

# Medi-Cal Program Guide (MPG) Special Notice (SN) 14-03

April 18, 2014

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**Subject** **MEDI-CAL FOR FAMILIES ANNUAL ELIGIBILITY REVIEW (AER) PACKET MAILING DISCONTINUANCE**

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**Effective** Upon receipt

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**Reference** Medi-Cal Eligibility Division Letters (MEDIL) I 14-03 and 14-09

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**Purpose** To inform staff of changes to the Medi-Cal for Families AER mailing process.

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**Background** During the transition of children from the Healthy Families Program (HFP) to the Medi-Cal for Families program beginning January 2013, the Single Point of Entry (SPE) was responsible for sending AERs to families with children that were eligible for Medi-Cal under transitional aid codes 5C or 5D. Beginning in April 2013, AERs that were completed and returned to the SPE were forwarded to the appropriate county for completion of the annual eligibility redetermination as part of the transition to Medi-Cal. Counties were required to re-evaluate the children in 5C and 5D aid codes at the HFP anniversary date, their families' Medi-Cal redetermination date or change in circumstances, whichever came first.

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**Changes** For annual redeterminations due in January 2014 and ongoing, the SPE will not send AER packets to the Medi-Cal for Families population covered under aid codes 5C and 5D.

Counties are responsible for sending and processing the annual redeterminations for the HFP transitioned children in aid codes 5C or 5D with a January 2014 or later AER date.

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**Re-Determination Timeline** Due to implementation of the Affordable Care Act (ACA), DHCS established a moratorium on Medi-Cal Annual redeterminations from January through June 2014. Medi-Cal Redetermination packets will be mailed manually and processed according to the following timeline:

If RRR is due in...	RRR Packet will be mailed in...	RRR will be processed in...
January and June	April	June
February and July	May	July
March and August	June	August
April and September	July	September
May and October	August	October
November	September	November
December	October	December

**Modified Manual Re-Determination Packets**

The following new forms replace the 14-116, MC 210 RV and MC210 PS in the standard Redetermination Packet as described in [MPG 04.15.03.B](#).

- Cover Letter – TEMP 14-125 – Redetermination Cover Letter
- RFTHI Form – TEMP 14-122 – HHS Request for Tax Household Information
- RFTHI Supplemental Form – CSC 91 – Request for Tax Household Information Supplemental Form

**NOTE:** One RFTHI – TEMP 14-122 must be sent to each child on the redetermination list.

**Required Actions**

**Mailing Manual Packets**

A list of individuals with AERs due in January and June separated by FRC based on the mailing address in MEDS is uploaded to [SharePoint under the Medi-Cal folder](#). For each family on the list workers must:

Step	Action
1	Enter the redetermination due date and the FRC address on the Temp 14-125 redetermination cover sheet. The due date is first of the month that the redetermination is due.
2	Mail a modified manual redetermination packet to the listed 5C and 5D individuals prior to the end of the 'Mailed in' month listed above.

Additional lists of beneficiaries will be made available for processing in advance of the mailing due month.

**Redetermination**

- Upon receipt of the manual redetermination packet, workers must re-evaluate the children in 5C and 5D aid codes using MAGI Medi-Cal redetermination rules as described in MPG SN 13-09 Addendum F.

**Tracking Report**

In order to assist FRCs with processing the manual redeterminations, a report that indicates which monthly redeterminations have not been processed will be available to FRCs via SharePoint by the 5<sup>th</sup> of the redetermination due date month.

**Failure to Cooperate**

Workers must follow the directions in MPG SN 13-09 Addendum F under the sections titled **Information that is not Reasonably Compatible or is missing, RFTHI RV Packet is not Returned and Information is not Provided** and **90 Day Cure Period** when beneficiaries fail to provide their redetermination paperwork timely.

**Automation Impact**

For transition children, workers must take the following actions to discontinue the 5C/5D aid codes in MEDS:

<b>When the Redetermination Was not Received and ...</b>	<b>Then...</b>
the children were app/reg'd as a new application	Deny the application with adequate and timely notice in CalWIN.
the children were on an existing Medi-Cal case with a SOC	Discontinue the 5C/5D with adequate and timely notice in MEDS with an online application and withdrawal.

**NOTE:** The discontinuance date cannot be prior to the end of the redetermination due month.

**Client Correspondence**

The following temporary forms required for the manual redetermination packet are available for order through XEROX:

- Redetermination Cover Letter – TEMP 14-125 – Redetermination Cover Letter
- RFTHI Form – TEMP 14-122 – HHSA Request for Tax Household Information
- RFTHI Supplemental Form – CSC 91 – Request for Tax Household Information Supplemental Form

**Access  
Impact**

Individuals in aid codes 5C and 5D (the aid codes are on the secondary segment in MEDS) may call Access with questions regarding the transition. Access agents must:

- Instruct beneficiaries to complete their redetermination paperwork and submit to the county.
  - Inform individuals that they may submit the RFTHI over the phone, in person or by mail.
  - If a client calls Access to report their RFTHI information, workers must complete the forms on behalf of the beneficiary, enter case comments, and notify the FRC of the availability of the information via AFTT Task Tool.
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**Document  
Processing  
Center**

When DPC receives the manual TEMP 14-122 and manual CSC 91 for transition children they must process the forms using the existing process in Processing [Guide #6 – SPE – Single Point of Entry Referrals, Section H](#).

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**Quality  
Control (QC)  
Impact**

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

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**Approval for  
Release**

 4-25-14

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