**Policy Clarification**

**Medicaid – All**

**PMA-19712-376**

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| **Submitted: 1/7/2020**  | **Agency: CAOs** |
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| **Subject: Enhanced Medical Assistance Renewals (EMAR) and Non-Modified Adjusted Gross Income (MAGI)-Related Medical Assistance (MA)****Question:** Ops 17-08-03 indicates that non-MAGI MA budgets will be included in the Automated Renewal (AR) process and will exception to Automated Scheduling (AS) if the renewal cannot be completed automatically. Is there any change to how these automatically-scheduled packets should be reviewed? |

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| **Response By: Division of Health Services** | **Date: 1/7/2020** |

Yes. Because non-MAGI MA is now reviewed systematically through the Automated Renewal process, the policy for reviewing Automatically Scheduled and Manually Scheduled renewal packets for MA-only (MAGI and non-MAGI) and combination (MA with other benefits) cases will change.

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|  | **Old Policy** | **New Policy** |
| Automatically Scheduled – MA-Only | If the Automatically Scheduled renewal packet is **not returned** or **returned incomplete**, the CAO must complete an ex parte review to determine ongoing eligibility. MA can only be closed using reason code 042 (Failure to Provide Information) if verification cannot be obtained during the ex parte review. | If the Automatically Scheduled renewal packet is **not returned** or **returned incomplete**, the CAO must close MA using reason code 042 (Failure to Provide Information).The ex parte review is completed by the system prior to mailing the packet. If the packet is not returned, a second ex parte review **should not** be completed by the worker. |
| Manually Scheduled – MA-Only | If the Manually Scheduled renewal packet is **returned incomplete**, the CAO must complete an ex parte review to determine ongoing eligibility. MA can only be closed using reason code 042 (Failure to Provide Information) if verification cannot be obtained during the ex parte review. | If the Manually Scheduled renewal packet is **not returned** or **returned incomplete**, the CAO must close MA using reason code 042 (Failure to Provide Information).The ex parte review is completed by the worker prior to mailing the packet. If the packet is not returned, a second ex parte review **should not** be completed by the worker. |
| Combination Records(MA with SNAP and/or Cash) | If the Combination Record renewal packet is **not returned** or is **returned incomplete** and the MA budget can be renewed ex parte, the budget should be renewed after other benefits on the record have closed. | If the Combination Record renewal packet is **not returned** or is **returned incomplete**, the CAO must close MA using reason code 042 (Failure to provide Information).If the packet is returned and is signed but all verification is not provided, complete an ex parte review for the MA budgets only. |

An ex parte review should be completed by a caseworker at renewal in only two situations:

For a **manually scheduled MA-only** records, an ex parte review should be completed **prior to sending the packet.** The worker should not mail a packet if the budget can be renewed ex parte. If the packet is mailed and is not returned or returned incomplete, the budget must be closed.

For **combination records**, an ex parte review should be completed only if a **signed packet is returned** but verification is incomplete.

For all renewal packets, a signature on the Rights and Responsibilities page is required for the packet to be considered complete. If a signature is the **only** item needed, the CAO will reach out to the client for a signature.

For more information on renewal and ex parte review, please see MAEH Chapter 376: Renewal and the Ex Parte Review Desk Guide.

This Policy Clarification will be obsoleted once MAEH Chapter 376.2 is updated.