

**Policy Clarification**  
**Medical Assistance – All**  
**PMA-21483-376**  
**PMA-21483-1109**

**Submitted:** September 11, 2023

**Agency:** CAOs

**Subject:** Processing Renewals for Household with Individuals Who Can Be Renewed Through Ex Parte and Individuals Who Cannot

**Question:** If a Medical Assistance (MA) or Children’s Health Insurance Program (CHIP) renewal packet is generated, should an ex parte review be completed for each individual receiving MA or CHIP when there are multiple MA or CHIP recipients on the case?

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**Response By:** Division of Health Services

**Date:** September 11, 2023

Yes. If the renewal packet was sent because all individuals receiving MA or CHIP could not be renewed via ex parte before the packet was generated on a case containing MA and/or CHIP only, an ex parte review must be completed for all MA or CHIP recipients on the case before any action to close the case. This will ensure that eligible individuals are renewed, and not closed at renewal.

Due to current system design, a renewal packet is mailed through the automatically scheduled or manually scheduled process, when **any** MA or CHIP recipient on the record cannot be renewed through ex parte (system or caseworker process). However, MA and CHIP renewals must be processed at the individual, not household level.

1. If the case contains multiple MA or CHIP recipients, an ex parte review must be completed prior to closing any MA or CHIP individuals for failure to return a renewal packet or verifications. Any individuals on the record who can be renewed through an ex parte review should have a renewal processed and a new 12-month certification period provided. Any individuals who cannot be renewed through an ex

parte review should have their MA or CHIP closed with reason code 042 (Failure to Furnish Required Information).

*Example:* A household consists of a mother and a five-year-old child. A renewal packet is generated either by the system or the caseworker because the data exchange income is at 150 percent Federal Poverty Level (FPL), which would result in an ineligibility for the mother, whose eligibility is based on 133 percent FPL. The packet is not returned by the due date. The caseworker reviews data sources and verifies income at 150 percent FPL. The caseworker must close the mother. The child, whose eligibility is based on 157 percent FPL, must be given a new 12-month certification period. A reapplication workflow should be processed by deselecting the individual(s) who cannot be processed on the Individual Program Request screen and adjusting the notice to 042 on the Client Notice screen.

*Example:* A household consists of a mother and three-year-old child. A renewal packet is generated either by the system or the caseworker because the mother is active in a TJ 65 category and resources could not be verified through the Asset Verification System (AVS). The packet is returned by the due date but does not include requested resource verification. The caseworker reviews AVS and is unable to verify the resource. The caseworker must close the mother with code 042 and reapplication workflow should be processed and the child must be given a new 12-month certification period.

*Example:* A household consists of a grandparent (or another non-parent caretaker as identified in an exception to tax dependent rules in MAEH Chapter 312.22) and a grandchild. A renewal packet is generated either by the system or the caseworker because the data exchange income for the grandparent is not reasonably compatible with the case record. The packet is not returned by the due date. The caseworker reviews data sources, which do not indicate any income for the children. The grandparent must be closed 042 for failure to return the packet, but as their income is not relevant to the grandchild, a reapplication workflow should be processed, and the grandchild must be given a new 12-month certification period.

*Example:* A household consists of a parent who states they are a permanent resident and a child who is a United States citizen. At application, both parent and child were opened for MA and the parent was given a reasonable opportunity period to provide verification of citizenship. Citizenship verification was not provided, but MA remained open for the parent because of the continuous coverage requirement. A renewal packet is generated by either the system or the caseworker but not returned by the due date. Data exchange income shows the child would remain eligible for MA. The parent must be closed for failure to verify citizenship. A reapplication workflow should be processed, and the child must be given a new 12-month certification period.

2. If a case contains only a single individual receiving MA in one of the budgets listed below, then an ex parte review must be completed prior to closing if the renewal packet is not received or is received incomplete.
  - Non-Modified Adjusted Gross Income (MAGI) budget where a resource test is applied, or
  - Long-Term Care (LTC) or Home and Community Based Services (HCBS) with or without a resource test applied.

*Example:* A case consists of a single individual (age 71) receiving MA in a PH 80 category. A renewal packet is generated, but not returned by the due date. The caseworker reviews data sources and verifies both income and resources remain under the limit. A reapplication workflow should be processed, and the individual must be given a new 12-month certification period.

*Example:* A case consists of a single individual (age two) receiving MA in a PJW 00 category. A renewal packet is generated, but not returned by the due date. The caseworker reviews data sources and verifies income. Resources are not applicable since recipient is under 21. A reapplication workflow should be processed, and the individual must be given a new 12-month certification period.

3. If the case contains only a single individual receiving MA in one of the budgets listed below, then the budget can be closed using reason code 042 if the renewal packet is not received or is received incomplete. An ex parte review is not needed before closure.
  - CHIP in any CHIP budget, or
  - MA in a MAGI or Non-MAGI budget where a resource test is not applied.

**NOTE:** This does NOT apply to LTC or HCBS budgets where there is a single individual, and a resource test is not applied.

*Example:* A case consists of a single individual (age 39) receiving MA in an MG 91 category. A renewal packet is generated by either the system or caseworker but not returned by the due date. The individual must be closed 042 for failure to return the packet.

**REMINDER:** This guidance applies to cases that contain only MA and/or CHIP. Any case with MA and/or CHIP and other benefits (Supplemental Nutrition Assistance Program or Temporary Assistance for Needy Families) must have an ex parte review completed prior to closing any MA or CHIP individuals for failure to return a renewal packet or verifications. This is regardless of whether it is a multiple person or single person household.

The [Ex Parte Review Desk Guide](#) has been updated to reflect this process.