**Policy Clarification**

**Medicaid – Long Term Care**

**PMN-19625-468**

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| **Submitted: 9/24/19** |  **Agency: CAOs**  |
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| **Subject: Notice Templates for Home and Community Based-Services (HCBS) in a Medical Assistance (MA) Spend-down Category****Questions:**1. **Must we send manual notices when authorizing HCBS in a straight MA spend-down category?**
2. **Where can we find notice templates and text for notices authorizing HCBS in a MA spend-down category?**
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| **Response by: Division of Health Services** | **Date:**  |

1. Yes, the CAO must send a manual notice authorizing HCBS in a MA spend-down category.
2. The “CHC Spend-down Monthly Eligibility Notice” (PA 162SD) and the “CHC MNO Spend-down Ongoing Eligibility Notice” (PA 162MS) were removed from DocuShare. Three new HCBS spend-down notice templates have replaced the PA 162SD and PA 162MS in the “Long-Term Care (LTC) Forms” folder on DocuShare. The three templates are:
	* [“HCBS Monthly NMP Spend-down Notice”](file:///C%3A%5CUsers%5Ckpeiffer%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CPA%20162%20MN-HCBS%20Monthly%20NMP%20Spend-down.pdf) (PA 162MN)
	* [“LIFE Ongoing NMP Spend-down Notice”](file:///C%3A%5CUsers%5Ckpeiffer%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CPA%20162%20MN-LIFE%20Ongoing%20NMP%20Spend-down.pdf) (PA 162 MN)
	* [“HCBS MNO Spend-down Notice”](file:///C%3A%5CUsers%5Ckpeiffer%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CPA-162-MM%20HCBS%20Ongoing%20MNO%20Spend-down.pdf) (PA 162MM)

**Reminder:** All HCBS spend-down authorizations, except the Living Independence for the Elderly (LIFE) Program, must either be authorized in **monthly** Non-Money Payment (NMP) categories (PA/PJ/PM 21) or ongoing Medically Needy Only (MNO) spend-down categories (TA/TJ 22). Only the LIFE Program may be authorized in the ongoing NMP spend-down categories (PA/PJ/PM 22).

For more information on Community HealthChoices (CHC) Waiver spend-down procedures see Ops Memo [17-12-02](file:///C%3A%5CUsers%5Ckpeiffer%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CKOR6WZYS%5COPS%2017-12-02.docx) (Phase 1) or [18-11-01](file:///C%3A%5CUsers%5Ckpeiffer%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5COps%2018-11-01.docx) (phase 2). For all other waivers and the LIFE Program see LTCH 468.23 and 468.231.

The CAOs will be notified via a daily status once the manual notice text found in LTC Handbook 468 Appendix E is updated.