**Policy Clarifications**

**Medicaid – All**

**PMA-19504-378**

**Submitted: 6/26/19**

**Subject: Income and Resource Verification at Renewal**

**Question**: Does the CAO have to verify income and resources if the individual reports no changes on the renewal form?

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| **Response By:** Division of Health Services **Date:** 6/26/19 |  |

Yes. The CAO must verify both income and resources if they are countable for Medical Assistance (MA), Long-Term Care (LTC), or Waiver, even if the individual does not report that they have changed, or the reported change is under the income and resource limits. For income verification, the CAO must review available electronic data sources, apply reasonable compatibility policy, and review the existing case record before requesting verification from the individual. See MAEH Chapter 378 for additional information.

**Note:** When reviewing the existing MA case record, the income verification must be within the past 60 days if it is representative of current income. Resource verification for MA must be within the past 30 days. When reviewing the existing LTC or Waiver case record, the verification for income and resources must be within the past 30 days.

The CAO must update the case in eCIS with the verified income and resource information when processing the renewal.

**Reminder:** The CAO must not close an individual who is not subject to a resource test for failure to provide resource verification.