

Policy Clarification

Medical Assistance – All - PMA-22115-376

Long-Term Care – All – PMN-22115-476

**Children’s Health Insurance Program – All –
PCH-22115-1109**

Submitted: March 2025

Agency: CAOs

Subject: Ex-Parte Review at Health Care Renewal and Allowable Timeframes for Information in the Case Record

Question: When completing a Medical Assistance (MA), Long-Term Care (LTC), Home and Community-Based Services (HCBS), or a Children’s Health Insurance Program renewal, County Assistance Offices (CAOs) are required to complete an ex-parte review of eligibility, which includes a review of information available in the existing case record. What is the allowed timeframe for existing information in the case record to be used in an ex-parte review at renewal?

Response By: Division of Health Services

Date: April 23, 2025

When completing an ex-parte review at renewal, caseworkers will use information in the case record if it meets either of the following criteria:

- The information was verified within the last six months and there is **no current information available on the data sources**.
- The information was verified more than six months ago but it is not subject to change, such as citizenship or stable income or resources, as described in PMA-21443-378.

Note: Information includes both income and resources.

If a renewal packet is not returned, the CAO would use information in the case record that was verified within the last six months, when completing an ex-parte review.

If the renewal packet is returned but does not indicate a change in income and no verification of income was provided and there is no current information available on data sources, the CAO will use information in the case record that was verified within the last six months, when completing an ex-parte review.

If the renewal packet is returned and indicates information that is different from the information previously verified and no verification was provided and there is no current information available on data sources, the CAO will close MA.

Example 1: Chris is open for MG90 and FS00 with the renewal date of December 31, 2025. Chris provided verification of income with his Supplemental Nutrition Assistance Program (SNAP) Semi-Annual Reporting (SAR) in June 2025. Renewal packet was generated but not returned by the due date. There is no current information available on data sources. The CAO will close SNAP and process MA renewal using income verified at SNAP SAR since the income was verified within the last six months.

Example 2: Jesse is open for MG91 with the renewal due date of June 30, 2025. Jesse reported and verified a change in income in March 2025. Renewal packet was returned without verification of income. No change in income was reported. There is no current information available on data sources. The CAO will process renewal using income verified in March 2025.

Example 3: Avery is open for MG91 with the renewal due date of July 31, 2025. Avery reported and verified a change in income in April 2025. Renewal packet was returned without verification of income. Avery reported a different employment on the renewal form. There is no current information available on data sources. The CAO will close Avery's MA for failure to provide verification.

Example 4: James is open for PH80 with the renewal date of September 30, 2025. James opened a bank account and provided a bank statement in July 2025. Renewal packet was generated but not returned by the due date. The CAO verified income using an electronic data source. There is no current resource information available on the Asset Verification System (AVS). The CAO will process MA renewal using income from the data source and resources verified in July 2025.

Example 5: Homer is open for HCBS as a PAW00 with the renewal date of August 31, 2025. Homer's only income is Retirement, Survivors, and Disability Insurance (RSDI) which is verified on Data Exchange 3. He last verified his investment account balance at his last renewal on August 31, 2024. Homer did not return his renewal packet. Since the investment account balance cannot be verified via the Data Exchange 12, AVS, the CAO will close Homer's HCBS for failure to provide verification.

Example 6: Dewey is open for LTC facility services as a TAN00 with the renewal date of May 31, 2025. Dewey receives RSDI which is verified on Data Exchange 3. He also receives an adjustable pension which he last verified during the January 2025 Cost of Living Adjustment. Dewey's signed renewal packet was returned without verification of

his adjustable pension. The CAO will process the LTC facility renewal using the adjustable income verification provided in January 2025.