

# **DMA ADMINISTRATIVE LETTER NO. 27-01, Subscription to Medicaid Eligibility Manuals**

**DATE: MARCH 8, 2001**

**Subject: Subscription to Medicaid Eligibility Manuals**

**Distribution: County Directors of Social Services  
Subscribers to Medicaid Eligibility Manuals**

## **I. GENERAL**

### **A. Availability of Manuals for Inspection**

One copy of the Aged, Blind and Disabled and Family and Children's Medicaid Manuals are maintained in each county department of social services for inspection by the public during regular working hours.

### **B. Responsibility for Providing Manuals**

The Division of Medical Assistance (DMA) is responsible for providing copies of the Medicaid Manuals to interested parties.

### **C. Manuals Online**

The Aged, Blind and Disabled and Family and Children's Medicaid Manuals and the EIS Users Manual are available online at <http://info.dhhs.state.nc.us/olm/manuals/dma>. The online manuals are updated when the changes become effective.

DMA Administrative letters are also available at the web address above.

## **II. MANUALS PROVIDED AT NO CHARGE**

### **A. Groups Who May Receive Manuals at No Charge**

Under 42 CFR 431.18 and 10 NCAC 50A.0701, DMA provides eligibility manuals without charge to each of the following:

1. County Departments of Social Services,
2. Public and university libraries,

3. Local or district offices of the Bureau of Indian Affairs,
4. Legal Services offices,
5. Other organizations that request the material in order to make it accessible to the public, that are centrally located and accessible to the recipient population which they serve, and agree to accept responsibility for filing all amendments or changes forwarded by the agency.

#### **B. Availability of Manuals Provided at No Charge**

1. Copies are provided free of charge to staff of county departments of social services.

All counties with online access will receive two paper copies of updates. Counties without internet access will continue to receive their regular distribution of manual updates. All counties will receive five paper copies of Administrative Letters.

2. Unless otherwise required by statute, one copy and changes will be supplied without charge to groups/agencies listed in A.2. – 4. upon request. DMA will provide one copy of the Manuals to the main office and one to any satellite or branch office operated by the organization that has a fixed address.
3. Any group or organization claiming status under A.5. above may receive the manual and changes without charge upon written certification of the director of the county department of social services that such group or organization meets the criteria listed in A.5.

### **III. PAID SUBSCRIPTIONS TO THE ELIGIBILITY MANUALS**

#### **A. Availability of Manuals**

Any organization, agency or individual may purchase the Aged, Blind and Disabled Medicaid Manual or the Family and Children's Medicaid Manual by paying the fee indicated in B. below.

#### **B. Subscription Fees**

1. Subscription fees cover the print and handling costs for one complete manual as well as twelve months of updates to the manual. The fees also pay for Administrative Letters issued on eligibility policy during the twelve month subscription.

2. Effective April 1, 2001, subscription fees are being raised in order to pay for increased printing, handling and mail costs.

**Aged, Blind and Disabled and Family and Children's  
Medicaid Manuals**

Initial or replacement manual:	\$40.00 for manual
	<u>100.00</u> for updates
	\$140.00 total

Annual renewal fee:	\$100.00
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The fees will be charged for all new subscriptions received on or after April 1, 2001, and all renewal fees for twelve month periods beginning on or after April 1, 2001.

**IV. ORDERING MANUALS**

**A. New Manuals and Replacement Manuals**

1. To order a manual write to the:  
  
Division of Medical Assistance  
Financial Operations  
2509 Mail Service Center  
Raleigh, NC 27699-2509
2. When ordering be sure to specify whether you are ordering the Aged, Blind and Disabled Medicaid Manual or the Family and Children's Medicaid Manual and the number of copies of each.
3. Make checks payable to the Division of Medical Assistance and submit with your order.

**V. OBSOLETE PREVIOUS LETTER**

This letter obsoletes DMA Administrative Letter No. 38-95.

If you have any questions, please contact the Medicaid Eligibility Unit at (919) 857-4019.

Paul R. Perruzzi  
Director