

# Medi-Cal Program Guide Letter #594

June 1, 2006

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**Subject**            **Assembling and Sending State Programs-Disability and Adult Programs Division Packets**

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**Effective Date**    Upon receipt

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**Reference**         MEPM Letter # 300

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**Purpose**             The purpose of this letter is to provide updated instructions regarding sending Limited Packets to State Programs-Disability and Adult Programs Division (SP-DAPD).

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**Background**       When a beneficiary is discontinued from Title XVI (SSI/SSP) due to income or resources and is not in receipt of Title II disability (RSDI) benefits, workers must make a Limited Referral to SP-DAPD to verify ongoing disability status. Packets without proper information will be returned as incomplete to the worker.

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**Changes**           Workers must take all necessary and available steps to verify the reason the beneficiary was discontinued from SSI/SSP with:

- SSA
- MEDS
- IEVS

Doing so could reveal information which eliminates the need to send a Limited Referral Packet to SP-DAPD.

The above procedure includes those beneficiaries who were entitled to IHSS prior to being discontinued from SSI/SSP due to earnings.

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**Required Action**   Before sending Limited Referral Packets to SP-DAPD to verify SSI status, workers must take all necessary and available steps to verify the reason for the SSI/SSP discontinuance. If not found, workers must annotate on the MC221 why the information was unobtainable.

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**Automation Impact**      None

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**Forms Impact**      None

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**Quality Assurance Impact**      Effective with the July review month, Quality Assurance will cite with the appropriate error any case that does not follow the requirements of this letter.

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**Summary of Change**      The table below shows the changes made to the MPG.

<b>MPG Section</b>	<b>Change</b>
Article 5, Section 4	<ul style="list-style-type: none"><li>• Added information about taking all necessary and available steps prior to submitting a Limited Referral.</li><li>• Added requirement to note search findings on DAPD transmittal.</li></ul>

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**Filing Instructions**      The table below shows how to file the MPG material.

<b>Remove</b>	<b>Replace with</b>
MPG 5-4-i	MPG 5-4-i
MPG 5-4-7/8 through 5-4-9/10	MPG 5-4-7/8 through 5-4-9/10

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**Important Notice**      The MPG is available in its entirety on the County Intranet by accessing <http://hhsa.intranet/manuals/mpg/index.html>. The MPG revisions listed in this letter will be entered into the Intranet MPG at the next update.

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## Medi-Cal Program Guide Letter #594, Continued

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**Manager  
Approval**

ORIGINAL SIGNED BY:

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Medical Care Program Administration  
Strategic Planning & Operational Support

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