**-Revised 12/6/16-
DATE: November 22, 2016**

**OPERATIONS MEMORANDUM #16-11-06**

**SUBJECT**: Medical Assistance (MA) Express Lane Enrollment (ELE) for Children Eligible for Child Care and Supplemental Nutrition Assistance Program (SNAP)

**TO:**  Executive Directors

**FROM:** Inez Titus

 Director

 Bureau of Operations

**PURPOSE**

 To inform county assistance offices (CAOs) of the implementation of a one-time MA targeted ELE initiative for children who are eligible for child care subsidy and/or SNAP beginning November 22, 2016. This initiative is intended for identification and MA enrollment of children who are less than 21 years-old in certain targeted households.

**BACKGROUND**

 Act 84 of 2015, requires a one-time outreach effort to children eligible for child care subsidy and/or eligible for SNAP who potentially qualify for MA. Pennsylvania submitted a waiver to the Centers for Medicare and Medicaid Services (CMS) to allow the state to use a one-time outreach strategy to enroll targeted children into MA.

 The children that are targeted for enrollment are as follows:

1. Children ages 0-20 in households that are currently eligible for child care subsidy benefits (including those on a child care subsidy waiting list and siblings not needing child care but living in the eligible household) and/or SNAP benefits.
2. Household income limits at or below the Modified Adjusted Gross Income (MAGI) income limits (plus 5 percent):
	* **Children** **under 1** - less than or equal to 220 percent of the Federal Poverty Level (FPL)
	* **Children age** **1-5** - less than or equal to 162 percent of the FPL
	* **Children age** **6-20** - less than or equal to 138 percent of the FPL

AND

1. Children who are not currently enrolled in CHIP or MA.

**DISCUSSION**

 The Department of Human Services (DHS) will identify potentially eligible children from information obtained from the child care eligibility system - Pennsylvania’s Enterprise to Link Information for Children Across Networks (PELICAN). PELICAN households will be sent a barcoded mini-application (PA600 ELE) ([**Attachment 1**](http://mydhs/cs/groups/webcontent/documents/document/c_251192.pdf)**)** for MA enrollment, which will be populated with data obtained from PELICAN.

**NOTE**: This initiative is intended for children ages 0-20; however, CAOs must also review MA eligibility for individuals over 20 living in the household who have requested MA on the mini-application. The caseworker must complete an ex-parte review. If information is not available through electronic data sources or through the existing case record, the caseworker must request the information from the individual.

A populated PA600 ELE will be sent to the household and is to be returned to the CAO within 60 days from the mailing date.

**NOTE**: The CAOs will continue to accept and process the PA600 ELE if it is received after the 60 day due date stated on the PA600 ELE. The CAO should follow current policy for processing an application by completing an ex-parte review, using existing case data and electronic data sources to verify information before requesting additional verification.

When a PA600 ELE is received in the CAO:

* CAO must scan, image and index the application.

**NOTE**: A PA600 ELE cannot be scanned into ImageTrust with any other bar-coded documents. An error message will appear notifying the user that another bar-coded document is in the same folder with the PA600 ELE. The user must move all other bar-coded documents to another folder. (Non-bar-coded documents can be scanned with a PA600 ELE.)

* An auto application processing (AP) and auto assignment of the PA600 ELE will occur through a nightly batch process.

**NOTE:** If the PA600 ELE is not auto indexed due to imaging/bar-code issues, the CAOs must manually index and manually AP the application.

* Caseworkers will receive notification of the application on Work Load Dashboard (WLD) the next day following the nightly batch process.
* Caseworkers will follow current policy for processing applications by completing an ex-parte review, using available case data and electronic data sources to verify information on the PA600 ELE. If all required information is received and verified, the caseworker will determine MA eligibility and enroll the child in the appropriate medical category. If additional information or verification is needed, the caseworker will obtain information or verification from the individual.
* Children not eligible for MA due to income will be referred to the Children’s Health Insurance Program (CHIP) if under the age of 19 or to the Federally Facilitated Marketplace (FFM) if ages 19 or 20, for review for other health care coverage.
* An eligibility notice must be sent and case comment entered.

DHS will also be identifying children who qualify for MA by using data already available in active case records for SNAP households. Children eligible for SNAP and who qualify for MA will be sent a MA Fast Track consent form ([**Attachment 2**](http://mydhs/cs/groups/webcontent/documents/document/c_251193.pdf)). The household is to return the consent forms to a third party vendor. These children will be enrolled in MA following the current fast track process outlined in [**OPS16-02-04**](http://mydhs/cs/groups/webcontent/documents/document/c_222698.docx).

**NOTE**: Households that include both SNAP and PELICAN eligible individuals will only receive the consent form. If a household contains children who are SNAP eligible AND also children who are not SNAP eligible, a PA600 ELE will be sent instead of the consent form.

In December 2016, DHS will complete a second mailing of the PA 600 ELE. These mini-applications will not have a 2D barcode for the auto-AP to occur when scanned and imaged. Additionally, these mini-applications will have a “return to address” to the Mercer County Statewide Processing Center whose staff will manually index, manually AP and ~~process these mini-applications~~. assign the mini-application to the appropriate CAO to process. If an individual happens to send or bring a non- barcoded PA 600 ELE into their local CAO, the CAO will scan, image and complete the manual AP and case processing.

**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.

 Attachments:

 [**Attachment 1**](http://mydhs/cs/groups/webcontent/documents/document/c_251192.pdf)- PA600ELE - Mini-Application

 [**Attachment 2**](http://mydhs/cs/groups/webcontent/documents/document/c_251193.pdf)- MA Fast Track Consent form with Rights and Responsibilities