

Medi-Cal Program Guide (MPG) Letter #653

September 23, 2008

Subject **ARTICLE A—REIMBURSEMENT AGREEMENT PROCEDURES FOR COUNTY MEDICAL SERVICES (CMS)**

Effective Date Upon receipt

Reference County Policy

Purpose This letter is to provide staff with guidelines for the Reimbursement Agreement forms process.

Background On July 1, 2008 the CMS program instituted the CMS Hardship program for individuals with incomes over 165% of the Federal Poverty Level (FPL) up to and including 350% of the FPL. These individuals **must** sign a reimbursement agreement as a condition of eligibility for the CMS Hardship program as stated in Medi-Cal Program Guide Letter #636.

Change All individuals applying for CMS Hardship must be given the Informational Notice (CMS-109), Attachment A along with the Reimbursement Agreement (CMS-106).

Worker Action

Step	Action
1	Give the applicant the Reimbursement Agreement (CMS-106) and the Informational Notice (CMS-109).
2	Narrate in the case record that the CMS-109 was given to the applicant.
3	Have the applicant sign the Reimbursement Agreement and scan the document into the CMS IT System.
4	Send the original signed Reimbursement Agreement to CMS Program MS 0557A, and give a copy to the applicant.

Continued on next page

Medi-Cal Program Guide (MPG) Letter #653, Continued

Forms Impact County Medical Services Informing Notice (CMS-109/CMS-109SP)- Attachment A and B.

Automation Impact None

Quality Assurance Impact Effective with the November 2008 review month, Quality Assurance will cite with the appropriate error any case that does not follow the requirement of this Letter.

Summary of Changes The table below shows the changes made in the MPG.

Section	Summary of Changes
Article A, Section 1	Added references to the Informational Notice: The County's Legal Rights and Limitations on Repayment
Article A, Section 2	
Article A, Section 5	
Article A, Section 9	
Article A, Section 13	

Filing Instructions The following pages shall be removed and replaced as follows.

Action	Pages
Remove	Article A, Section 1 pages 1-2
	Article A, Section 2 page 13
	Article A, Section 5 page 11
	Article A, Section 9 page 3
	Article A, Section 13 pages 1-2
Replace	Article A, Section 1 pages 1-2
	Article A, Section 2 page 13
	Article A, Section 5 page 11
	Article A, Section 9 page 3
	Article A, Section 13 pages 1-2

Continued on next page

Medi-Cal Program Guide (MPG) Letter #653, Continued

**Managers
Approval**

Original signed by:

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