

# DMA ADMINISTRATIVE LETTER NO: 22-02, Availability of DMA-5063

DATE: MARCH 25, 2002

SUBJECT: Availability of DMA-5063

**DISTRIBUTION** County Directors of Social Services  
County Income Maintenance Directors  
Medicaid and NC Health Choice Supervisors  
Medicaid and NC Health Choice Eligibility Staff

## I. BACKGROUND

The NC FAST (Families Accessing Services through Technology) Family and Children's Policy Simplification Work Group met and made several recommendations to the Division of Medical Assistance for simplifying the Family and Children's Medicaid process.

The Work Group included the following county staff:

Donna Grady, Lenoir County  
Jim Holland, Buncombe County  
Sandra Shearin, Franklin County  
Cindy Snipes, Chatham County  
Sandy Williams, Mecklenburg County

One of the group's recommendations is to allow the [DMA-5063](#), Application for Health Check/NC Health Choice, to be distributed at the local departments of social services without making individuals go through the process of being logged by the receptionist.

The work group identified several problems with the current process. First, the process requires individuals to spend time standing in lines. Some people may opt not to wait. Since the form is designed as an outreach tool, making people wait in a line may defeat the purpose of the form. Additionally, staff time is used in adding these individuals to the application log even though they do not intend to stay to be interviewed. County administrative time will be reduced if staff do not have to complete this process. Finally, by allowing people to simply pick up the form, those in the agency who truly need to be seen may not be kept waiting as long.

DMA has researched this recommendation and has decided to implement it.

## II. PRINCIPLE

A. At county option, individuals can pick up a [DMA-5063](#), Application for Health Check/Health Choice, at the local department of social services. These individuals do not have to be seen by the receptionist or other agency staff. Use of this application is allowed for those individuals over age 21 applying for themselves as a caretaker or the spouse of a caretaker or those applying for a child. The potential aid program/categories are MIC, MAF or MPW.

B. The county must inform the individual picking up the form:

1. Of his right to see a worker and apply that day, and
2. That the date of application is the date the complete application is received in the agency, and
3. That the date of the application determines the effective date of the benefits.

Attached is a [notice](#) with this information. A [Spanish version](#) is also attached. Post these notices with the applications. If the county chooses to use another notice, it must contain, at a minimum, the information on this attachment.

- C. Applications that are picked up by an individual, completed while he is in the lobby, and returned to the reception desk without an interview being conducted are defined as mail-in applications. Follow policy in [MA-3255, NC Health Choice](#), for procedures.
- D. If the county chooses not implement this, it must continue to follow policy [in MA-3255, NC Health Choice](#), and [MA-3200, Application Processing – General Rules and Intake Procedures](#).

### **III. IMPLEMENTATION**

- A. Effective April 1, 2002, departments of social services have the option of placing the DMA-5063 in the lobby of the agency.

A Dear County Director letter dated January 30, 2002 announced a revised DMA-5063. An initial supply of that DMA-5063 is being sent to the counties. The form will also be available to counties through the DMA web site at [www.dhhs.state.nc.us/dma/](http://www.dhhs.state.nc.us/dma/).

The Spanish version of the revised application will be made available at a later date. Continue to use the existing Spanish version of the application.

- B. Follow policy in MA-3255, NC Health Choice, for logging an application once it is returned to the DSS.

If you have any questions regarding this information, please contact your Medicaid Program Representative.

Nina M. Yeager  
Director

(This material was researched and written by Renee Boston, Policy Consultant, Medicaid Eligibility Unit.)