

**Policy Clarification**  
**Medical Assistance – All**  
**PMA-21294-376**

**Submitted: March 30, 2023**

**Agency: CAOs**

**Subject: Ex Parte Process for Medical Assistance (MA) Cases with a Resource Test and/or with Other Benefits (Combination Cases) on the Case**

**Question: Can an ex parte renewal be completed on a case where MA is open with other benefits (combination case) or where the MA has a resource test? If so, how should the ex parte renewal be completed?**

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**Response By: Division of Health Services**

**Date: March 31, 2023**

Yes, an ex parte review can be processed for MA budgets in combination cases and in cases where the MA budget has a resource test. Due to updated guidance from the Centers for Medicare & Medicaid Services, an ex parte review is required prior to closing the MA budget in combination cases and in cases where the MA budget has a resource test when the renewal packet is either not received or is received as incomplete. This is because an ex parte review cannot be completed before generating a renewal packet for combination cases, and because the Asset Verification System (AVS) must be reviewed for MA budgets with a resource test.

If the renewal packet is returned without all requested verifications, is unsigned, or the packet is not returned, the County Assistance Office must conduct an ex parte review for MA using the following guidance:

**Manually Scheduled (MA-only) & Automatically Scheduled (MA-Only) Renewal Packets**

For non-Modified Adjusted Gross Income MA budgets that require a resource test:

- If information is available through data sources, including AVS (Exchange 12), and is reasonably compatible with information on the renewal form or on

the record if a renewal packet is not returned, then the MA budget should be renewed, notices mailed, and all actions narrated.

**NOTE:** See AVS Desk Guide, for more information about the use of AVS at renewal.

**REMINDER:** The Reapplication workflow for MA should only be completed after other benefits on the case have been closed.

- If information is not available through data sources or data source information is not reasonably compatible with information on the renewal form or on the record if a renewal packet is not returned, the budget(s) should be closed with reason code 042 (Failure to Furnish Required Information) with notices mailed and all actions narrated.

### **Manually Scheduled (MA with Other Benefits)**

- If information is available through data sources, including AVS (Exchange 12), and is reasonably compatible with information on the renewal form or on the record if the renewal packet is not returned, then the MA budget should be renewed, notices mailed, and all actions narrated.

**NOTE:** See AVS Desk Guide, for more information about the use of AVS at renewal.

**REMINDER:** The reapplication workflow for MA should only be completed after other benefits on the case have been closed.

- If information is not available through data sources or data source information is not reasonably compatible with information on the renewal form or on the record if the renewal packet is not returned, the budget(s) should be closed with reason code 042 (Failure to Furnish Required Information) with notices mailed and all actions narrated.

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

**NOTE:** All other MA-only cases will have ex parte review requirements fulfilled through the automated process or by a caseworker prior to mailing the renewal packet. An additional ex parte review prior to closing MA-only records should not be completed.