

# DHB ADMINISTRATIVE LETTER NO: 02-20, CHILD SUPPORT GUIDANCE ELIGIBILITY VERIFICATION

**DATE:** March 26, 2020

**SUBJECT:** Child Support Guidance

**DISTRIBUTION:** County Departments of Social Services  
Medicaid Supervisors  
Medicaid Eligibility Staff

## I. BACKGROUND

Federal regulations require individuals who receive Medicaid as a parent/caretaker, and whose children are also receiving Medicaid, to cooperate in establishing paternity and obtaining medical support. Medicaid eligibility should be determined without consideration to prior sanctions for non-cooperation with Child Support Services. This letter provides instruction for counties to ensure compliance with federal regulations.

## II. POLICY PROCEDURES

Medicaid eligibility at application should be determined without consideration to existing sanctions for non-cooperation with Child Support Services. Current system functionality is being updated to support this policy requirement and counties will be notified when available. Until that time, a temporary procedure is being implemented to assist counties in determining eligibility for applicants who are currently sanctioned for non-compliance with Child Support Services.

Compliance will require a post-eligibility request under usual process. However, due to the COVID 19 emergency, **once eligibility has been determined, no follow up on the cooperation status with Child Support Services is required at this time. Further guidance will be issued when the post-eligibility requirement is implemented.**

The temporary process change requires the caseworker to either end-date or cancel the active sanction in NC FAST in order to approve an application.

### A. Start date of sanction is prior to the first month for which eligibility is being determined.

End-date the existing sanction as of the last day of the month prior to the earliest month of eligibility.

1. Ongoing Example: The application date for the ongoing application is January 10, 2020 and the sanction start date is December 5, 2019. The caseworker will end-date the active sanction for December 31, 2019 so the eligibility for January 2020 and ongoing can be correctly determined.

2. Retroactive Example: The application date for the retroactive application is January 10, 2020. The application is for the retroactive time period of October-December 2019. There is an existing sanction for non-cooperation with Child Support Services with a start date of September 5, 2019. The caseworker will end-date the active sanction effective September 30, 2020 so the retroactive eligibility for October, November and December 2019 can be correctly determined.

**B. Start date of sanction is in a month for which eligibility is being determined.**

Cancel the active sanction.

1. Ongoing Example: The application date for the ongoing application is January 10, 2020 and the sanction start date is January 5, 2020. The caseworker should cancel the sanction entered in NC FAST effective January 5, 2020 so the ongoing eligibility can be correctly determined.
2. Retroactive Example: The application date for the retroactive application is January 10, 2020. The application is for the retroactive time period of October-December 2019. There is a sanction for non-cooperation with Child Support Services with a start date of October 15, 2019. The caseworker will cancel the active sanction entered in NC FAST effective October 15, 2019 so the retroactive eligibility for October, November and December 2019 can be correctly determined.

**C. After the sanction is end-dated or cancelled; approve the beneficiary if all other eligibility requirements are met.**

**III. IMPLEMENTATION**

This policy is effective immediately and applies to applications pending or taken on or after this date.

Policy will be updated once NC FAST implements automated process, and to address post-eligibility follow-up once the COVID 19 period ends.

If you have any questions regarding guidance in this letter, please contact your [Medicaid Operational Support Team Representative](#).

DocuSigned by:

*Dave Richard*

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Dave Richard

Deputy Secretary, NC Medicaid