

-Revised 08/11/08-

Policy Clarifications - Medicaid - All

~~**PMA14357305**~~

PMA14537304

Submitted:08/08/08

Agency:CAOs

Citations:

Subject: Use of PA-4 (Authorization for Release of Information) and Medical Assistance Eligibility

If an individual is applying for Medical Assistance (MA), to include Long-Term Care and Home and Community-Based Services, is the completion of the PA-4 or PA-4 LTC a necessary requirement for MA eligibility? If not, when is it appropriate to send a PA-4 or PA-4 LTC to an individual?

Response By: Division of Health Services

Date:08/08/08

No. The PA-4 (Authorization for Release of Information) or PA-4 LTC (Authorization for Release of Information used in Community Choice Counties) is not an eligibility factor in the determination of eligibility for Medical Assistance, to include Long-Term Care and Home and Community-Based Services.

The primary factor is understanding when to use the PA-4 or PA-4 LTC. 55 Pa. Code § 201.4(a)(1)(i) states, "If a client is unable to obtain the necessary evidence to verify eligibility, the CAO will obtain it from public records, collateral sources and the like. When the collateral contact requires the written consent of the client for release of the desired information, a copy of the authorization to release information form will be used." If the individual provides information needed for the eligibility determination for MA, the CAO will not require the individual to sign a PA-4 or PA-4 LTC.

In those instances where the individual (applicant or recipient) is unable to provide their proof (verification) to establish eligibility for MA and the collateral contact will not release the needed verification without the consent of the individual, the CAO will require the individual to sign a PA-4 or PA-4 LTC. The CAO will send the individual a PA-4 or PA-4 LTC and request the individual "sign and return" the PA-4 or PA-4 LTC within 10 business days. If the PA-4 or PA-4 LTC is not returned or returned unsigned, the CAO will take action to deny MA benefits with a Notice to Applicant or to close the individual's MA benefits with an Advance Notice.