**Policy Clarifications**

**Medicaid - Long Term Care**

**PMN-19874-489**

**Submitted: 4/13/20 Agency: CAOs**

**Subject: Changes to Processing Procedures for Home and Community-Based Services (HCBS) Eligibility/Ineligibility/Change (PA 1768) Forms Received for the Living Independence for the Elderly (LIFE) Program with An Assessment Date**

**Question**: How should the County Assistance Office (CAO) treat a PA 1768 for a LIFE applicant received with an assessment date but without a service begin date?

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| **Response By: Division of Health Services Date:** |  |

The CAO may receive a PA 1768 for a LIFE applicant that contains a date in the “Assessment date” field but no date in the “Service begin date” field. When the individual is otherwise eligible, the CAO will authorize LIFE eligibility with an assessment date and without a service begin date.

* If the individual is determined financially and functionally eligible, the CAO will authorize LIFE, using waiver code 96, effective the assessment date provided on the PA 1768.
* If the individual is determined financially or functionally ineligible, the CAO will process the ineligibility following current policy.
* If the LIFE applicant has decided not to continue with LIFE enrollment and will transition to Medical Assistance (MA), the notice the caseworker issues depends on whether the individual has already been authorized for LIFE or not. In addition to the system generated MA notice, a manual PA 162 must be sent to the client, their representatives, the LIFE service provider, and Office of Long-Term Living (OLTL).
  + When the individual has been authorized, use the manual notice template titled ‘LIFE Discontinue-Failure to Sign Enrollment Form’ available in the Long-Term Care Forms folder on DocuShare. The effective date entered on the PA 162 template will be the day after the individual’s LIFE managed care plan ends, otherwise, use the day after the HCBS budget close date.

* + When the individual has not been authorized, use the manual notice template titled “LIFE Ineligible ‘Failure to Sign Enrollment Form’ available in the Long-Term Care Forms folder on DocuShare.

The CAO must enter detailed case comments, scan and attach all documentation and send proper notice of the HCBS decision to the individual, their representatives, the LIFE provider, and OLTL.

This policy clarification obsoletes [PMN-19446-489](file:///C:\Users\Karen\AppData\Local\Microsoft\Windows\INetCache\IE\SYS6AVLF\PMN-19446-489_PC_PA_1768_form_received_for_LIFE_waiver_without_a_service_begin_date.docx).

Attachment 1: [PA 162 for LIFE Discontinue Due to Failure to Sign LIFE Enrollment Form](file:///C:\Users\Karen\AppData\Local\Microsoft\Windows\INetCache\IE\notices\PA%20162%20MN-02-19-LIFE%20Discontinue%20Failure%20to%20Sign%20Enrollment%20Form-04-15-20.pdf)

Attachment 2: [PA 162 for LIFE Ineligibility Due to Failure to Sign LIFE Enrollment Form](http://docushare.dpw.lcl/docushare/dsweb/Get/Document-6975406/PA%20162%20MN.pdf)