



# Ohio Department of Mental Health

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DATE: NUMBER: ORIGINATOR & TITLE:  
October 13, 2009 C-10-10-01 Lynne Lyon, Program Policy Manager

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 MACSIS     Medicaid     MSPA     Policy  
 Procedure     Other (specify):

TITLE OF CORRESPONDENCE:  
Changes in Medicaid Eligibility and Application Processing Requirements

CONTENT:  
The purpose of this memo is to alert community mental health agencies of recent important changes pertaining to the Medicaid eligibility and application processes. These changes were communicated by the Ohio Department of Job & Family Services (ODJFS) in the following Medicaid Eligibility Manual Transmittal Letters (MEMTL). A summary of each MEMTL is provided below. Provider agencies involved in assisting clients with Medicaid applications should review these letters in their entirety, as there are changes that affect the Medicaid application process. The full content of the MEMTLs can be accessed on the ODJFS web site at <http://emanuals.odjfs.state.oh.us/emanuals/>.

MEMTL 50 (Medicaid: Assisting Individuals Unable to Access Verifications Due to a Physical or Mental Impairment)

This MEMTL contains new Administrative Code rule 5101:1-38-01.7 (Medicaid: Assisting Individuals Unable to Access Verifications Due to a Physical or Mental Impairment). This rule became effective August 1, 2009, and instructs County Departments of Job & Family Services (CDJFS) regarding how to assist individuals who are attempting to apply for Medicaid or access their own resources for self-support, but who have a physical or mental impairment which may be creating an obstacle to the application process or to accessing means of self-support.

MEMTL 51 (Medicaid: Application Processing and Definitions)

This MEMTL contains three revised Administrative Code rules: 5101:1-37-01 (Medicaid: definitions), 5101:1-38-01 (Medicaid: individual and administrative agency responsibilities), and 5101:1-38-01.2 (Medicaid: application, determination, and redetermination processes). The effective date of these rules was October 1, 2009. Some of the notable inclusions or changes in rule 5101:1-38-01.2 include the following:

- Face-to-face interviews are required only for consumers seeking Medicaid for the Aged, Blind, or Disabled, and only at the initial application.
- As of the effective date of this rule, eligibility will be redetermined annually for all categories of Medicaid coverage. Cases currently in the system will be reviewed by the existing deadlines, but do not have to be redetermined again for 12 months.
- At redetermination, no face-to-face interview is required, no application is required, and nothing needs to be signed. The one exception is that a signature will be needed if no one who previously signed an application remains in the household. Counties may choose to make contact with consumers by phone, by mail, by fax, or in person to collect the necessary information to make an eligibility determination. The consumer is still obligated to verify information at redetermination and when a case change affects eligibility.

MEMTL 53 (Medicaid: Conditions of Eligibility and Citizenship Documentation Rule)

This MEMTL contains two Administrative Code rules: 5101:1-38-01.8 (Medicaid: conditions of eligibility for each individual), and 5101:1-38-02 (Medicaid: verification and reporting requirements). The effective date for these rules is October 15, 2009. Rule 5101:1-38-01.8 sets forth conditions an individual applying for or receiving Medicaid must meet, regardless of covered group. In addition, to assist counties and consumers, this rule clarifies when self-declaration or documentation is required. The new version of rule 5101:1-38-02 addresses acceptable citizenship documentation only.

Provider agencies should continue to work with the appropriate CDJFS, and should direct specific questions about these changes to the CDJFS.

REQUIRED ACTION:

None

DATES FOR REQUIRED ACTION:

None

NAME, TELEPHONE NO., AND EMAIL OF CONTACT PERSON(S)

If you need additional information contact Lynne Lyon at (614)-466-9972 or [Lynne.Lyon@mh.ohio.gov](mailto:Lynne.Lyon@mh.ohio.gov).

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