

DMA ADMINISTRATIVE LETTER NO. 17-01, NC Health Choice Caseheads With More Than One Case

DATE: December 1, 2000

Subject: NC Health Choice Caseheads With More Than One
NC Health Choice Case

Distribution: County Directors of Social Services
F&C Medicaid and NC Health Choice Supervisors
F&C Medicaid and NC Health Choice Staff

I. BACKGROUND

A. Requirement to Have Only One NC Health Choice Case per Casehead

We have learned that there are multiple instances of the same individual being the casehead for more than one NC Health Choice case with classifications of J, K, or S. According to MA-3225, an individual may not be the casehead for more than one NC Health Choice case unless the classification for one case is L.

All children in the family who are eligible for NC Health Choice (under any classification, except L) must be included in one case. If the family's combined income exceeds 150%, the case must be classified K or S.

- If classified K, an enrollment fee and co-payments must be paid for all children.
- If the children are members of a federally recognized Indian tribe, they are classified S. No enrollment fee or co-payments are charged.

Refer to MA-3225, IV.A.6.e.

B. Deadline for Registering Applications Required by the Administrative Letter

Because of the "freeze" of NC Health Choice enrollments, applications for NC Health Choice with a date of application of January 1, 2001 or later cannot be approved. (Refer to the Dear County Director of Social Services letter, dated November 17, 2000). This includes applications to add individuals to an existing NC Health Choice case.

The following procedures for combining NC Health Choice cases who have the same casehead require adding individuals to existing NC Health Choice cases. **To accomplish the procedures in this administrative letter, all applications to add individuals to NC Health Choice cases must be registered no later than December 31, 2000.** Follow instructions in this letter and in EIS-4300, Part Four.

II. PROCEDURES

A. EIS Edits

EIS edits have been modified to prevent new NC Health Choice cases (J, K, or S classification) from being approved when there is an active NC Health Choice case (J, K, or S classification) with the same casehead.

B. Correcting Cases

In XPTR is a list of cases where caseheads have multiple cases. The report name is: **DHREJ NCHC MULTIPLE CASES.**

Take the following actions to combine the cases listed on the report. Where a timely 10-day notice is required, mail the notice in time to assure the case termination will be effective December 31, 2000.

C. All Cases Have Same Classification (All J, all K, or all S

1. If all the cases for the casehead are the same classification, the case with the earlier certification through date must be closed and the child(ren) in that case added to the other case with the later certification through date.
2. Send a manual adequate notice notifying the casehead that the children will all be placed in a single case, but there will be no change in benefits.
3. Use adequate termination code 58 and override the automated notice for the termination of the case with the earlier certification through date.
4. Add the child(ren) to the case with the later certification through date. The add is effective the first day of the month following the termination of the first case. (Refer to EIS-4300, Part Four for EIS instructions for adding a child to an NC Health Choice case.)

For example: Betty Jones has an NCHC case for Sue with a certification period 01/01/00-12/31/00 and a separate NCHC case for Anne with a certification period 02/01/00-01/31/01. Both cases have a classification of J.

Close the case for Sue effective 12/31/00 and add Sue to the other case effective 01/01/01.

D. Cases Have Different Classifications

1. The case with a J classification must be closed and the child(ren) in the case added to the case with the K or S classification.
2. Do not charge an additional enrollment fee.
3. When adding the child(ren) to a K classified case:
 - a. Send a manual timely notice to the casehead advising him that
 - (1) Because the family's income is more than 150% of the federal poverty level he must begin paying co-payments for services provided to the child(ren) in the J classified case, and
 - (2) That all his children who are eligible for NC Health Choice are being put into one case.
 - b. At the end of the timely notice period, terminate the J classified case. Use adequate termination code 58 and override the automated notice.
 - c. Add the children in that case to the K classified case effective the first day of the month following termination of the J classified case. (Refer to EIS-4300, Part Four for instructions on adding children to NC Health Choice cases.)
4. Cases classified S consist of children who are members of federally recognized Native American tribes, whose income exceeds 150% of the federal poverty level. They are not subject to the enrollment fees or co-payments.

If there are children in J classified cases that have the same casehead as an S classified case, they must be added to the S case.

- a. Send a manual adequate notice notifying the casehead that the children will all be placed in a single case, but there will be no change in benefits.

- b. Terminate the J classified case. Use adequate termination code 58 and override the automated notice.
- c. Add the child(ren) in that case to the S classified case effective the first day of the month following termination of the J classified case. (Refer to EIS-4300, Part Four for instructions on adding children to NC Health Choice cases.)

Remember that due to the impending NC Health Choice freeze on enrollments, it is imperative that an add-on application for all children on the list be registered in EIS no later than 12/31/00.

If you have any questions please contact your Medicaid Program Representative.

Paul R. Perruzzi
Director