

Policy Clarification

Medical Assistance – All

PMA-21968-376

Submitted: November 7, 2024

Agency: CAOs

Subject: Closing Medical Assistance (MA) Budget(s) on Cases with Unaligned Renewal Dates

Question: If a case has MA budget(s) that are not due for renewal, but the MA budget(s) are brought into a renewal packet for other benefits due for renewal, should the MA budget(s) be closed if a renewal packet is not received?

***Example:* Case has Supplemental Nutrition Assistance Program (SNAP) with an October 31, 2024 renewal date and an MG 91 budget with a March 31, 2025 renewal date.**

When the County Assistance Office (CAO) schedules the SNAP renewal for October 2024, they choose to include the MG 91 budget on the renewal packet.

If the renewal packet is not received, can the MG 91 be closed?

Response By: Division of Health Services

Date: November 7, 2024

No. If the renewal packet is not received, the MA budget that is not due for renewal cannot be closed for failing to provide a renewal form.

In the example above, the MG 91 should remain open and retain the March 31, 2025 renewal date.

REMINDER: If a packet is not received, the CAO must complete an ex parte review to determine if MA can be renewed.

If an ex parte review cannot be completed, only MA budgets which are due for renewal and included in the renewal packet should be closed for failure to provide a renewal packet.

Any MA budget(s) not due for renewal which were scheduled for purposes of alignment should **not** be closed for failure to return the renewal packet.

In order to close individual MA budgets but allow others to remain open, workers should instead navigate to the “Individual Program Request” screen, deselect the appropriate individuals, and then use the dropdowns on the notice screen to select the appropriate reason, option, and type codes.

For more information about MA renewal processing, see:

- [Ops Memo 24-07-02, Ex Parte Reviews and Processing of Renewals for Medical Assistance \(MA\) and the Children’s Health Insurance Program \(CHIP\)](#)
- [Ex Parte Review Desk Guide](#)