

Policy Clarifications –Medicaid – SSI PMS-17545-391

Submitted: 05/2015

Agency: CAOs

Subject: Personal Care Home (PCH) Supplement and Appropriate Client Notification

Question:

1. What is the proper notice to send when authorizing the PCH supplement?
2. Can a County Assistance Office (CAO) terminate a recipient's PCH supplement eligibility via notification on letterhead?

Response By: Division of Health Services

Date: 05/07/15

1. The PCH supplement requires that manual eligibility notices be sent to applicants, recipients, and their representatives. The PA/FS 162 found in DocuShare should be used when authorizing the PCH supplement. The text and citations found in MA Handbook 391 Appendix B should be entered on the notice. The CAO must select the 'Other' benefit type and include the correct mailing date on the notice.
2. No, the CAO will not terminate the PCH supplement via a letter. Individuals that lose their PCH supplement eligibility must be provided advance notice with the right to appeal the termination. The PA/FS 162A found in DocuShare must be completed with the applicable text and citations found in MA Handbook 391 Appendix B.

Reminder: The most current version of the Your Right to Appeal and to a Fair Hearing (PA/FS 162F) form found in DocuShare must be sent with all manual notices.