

# Policy Clarification – Medicaid – Long Term Care

## PMN-18113-404 Revised 1/20/20

**Submitted:** 07/2016

**Agency:** CAOs

**Subject:** SSI recipients who enter a Long-Term Care (LTC) Facility

**Question:** What is the CAO process for a SSI recipient who enters a LTC Facility and is applying for LTC Medical Assistance (MA) benefits?

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**Response By:** Division of Health Services      **Date:** 07/21/2016, 12/17/19, 1/20/20

When a recipient of SSI (A, J, M,) applies for LTC MA, the application and eligibility process differs slightly from that of other applicants. When the CAO receives an application requesting LTC MA benefits, there are additional steps that need to be taken.

An individual who is receiving SSI only and is admitted to an LTC facility can keep getting an SSI payment of \$30 and a State Supplemental Payment (SSP) of \$15. These payments should be used for the individual's Personal Needs Allowance (PNA) of \$45. SSI recipients will have a zero cost of care after the PNA is deducted.

The CAO must follow the steps below when a SSI recipient applies for LTC MA:

1. AP the application for LTL as of the CAO receipt date of the request for LTC MA.
  - a. This may be in the form of a PA600L, Long Term Care Admission and Discharge Transmittal (MA103), or a Medical Evaluation (MA51).
2. Verify that the applicant is a recipient of SSI benefits in an A, J, or M category.
  - a. Do not close the SSI category in CIS if SSI is the only source of Social Security income.
3. Manually enter the appropriate LTC facility code through maintenance mode effective the admission date.
  - a. The "Explore LTL" field must be blank.
4. Run eligibility.
5. Notify the Social Security Administration (SSA) of the applicant's new address in a LTC facility and admission date via the PA1781, also found in MAEH 387 Appendix C.
  - a. Scan to the record the information sent to SSA.
  - b. Include this information in the narrative.
6. Send a pending list to the applicant and/or representative.
  - a. MA recipients requesting LTC MA must complete pages 1, 5, 6, 7, 8, and 10 of the PA600L and provide all supporting documentation; a full application is not needed.

7. Review the status of the SSI payment in State Data Exchange (SDX), and review the open SSI record in CIS, within current application processing timeframes.
  - a. When SSA processes the facility address change, SSA will systematically change the program status code (PSC) from 00 to 45 in CIS.
8. Dispose of the application through AP when the PSC has been changed to 45, the SSI payment has been reduced to \$30/month, and the individual is otherwise eligible.
9. Enter the 902Z TPL manually with a zero cost of care effective the admission date. Run Eligibility to trigger managed care enrollment updates.
10. Send a manual PA162 indicating the effective date and cost of care to all applicable parties.
  - a. Scan the PA162 to the record.
  - b. Narrate who was sent a PA162.

Once the CAO receives the MA103 verifying discharge from the LTC facility, the CAO will follow the steps below:

1. Manually end date the facility code effective the date of discharge.
2. Manually end date the 902Z TPL the date of discharge. Run Eligibility to update managed care enrollment.
3. Send a PA1781 to SSA verifying the LTC facility discharge date.
4. Send a manual PA162 to all applicable parties.
5. Scan and narrate all information to the record.

**NOTE:** When the individual is discharged before the SSA processes the Federal Living Arrangement Code that causes the SSI budget's program status code to update from 00 to 45, the caseworker will update the case with the facility information for the period of residence in the LTC facility, manually add the 902Z TPL for the period of the residence in the LTC facility and issue manual notices to all parties.