
Article 6,	Moved the suspension procedure out of section 5 and

Section 5 into section 2.

Approval for
Release

Ad Wynn, 8-25-14

MK

06.01.01 Institutional Status

A. General

Under federal regulations, certain individuals are ineligible for full-scope Medi-Cal solely due to institutional status. This section provides staff with instructions regarding the determination of Medi-Cal eligibility for persons in institutions.

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Inmates who receive inpatient care off the grounds of the facility who are otherwise Medi-Cal eligible are eligible to the Medi-Cal Inmate Eligibility Program (MCIEP, see Article 6, section 2). MCIEP is limited to services inmates receive off the grounds of the institution.

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B. Public Institutions

The following are identified as public institutions, and full-scope Medi-Cal is not available for inmates or residents of these facilities:

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- State or Federal prisons
- Correctional facilities
- County, city, or tribal jails
- Detention centers
- California Youth Authority (CYA) camps
- Residential facilities located on the grounds of or adjacent to any large public institution
- Correctional or holding facilities for prisoners or individuals being held under court order as witnesses
- Detention facilities, camps, training schools, or any other facility for children determined to be delinquent
- Education or vocational training institutions that provide an accredited program for its residents

NOTE: People who reside in public institutions in order to receive educational or vocational training provided by the facility (for example, a state school for the blind) are not considered “inmates” of a public institution and therefore may receive Medi-Cal coverage if they are otherwise eligible.

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06.01.02 – Inmates Ineligible to Medi-Cal

- A. Background** Eligibility staff must consider both the facility and the individual's circumstances when making a full-scope Medi-Cal determination of eligibility for either a juvenile or an adult who is incarcerated or placed in any type of public institution. In making these determinations, staff shall follow the guidelines below as well as the chart in [Desk Aid 44](#).

Inmates are potentially eligible to limited scope MCIEP Medi-Cal that only covers care off the grounds of the public institution (see Article 6, section 2).

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Article 6, Section 2 – Inmate Application and Eligibility Programs

Table of Contents

TITLE	MPG CITE
California Department of Corrections (CDCR) Pre-Release Application Process	06.02.01
County Pre-Release Application Process	06.02.02
State Medi-Cal Inmate Eligibility Program (MCIEP)	06.02.03
County MCIEP	06.02.04
Suspension of Benefits for Inmates	06.02.05
Incarceration Verification Program (IVP)	06.02.06

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Resources

Resource	Title
Processing Guide	Inmate Eligibility Programs
Desk Aid	<ul style="list-style-type: none"> CDCR Pre-Release Transmittal MCIEP Transmittal Medi-Cal Inmate Eligibility Aid Codes

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06.02.01 – CDCR Pre-Release Application Process

**A.
Introduction**

In January 2008, DHCS entered into an agreement with the California Department of Corrections and Rehabilitation (CDCR) to facilitate the completion and submission of Medi-Cal applications for inmates and wards of CDCR prior to their release. The intent of this agreement is to allow eligible inmates timely access to Medi-Cal benefits upon their release.

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San Diego County has one CDCR facility:

R.J. Donovan at Rock Mountain.
480 Alta Road
San Diego, CA 92179

The County may receive referrals from other facilities in the state if the inmate plans to return to San Diego upon release.

MPG LTR 700 (08/10)

**B.
Eligibility**

Pre-release applications are submitted no earlier than 90 days prior to release and are processed using existing Medi-Cal regulations. The inmate is evaluated for the month of release.

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The below chart summarizes how common eligibility requirements can be met as part of the pre-release application process:

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Verification	Requirement
Beginning date of Aid	The first of the month of release.
Household Size	The household size is based on the household of the inmate upon release.
Income	Reported income must be verified using current Medi-Cal rules (reasonable compatibility with the hub information), however if the income is not reasonably compatible and the inmate cannot resolve discrepancy due to incarceration, grant eligibility based on the client's statement and resolve the discrepancy upon their release using the existing request for information timelines.
Identity	Verification that the inmate is incarcerated from the cover sheet or statement from the facility can be used to verify identity if there is no other evidence available (e.g. SSA verification) or there is no contradicting evidence to what is stated on the application.

DRA Citizenship and Identity	Verification is required, but staff is reminded that eligibility can be granted pending verification of citizenship and identity.						
Asset Verification (non-MAGI)	Verification may be obtained after release if the reported property does not make the applicant ineligible. Follow existing request for information timelines to obtain verification after release.						
Residence	Inmate status may be used to verify California residence if all of the following applies: No other evidence is available. CDCR confirms the inmate is incarcerated in CA correctional facility (statement on the cover letter). The inmate declares an intent to reside in CA. There is no evidence to suggest the inmate will not be a CA resident in the month of release.						
SSN	Must be verified in accordance to regular Medi-Cal rules.						
Household Tax Filer Status	Tax Filer Status must be determined based on existing Medi-Cal rules. <table border="1" data-bbox="683 968 1401 1234"> <thead> <tr> <th>If the inmate...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>Is a member of a household and returning to that household</td> <td>Add the inmate back to the active family case effective the month of release.</td> </tr> <tr> <td>Is single or tax filing status is uncertain</td> <td>Treat the individual as a single individual.</td> </tr> </tbody> </table>	If the inmate...	Then ...	Is a member of a household and returning to that household	Add the inmate back to the active family case effective the month of release.	Is single or tax filing status is uncertain	Treat the individual as a single individual.
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Is single or tax filing status is uncertain	Treat the individual as a single individual.						

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**C.
Application
Processing**

When processing pre-release applications, workers must use Processing Guide 13 – Inmate Eligibility Programs, Section 1.

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06.02.02 – County Pre-Release Application Process

A. Background

AB 720 authorizes counties to assist county jail inmates with their applications for a health insurance affordability program and clarified that the fact that an applicant is an inmate shall not preclude a county human services agency from processing an application submitted to it by, or on behalf of, that inmate.

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B. Eligibility

Pre-release applications are submitted no earlier than 90 days prior to release and are processed using existing Medi-Cal regulations and the inmate is evaluated for the month of release.

ACWDL
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Workers must follow the verification guidance in [06.02.01.B](#) when processing county inmate pre-release applications.

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C. Application Process

When processing county pre-release applications, workers must use Processing Guide 13 – Inmate Eligibility Programs, Section 2 procedures.

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06.02.04 - County MCIEP

A. Background

County MCIEP provides limited Medi-Cal coverage to otherwise eligible county inmates who receive acute inpatient hospital services provided off the grounds of the county correctional facility. AB 396 allows juvenile facilities to receive federal funds to pay for inpatient hospital services and inpatient psychiatric services received off the grounds of the juvenile facility.

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B. Eligibility

MCIEP is limited scope Medi-Cal coverage that covers inmates for inpatient care received off the grounds of the facility.

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In order to be eligible for County MCIEP, an inmate must be otherwise eligible for Medi-Cal (following the current Medi-Cal regulations and order of evaluation).

The inmate need not be receiving inpatient care off the grounds of the facility to be found eligible to MCIEP and applications may be processed prior to the date the inmate begins receiving inpatient care.

Inmates are not eligible to Advanced Premium Tax Credits (APTC).

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C. Verifications

Existing Medi-Cal verification rules apply to pre-release applications. The chart below lists clarifications received from DHCS and modifications of the regulations allowed for MCIEP applicants:

ACWDL
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Verification	Requirement
Household Size	<ul style="list-style-type: none"> The household size is based on the household of the inmate including family at home. The parent of an incarcerated juvenile may claim the child as a tax dependent if the child lived with their parents for more than half the year.
Income	Count all known income for the inmate, including: <ul style="list-style-type: none"> Income from a spouse at home in the applicant's tax household. Income in jail accounts including retirement pensions, Veteran's Administration funds, donations or wages received while incarcerated (income received in the month is income, the unspent amount becomes property the following month). Income shown in IEVS. Income reported on the application.
In-Kind Income	For Non-MAGI evaluations, housing, utilities, food and clothing provided by the facility are considered in-kind income.
Identity	Verification that the inmate is incarcerated from the cover sheet can be used to verify identity if there is no other evidence available (e.g. SSA verification) and there is no contradicting evidence to what is stated on the application.
DRA Citizenship and Identity	Verification is required, but staff is reminded that eligibility can be granted pending verification of citizenship and identity.

Asset Verification (non-MAGI)	Verification may be obtained after release if the reported property does not make the applicant ineligible. Follow existing request for information timelines to obtain verification after release.
Residence	Inmate Status may be used to verify California residence if no other verification is available.

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D. Annual Re-Determination And Changes

The Period of Eligibility for MCIEP is 12 months. Inmates will remain active on MCIEP as long as they are incarcerated and otherwise eligible to Medi-Cal.

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Annual Redetermination requirements apply to inmates covered under MCIEP. Changes in circumstances, such as aging out of the MAGI new adult group must be processed according to existing redetermination policy.

If the individual becomes Medi-Cal ineligible, MCIEP must be discontinued with timely notice.

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E. Notice of Action

Notice of Action for MCIEP must be sent to the authorized representative, not the inmate.

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F. Interaction with Suspension of Benefits

When an inmate is suspended from Medi-Cal due to incarceration and the county subsequently receives a referral for MCIEP coverage, the inmate must be placed on the MCIEP aid code based on their previous Medi-Cal aid code.

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G. Application Procedures

When processing MCIEP applications, workers must follow the application procedures in processing guide 13 – Inmate Eligibility Programs, Section 4.

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H. Inmates Released

A new application is not required. Workers must verify continuing eligibility through the SB87 process.

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while MCIEP
active

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06.02.05 – Suspension of Benefits for Inmates

A. Background

Senate Bill 1147 requires that rather than terminating, Medi-Cal eligibility must be suspended for up to one year for inmates of public institutions under the age 21 who were Medi-Cal eligible at the time of incarceration. Senate Bill 720 expanded suspension policy to adult inmates effective 1/1/14. Suspension does not apply to adult inmates incarcerated prior to 1/1/14.

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Eligibility must be restored without a new application the day an eligible inmate is no longer an inmate of a public institution.

In order to qualify for suspension, inmates must:

- Be Medi-Cal Beneficiaries at the time of incarceration.
- Comply with all annual redetermination requirements during incarceration.
- Remain otherwise eligible for Medi-Cal during their incarceration.
- Not be considered an inmate of a public institution within one year of their incarceration date.
- Be Medi-Cal eligible on the day they are released.

MPG LTR 808 (08/14)

B. Suspension

When workers receive notice that a Medi-Cal beneficiary has been incarcerated they must suspend benefits for up to one year from the date of incarceration. The benefits must be suspended with timely notice.

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When suspending benefits, workers must follow the processes in Processing Guide 13 – Inmate Eligibility Programs, Section 5.

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C. Restoration

Eligibility must be restored on suspended inmates without a new application effective the date the County receives the report that the inmate has been released or the date he is no longer considered an inmate.

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**D.
Redetermination**

Suspended inmates must meet redetermination requirements. When the redetermination falls within the first year of the inmate's incarceration, workers must confirm the inmate is still an inmate of a public institution and is otherwise eligible to Medi-Cal.

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If redetermination requirements are not met, the suspension and Medi-Cal eligibility must be discontinued with timely notice.

MPG LTR 808 (08/14)

06.05.01 Juvenile Disposition and Type of Facility

**A.
Introduction**

In determining the Medi-Cal eligibility of a juvenile (under the age of 18) in a facility, staff must consider both the disposition status of the juvenile and the type of facility he/she is in.

Note: A juvenile is not eligible to full scope Medi-Cal if he/she is in a public institution for a criminal offense. Inmates receiving inpatient or mental health services outside of the facility may be eligible to limited scope coverage that pays only for the inpatient or mental health services.

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MPG LTR 492 (4/02)

06.05.02 Suspension of Benefits for Incarcerated Juveniles

**A.
Introduction**

Senate Bill 1147 requires that rather than being terminated, Medi-Cal eligibility must be suspended for up to one year for inmates of public institutions under the age 21 who were Medi-Cal eligible at the time of incarceration. Senate Bill 720 expanded suspension policy to adult inmates effective 1/1/14. Suspension does not apply to adult inmates incarcerated prior to 1/1/14.

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Suspension of Benefits information can now be found in MPG 06.02.05.

MPG LTR 808 (08/14)

Desk Aid 64 - Medi-Cal Inmate Eligibility Codes

Aid Code	Description
County Medi-Cal Inmate Eligibility Program (MCIEP) limited to hospital inpatient services received off the facility.	
N7	MAGI New Adult Group zero SOC for county adult inmates aged 19-64
N8	MAGI New Adult Group Zero SOC for undocumented county adult inmates aged 19-64
F3	Non-MAGI zero SOC for county inmates
G3	Non-MAGI SOC for county inmates
F4	Non-MAGI zero SOC for undocumented county inmates
G4	Non-MAGI SOC for undocumented county inmates
G5	Non-MAGI zero SOC for county juvenile inmates
G6	Non-MAGI zero SOC for undocumented county juvenile inmates
G7	Non-MAGI SOC for county juvenile inmates
G8	Non-MAGI SOC for undocumented juvenile inmates
County Medical Probation and Compassionate Release	
J1	Compassionate Release/ Medical Probation zero SOC
J2	Compassionate Release/ Medical Probation with SOC
J3	Compassionate Release/Medical Probation for undocumented county inmates (restricted benefits)
J4	Compassionate Release/ Medical Probation for undocumented county inmates with a SOC
J5	Compassionate Release/ Medical Probation for county inmates over age 65 (LTC)
J6	Compassionate Release/ Medical Probation for undocumented county inmates over age 65 (LTC, limited)
J7	Compassionate Release/ Medical Probation LTC
J8	Compassionate Release/ Medical Probation undocumented LTC

Processing Guide 13 – Inmate Eligibility Programs

**A.
Table of
Contents**

Sections
• Purpose
• Section 1 – CDCR Pre-Release Application Process
• Section 2 – County Pre-Release Application Process
• Section 3 – State MCIEP Process
• Section 4 – County MCIEP Process
• Section 5 – Suspension of Benefits Process

**B.
Purpose**

To provide step-by-step instructions for processing the following inmate related Medi-Cal programs:

- California Department of Corrections and Rehabilitation Inmate Pre-Release Applications
- County Inmate Pre-Release Applications
- State Medi-Cal Inmate Eligibility Program(MCIEP)
- County MCIEP
- Suspension of Medi-Cal Benefits

Section 2 – County Pre-Release Application Process

**A.
Application
Assistor
Actions**

The county has contracted with vendors to assist county inmates to complete pre-release applications. These assistors will do the following:

Step	Action
1	Meet with inmate and assist in completing the Single Streamlined Application.
2	<ul style="list-style-type: none"> • Determine the inmate's address upon release. If the applicant will be homeless, have the inmate choose an FRC where they can pick up homeless mail and enter that as the address upon release on the cover letter. • Give the inmate the release flyer.
3	Complete form 14-129 cover letter with the following information: <ul style="list-style-type: none"> • Applicant's Name • Applicant's SSN • Applicant's DOB

	<ul style="list-style-type: none"> • Parole Department contact • Release Date • Current Facility Address • Address Upon Release 						
4	Obtain Authorized Representative form for the Parole Department contact.						
3	<table border="1"> <thead> <tr> <th>If BCW...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>Is available</td> <td> <ul style="list-style-type: none"> • Complete application in BCW. • Scan AR form and cover letter to the application. </td> </tr> <tr> <td>Is not available</td> <td> Forward application, verifications and coversheet to the county document processing center at: <p style="text-align: center;">DPC PO Box 85025 San Diego, CA 92186-5025</p> </td> </tr> </tbody> </table>	If BCW...	Then ...	Is available	<ul style="list-style-type: none"> • Complete application in BCW. • Scan AR form and cover letter to the application. 	Is not available	Forward application, verifications and coversheet to the county document processing center at: <p style="text-align: center;">DPC PO Box 85025 San Diego, CA 92186-5025</p>
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Is not available	Forward application, verifications and coversheet to the county document processing center at: <p style="text-align: center;">DPC PO Box 85025 San Diego, CA 92186-5025</p>						
4	Forward any additional verification documents or changes to the inmate's release date to DPC with a cover letter.						

**B.
DPC Actions**

Upon receipt of the pre-release application, DPC workers must:

1	App/Reg the application using: <ul style="list-style-type: none"> • The date of receipt of the application as the application date. • The address as the address of the facility. • Enter 'County Inmate Pre-Release' as the application source.
2	Image the cover letter, application and supporting documents to case file.
3	Forward the application to the FRC based on the ZIP code of the inmate's destination upon release.
4	Receive updated release dates from the inmate and forward to workers.

**C.
Eligibility
Worker
Actions**

Upon receipt of the pre-release application, workers must:

Step	Action
1	Evaluate inmate for Medi-Cal for the month of release.

	<p>Expedite applications if the ward or inmate is due for release in fewer than 45 days.</p> <p>Assume the release date on the 14-129 cover letter is correct unless the worker is in receipt of conflicting information.</p> <p>If there is missing information that cannot be verified electronically, contact the AR for assistance in obtaining missing verifications. Existing timeframes apply.</p>														
2	<p>Review eligibility results</p> <table border="1"> <thead> <tr> <th>If the inmate...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>Is eligible except for institutional status,</td> <td>Continue to step 3.</td> </tr> <tr> <td>Is not eligible for reasons other than institutional status,</td> <td>Authorize the failure in CalWIN and send all applicable notices to the inmate and AR.</td> </tr> </tbody> </table>	If the inmate...	Then ...	Is eligible except for institutional status,	Continue to step 3.	Is not eligible for reasons other than institutional status,	Authorize the failure in CalWIN and send all applicable notices to the inmate and AR.								
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3	Do not authorize the approval and enter a batch exception.														
4	<p>Generate a case alert to re-review on the release date. Complete the send user alert as follows:</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Enter or Select</th> </tr> </thead> <tbody> <tr> <td>Sent to</td> <td>'Case'</td> </tr> <tr> <td>Case #</td> <td>Case number</td> </tr> <tr> <td>Due Date</td> <td>Release date as noted on the cover letter.</td> </tr> <tr> <td>Category</td> <td>Application Activity</td> </tr> <tr> <td>Subject</td> <td>County Inmate Pre-Release</td> </tr> <tr> <td>Detail</td> <td>Release date xx/xx/xxxx</td> </tr> </tbody> </table>	Field	Enter or Select	Sent to	'Case'	Case #	Case number	Due Date	Release date as noted on the cover letter.	Category	Application Activity	Subject	County Inmate Pre-Release	Detail	Release date xx/xx/xxxx
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Subject	County Inmate Pre-Release														
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5	On the release date, change the request date on the 'collect case individual detail' screen from the application date to the release date.														
6	Change the mailing address to the applicant's release address if known.														
7	Re-run EDBC and authorize the result.														
8	Mail the NOA and immediate need BIC to inmate's address upon release.														

Section 4 – County MCIEP Procedures

A. Referrals

County MCIEP will be processed centrally at HCPA. The Sheriff liaison will contact HCPA to complete the eligibility determination via MCIEP Cover Letter 14-124.

**B.
Aid Codes**

The worker must:

Step	Action						
1	Clear the inmate on the automated systems.						
	<table border="1"> <thead> <tr> <th>If the inmate is ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>Active on Medi-Cal</td> <td>Follow the procedures in section E.</td> </tr> <tr> <td>Not active</td> <td>Go to step 2</td> </tr> </tbody> </table>	If the inmate is ...	Then ...	Active on Medi-Cal	Follow the procedures in section E.	Not active	Go to step 2
	If the inmate is ...	Then ...					
Active on Medi-Cal	Follow the procedures in section E.						
Not active	Go to step 2						
2	Evaluate the inmate for Medi-Cal using existing Medi-Cal eligibility determination procedures and order of evaluation.						
3	If there is missing information or clarification required, the worker must contact the Sheriff's department to obtain it. The regular application timeframes apply.						
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Is ineligible	Notify the Sheriff of ineligibility via the Cover Letter 14-124						

**C.
NOAs**

The Following NOA are not available in CalWIN and are available in XEROX for printing:

- **HHSA 14-134** - Medi-Cal Approval for MCIEP – Used to approve MCIEP benefits.
- **HHSA 14-135** – Medi-Cal Denial for MCIEP – Used to deny MCIEP benefits.
- **HHSA 14-136** – Medi-Cal Discontinuance for MCIEP – Used to discontinue MCIEP benefits.

**D.
Release**

When an individual on MCIEP is released while active on MCIEP:

Step	Action
1	The sheriff's liaison will notify the HCA worker via the referral form.
2	The eligibility worker will: <ul style="list-style-type: none"> • Confirm full-scope eligibility via the SB87 process. • Grant the appropriate ongoing Medi-Cal aid code. • Send timely notice. • Bank case to the FRC based on client's address or preferred office.

E. Suspended Inmates

When an individual applying for MCIEP has active Medi-Cal or is suspended, workers must:

Step	Action								
1	Determine suspension status.								
	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>Suspended</td> <td>Continue to step 2.</td> </tr> <tr> <td>Not Suspended, but ineligible to suspension (incarcerated for more than a year)</td> <td>Complete a new Medi-Cal evaluation.</td> </tr> <tr> <td>Not suspended, but eligible to suspension</td> <td>Suspend Medi-Cal according to suspension procedures in section 5. Continue to step 2.</td> </tr> </tbody> </table>	If ...	Then ...	Suspended	Continue to step 2.	Not Suspended, but ineligible to suspension (incarcerated for more than a year)	Complete a new Medi-Cal evaluation.	Not suspended, but eligible to suspension	Suspend Medi-Cal according to suspension procedures in section 5. Continue to step 2.
	If ...	Then ...							
	Suspended	Continue to step 2.							
Not Suspended, but ineligible to suspension (incarcerated for more than a year)	Complete a new Medi-Cal evaluation.								
Not suspended, but eligible to suspension	Suspend Medi-Cal according to suspension procedures in section 5. Continue to step 2.								
2	Review the current aid code and place the inmate in the corresponding MCIEP aid code via an override in CalWIN.								
3	Issue Manual Notice 14-128 Removal of Suspension.								

F. Granting Restricted Benefits one Month and Full-Scope the Following

In order to allow the county to bill for the restricted inmate benefits in a month where a beneficiary moves from MCIEP to ongoing Medi-Cal, workers must:

Step	Action			
1	Verify residence and income			
2	Complete eligibility redetermination (no new application is required)			
	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	If ...	Then ...	
If ...	Then ...			

	The customer is eligible to continuing Medi-Cal	Go to step 4
	Ineligible	Go to step 3
3	Discontinue Medi-Cal benefits with timely notice.	
4	Enter the date the inmate was released from county jail on the 'Collect Institutional Care Detail' window in the discharge box.	
5	Run EDBC	
6	Complete form HHSA 14-126 – Medi-Cal Inmate Eligibility Registration Information and send original to the ASO at MS 0557B and keep a copy in the case file.	
7	Narrate actions.	
8	Bank case to the FRC based on the address upon release or the FRC chosen by homeless applicants at application.	

Section 5 – Suspension of Benefits Process

A. Suspension Process

There are two separate methods for suspending inmates from Medi-Cal cases, one method for cases that only include the inmate and one for cases that include other family members.

To suspend the inmate in cases by themselves, workers must:

Step	Action
1	Leave the inmate active in the county system.
2	Enter a suspense code (1 in the OHC field) via MEDS request form 14-28 to suspend the benefits.
3	Send timely notice of suspension.
4	Flag the case as suspended using case special indicator 'Inmate Suspense'.
5	Narrate the suspension and release date and tick case for re-review upon the one year anniversary of incarceration or the release date if known.

For cases where there are other family members eligible to Medi-Cal, workers must:

Step	Action
1	Remove the inmate from the case in the county system.
2	Send timely notice of suspension as soon as the worker is notified that the inmate is incarcerated.
3	Re-evaluate the rest of the case members' Medi-Cal eligibility.
4	Notify the family of any negative eligibility changes due to the removal of the inmate with timely NOA.
5	Flag the case as suspended using special indicator 'Inmate Suspense'.
6	Narrate suspension and tick case for re-review one year from the incarceration date.

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B. Restoration

To restore benefits on...	Workers must ...
Inmate only cases,	Transmit the end date of incarceration to MEDS via a 14-28 request. The '1' in the OHC field will remain until the following month, but the inmate will be able to use Medi-Cal effective the release

	date entered in MEDS.
Family cases,	<ul style="list-style-type: none"> • add the inmate back into the case in the county system without requesting additional forms or verifications. • re-evaluate the family's eligibility.

**C.
Discontinue
Suspension**

In order to discontinue the suspension of eligibility for...	Workers must...
inmate only cases,	<ul style="list-style-type: none"> • Submit the end date of suspension to MEDS via 14-28. • Close the case in the county system.
family cases,	Narrate the change and keep the inmate's status as 'out of the home' in the county system.

**D.
NOA**

The suspension of benefits NOAs are not in CalWIN at this time. The MC 0377 in in CalWIN, but has not been revised to include adult inmates. Workers must use the following notices manual notices for suspension of benefits:

MC 0377 (rev5/14) – SUSPENSION OF MEDI-CAL BENEFITS FOR AN INMATE – Used at initial suspension of benefits.

HHSA 14-127 (06/14) – DISCONTINUANCE OF BENEFITS – Used to discontinue suspense when an individual fails to comply with redetermination or becomes otherwise ineligible to Medi-Cal while in suspense.

HHSA 14-128 (06/14) - REMOVAL OF SUSPENSION – Used to discontinue suspension when granting MCIEP.