



DATE: November 14, 2014

OPERATIONS MEMORANDUM 14-11-02

SUBJECT: Federally-Facilitated Marketplace (FFM) Open Enrollment Period for 2015

TO: Executive Directors

FROM: Tom Strickler
Director
Bureau of Operations

PURPOSE

To inform County Assistance Offices (CAOs) of the FFM open enrollment period for the 2015 coverage year beginning on November 15, 2014.

BACKGROUND

The FFM ended its regular open enrollment period for 2014 on March 31, 2014. Currently, only individuals eligible for a special enrollment period may apply for health care through the FFM. CAOs continue to receive FFM applications and complete Medical Assistance (MA) eligibility determinations for these individuals.

DISCUSSION

The FFM open enrollment period for 2015 will start on November 15, 2014 and is planned to continue until February 15, 2015. With the beginning of the FFM open enrollment period, CAOs will see an increased number of FFM applications.

FFM applications can potentially go through the automated case open and rejection process, similar to regular Commonwealth of Pennsylvania Access to Social Services (COMPASS) applications. FFM applications must pass the same gate posts as regular COMPASS health care applications for an online eligibility determination to occur.

FFM applications that do not meet the criteria for an online eligibility determination will be sent to CAOs for processing. CAOs will consider all FFM applications as assessments and complete a full eligibility determination.

Processing FFM Applications as Assessments

CAOs use the date the application was submitted to the FFM as the MA eligibility begin date.

CAOs will process every FFM account transfer as an application because the FFM requires a decision response for each FFM account transfer. When multiple FFM applications for the same household are received, CAOs will process each account transfer separately in the order they were received. CAOs will process an FFM application, even if it is received for an individual who is already open for MA. Caseworkers and clerical staff are not able to reject FFM applications upfront in Application Processing (AP) or Case Processing (CP) modes.

CAOs will determine eligibility for MA for individuals who are assessed as potentially eligible for CHIP. If the individual is not eligible for MA, a referral will be made to CHIP, in accordance with the procedures outlined in [OPS080911](#).

Application information is displayed in the Applicant Information section on the first page of the FFM application. Refer to [Attachment 1](#) for an example of the Applicant Information Section of the FFM Account Transfer and [Attachment 2](#) for possible values in the Fields for the Applicant Information Section.

The FFM will send information in the account transfer that is labeled either “Verification Affirmed” or “Verification Inconsistent.”

- “Verification Affirmed” means that the client’s Social Security number, citizenship and Verified Lawful Presence information in the application have been confirmed by the FFM.
- “Verification Inconsistent” means that the client’s Social Security number, citizenship or Verified Lawful Presence status has not been confirmed.

When processing FFM applications, the CAO will:

- Review the application and, if no additional information is required, promptly determine eligibility. CAOs must not request duplicative information or documentation.
- If additional information is needed, CAOs are to complete the eligibility review and request verification in accordance with the existing verification policy.
- Process the application within 30 calendar days of the date the application was submitted to the FFM.

NEXT STEPS

1. Share and review this information with appropriate staff members.
2. Please contact your Area Manager if you have questions regarding this Operations Memorandum.
3. With the issuance of this Operations Memoranda, OPS131202 Inbound Federally Facilitated Marketplace (FFM) Account Transfers, will become obsolete.
4. This Operations Memorandum will become obsolete upon release of revised Handbook changes.

Attachments