

DHB ADMINISTRATIVE LETTER NO: 06-23, CONTINUOUS COVERAGE UNWINDING (CCU) PERIOD AFTER COVID-19 PUBLIC HEALTH EMERGENCY (PHE): MEDICAID PROCEDURES

DATE: March 7, 2023

SUBJECT: Continuous Coverage Unwinding (CCU) Period After COVID-19 Public Health Emergency (PHE): Medicaid Procedures

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

I. BACKGROUND

On March 13, 2020, the President issued a proclamation declaring a federal public health emergency (PHE) concerning the Coronavirus Disease outbreak (COVID-19). Beginning in March 2020, the Centers for Medicare and Medicaid Services (CMS) issued guidance to be followed during the COVID-19 PHE, including the requirement for continuous enrollment/coverage for Medicaid beneficiaries who were eligible on March 13, 2020, or who were determined eligible on or after March 13, 2020.

The Consolidated Appropriations Act (CAA), 2023 was enacted on December 29, 2022. The CAA de-linked the continuous coverage requirement from the PHE and provided March 31, 2023 as the last day of the continuous coverage requirement for Medicaid beneficiaries.

The purpose of this administrative letter is to advise counties of policy and procedures for the Continuous Coverage Unwinding (CCU) period. Some provisions enacted during the COVID-19 PHE may remain in effect through the CCU, some waivers and temporary procedures will be effective for the CCU, while other procedures will return to regular policy procedures. This letter provides guidance to be followed during the CCU.

II. GUIDANCE FOR THE CCU

A. Recertification Procedures

In order to assist counties with a more streamlined process for completing recertifications during the CCU, DHB has been authorized to allow some flexibilities during the CCU. These flexibilities include:

- Self-attestations – the current self-attestation flexibilities allowed during the COVID-19 PHE will continue through the CCU. Refer to II.C. below for more information.
- Returned mail flexibilities including:
 - United States Postal Service (USPS) forwarding label.
 - National Change of Address (NCOA) and Returned Mail report.

- Refer to DHB Administrative Letter 05-23 for more information regarding the returned mail flexibilities and requirements.
- SNAP e14 Waiver flexibilities; refer to DHB Administrative Letter 04-23 for more information.

B. Change in Circumstance (CIC) Procedures

During the CCU period, when a beneficiary reports a CIC during a certification period, the caseworker must take the following steps:

1. Determine if the case has been recertified in the 12 months prior to the CIC being reported.
 - a. If no recertification (or application) has been completed in the last 12 months, a recertification must be completed.
 - b. If the case has a recertification or application completed during the last 12 months, follow applicable policy related to the CIC reported. (i.e., is the beneficiary under the age of 19 [continuous coverage for 12 months applies], is the beneficiary eligible for MPW [continuous eligibility applies], will the CIC result in an increase or a decrease in eligibility, etc.)
2. Ensure that the appropriate timely or adequate notification policies are followed. Refer to [MA-2420/MA-3430](#), Notice and Hearings Process.

C. Self-Attestation for Eligibility Criteria

The guidance and flexibilities for self-attestation of eligibility criteria provided during the COVID-19 PHE will continue through the end of the CCU.

Accept a complete self-attestation for all eligibility criteria, except citizenship and immigration status, when documentation and/or electronic sources are not available. This includes, but is not limited to, state residency, financial resources and medical expenses.

1. When the county has an electronic verification and self-attestation that differ, the local agency should follow reasonable compatibility policy.
2. When the county only has self-attestation, and no electronic source is available, accept self-attestation and determine eligibility.
3. This guidance applies to both applications and recertifications when self-attestation is used in the following areas:
 - a. State Residence: **UPDATE:** NC Residency only requires one proof of NC residency at application. State residency policy is being updated.

Document state residency in NC FAST by entering Written Declaration from Third Party twice to satisfy the verification requirement for Residency on both Income Support and Insurance Affordability (MAGI) cases.

- b. Income: Document earned or unearned income by entering applicant/beneficiary statement if other documentation is unavailable. The applicant/beneficiary statement must include source, gross amount, and frequency.
- c. Resources: Document resources by entering applicant/beneficiary statement if other documentation is unavailable. The applicant/beneficiary statement must include account number and type of resource(s), amount/value, location and name of the financial institution, if applicable.

Self-Attestation is not allowable for transfer of assets or reserve reduction. Follow policy in [MA-2240, Transfer of Assets](#), and [MA-2230, Financial Resources](#).

4. Medical Bills for Deductible

Document incurred medical bills/expenses (needed to meet spend-down for medically needy eligibility) by entering applicant/beneficiary statement if other documentation is unavailable.

The applicant/beneficiary statement must include the dates of service, provider names and the amount of the medical expenses. The caseworker must verify in the case record that the medicals bills/expenses were not applied to a previously met deductible.

5. Documentation

Enter the applicant/beneficiary statement in the NC FAST evidence and document the case notes, that the method of verification was self-attestation and notating "COVID-19".

6. Citizenship/Immigration Status

Self-attestation is not allowable for citizenship/immigration status, as verification is required by federal regulations. However, the caseworker must apply reasonable opportunity to provide these verifications as stated in policy, if applicable.

See Attachment: DHB Self-Attestation for instructions on addressing evidence and verification in NC FAST to satisfy the level requirements when self-attestation (client statement) is not available or does not meet the minimum level.

D. Resources

1. Applications:

- a. Follow self-attestation guidance provided in II.C. above.
- b. At application, the caseworker must request AVS and wait seven days for results.
- c. If the applicant provides a complete attestation for any resource that is not verified by AVS or other available sources, document the complete statement of the applicant and

continue application processing. However, if the applicant has excess resources, they must be given the opportunity to rebut or reduce. Follow policy in [MA-2230, Financial Resources](#).

- d. If AVS does not return results after seven days, and the caseworker has a complete statement or a statement of no resources from the applicant, follow procedures in [DHB Administrative Letter 03-23](#) regarding verifying resources at application and continue the application process.
 - e. If AVS returns results after the seventh day, treat the results as a reported CIC and react per policy found in [MA-2230, Financial Resources](#).
2. Recertifications:
- a. At recertification, the caseworker must request AVS and wait seven days for results.
 - b. After seven days, if AVS returns no results, the caseworker should proceed to process the recertification by requesting all needed information from the beneficiary by sending the DHB-5097, Request for Information, and allow 30 calendar days to provide.
 - c. If AVS returns results after the seventh day, treat the results as a reported CIC and react per policy found in [MA-2230, Financial Resources](#).

E. Straight Through Processing (STP) -MAGI Recertification

During the CCU, the STP batch will run after SNAP e14 Waiver determinations have been made. Refer to DHB Administrative Letter 04-23 for information regarding the SNAP e14 Flexibilities.

STP is currently only available for MAGI programs. NC FAST will run the STP batch for MAGI recertifications that were not completed during the SNAP (e)14 Waiver batch.

When the recertification is completed during the SNAP (e)14 Waiver batch or the STP batch, NC FAST will generate and mail the appropriate notice to the beneficiary.

F. STP – Applications

All MAGI applications will be evaluated for eligibility using the STP Application process by NC FAST. This includes applications submitted electronically via ePASS and the FFM, and applications keyed into NC FAST by the caseworker.

If NC FAST is able to determine the applicant eligible based on the information entered during the application process, the application will be approved, and the case will be activated. NC FAST will automatically generate and mail DHB-8030, Notice of Application Determination to the beneficiary. The notice will be visible in NC FAST.

G. Generating Notices in NC FAST

Effective April 1, 2023, all NC FAST system available forms **must** be generated via Pro Forma and mailed. It is **required** that caseworkers utilize NC FAST to generate forms. Of particular importance is the DSS-8110, Notice of Modification, Termination, or Continuation of Public Assistance.

When a Medicaid form is not available in NC FAST or cannot be generated in NC FAST, caseworkers should complete the manual form and are required upload it into NC FAST.

Failure to follow this procedure will result in Internal Control error citing.

H. Automatic Extensions

1. Automatic Extension Batch Exclusion Process

Beginning with certification periods that end June 30, 2023, NC FAST will modify the Data Fix extension batch exclusion process. Generation of DSS-8110 in NC FAST will exclude the cases from Data Fix extension.

This change in the exclusion process eliminates the need for the local agency to send an email to the Medicaid Special Projects email address each month.

2. Hawkins Extension Batch

The Hawkins Extension Batch will continue to run monthly with no change to the process. Cases extended by the Hawkins batch will be extended one month at a time until the recertification is completed. This batch will run after all other extension batches at the end of the month.

3. COVID Extension Batch

Beginning with certification periods that end June 30, 2023, NC FAST will modify the COVID extension batch process. The COVID-19 Extension Batch will continue to run monthly, however, when a case is extended by the COVID-19 batch, the extension will be for **three-months instead of 12 months.**

I. Reports

Counties must continue to work all required reports. The list below is not a complete list. Please review the desk reference for more reports and their location.

The following reports must be prioritized during the CCU:

- Change in Circumstance Reports (CIC)
- Returned Mail Report
- COVID Extension Detail Report
- SDX Reports
- Incarceration Reports
- Death Match Reports
- PARIS Reports
- Bendex Report
- FRR/BEER Reports

J. Pandemic UIB & Stimulus Funds

During the COVID-19 PHE, additional types of income were provided by the federal and state governments. These include unemployment insurance benefits (UIB), and stimulus checks. They were temporary during the PHE.

While these sources of income have ended, any amount remaining as available resources/assets to the applicant/beneficiary must be evaluated based on the program type to determine whether the remaining balance is countable as a resource or is excluded.

1. Guidance for Aged, Blind and Disabled Cases During the CCU

Resources/Assets

- a. For ABD Medicaid programs, these funds are **permanently** excluded from resource calculations.
- b. In addition to being non-countable resources, these funds should **not** be included in transfer of assets evaluations.

2. Guidance for Medically Needy Cases During the CCU

Resources/Assets

For non-MAGI Family and Children's Medicaid programs to determine eligibility (i.e., medically needy Family and Children), these funds are excluded for 12-months after receipt of the funds. Any amount remaining after 12-months is countable as a resource.

III. REMINDERS – EFFECTIVE APRIL 1, 2023

A. Enrollment Fees/Premiums

HCWD cases must have a recertification completed prior to assigning enrollment fees and/or monthly premiums.

1. When completing recertifications for HCWD beneficiaries, caseworkers should refer to [MA-2180, Health Coverage for Workers with Disabilities](#), to determine if the beneficiary will owe an enrollment fee and/or monthly premiums based on income.
2. Current premium chart should be used, and policy found in [MA-2180](#) should be followed; use applicable premium based on the beneficiary's current income.
3. The [DMA-5146, Health Coverage for Workers with Disabilities Premium Notice](#), for the beneficiary to pay the premium. Refer to III.B. below to determine if the request is 30 calendar days or 12 calendar days. (**Note:** this requirement is a change from policy in [MA-2180](#) which allows the beneficiary 12 calendar days.)

B. Aligning Non-MAGI and MAGI Policy for Recertification

For non-MAGI programs, the first request will **always** be 30 calendar days and any subsequent requests for new/additional information, is 12 calendar days.

C. Transfer of Assets (TOA) Sanctions (CIC & Recerts)

Beginning April 1, 2023, sanctions for TOA may be imposed for applications, recertifications, and reported changes, after following policy for rebuttal, undue hardship requests, and timely notification procedures.

For TOAs that were discovered but not imposed due to the COVID-19 PHE requirements, if the beneficiary remains in the skilled nursing facility or PACE program, caseworkers may impose the sanction after following all rebuttal, undue hardship requests, and timely notification procedures.

At recertification, when a TOA is discovered, the caseworker must follow policy in [MA-2240](#). Refer to policy in III. B. above to determine if the request is 30 calendar days or 12 calendar days.

Refer to [MA-2240, Transfer of Assets](#) for policy and procedures.

D. Deductibles

At application and recertification, caseworkers may begin assigning deductible amounts to all medically needy Medicaid cases, including CAP monthly deductible cases, beginning April 1, 2023.

Prior to assigning a deductible, the case must have a complete redetermination for both recertifications and reported changes and after allowing timely notice.

Refer to [MA-2321/MA-3420](#), Medically Needy Recertification.

E. Child Support Cooperation

Beneficiaries who are in non-cooperation status with child support or have post eligibility verifications that have not been provided must have a complete redetermination of eligibility before applying any penalties.

The beneficiary must be sent an NCFAS-20020 and DHB-5097 advising the individual must cooperate with child support. This applies even if the caseworker sent the NCFAS-20020 and/or DHB-5097 at the prior recertification or post eligibility follow up during the COVID-19 PHE, Continuous Coverage period. See III.B. above to determine if the request is 30 calendar days or 12 calendar days.

F. NEMT

For Medicaid beneficiaries who are **not** enrolled with a Managed Care Primary Healthcare Plan (PHP) but are Medicaid Direct, caseworkers should return to normal policy and procedures for NEMT.

Follow policy found in [MA-2910/MA-3550](#), NEMT.

G. Medicaid COVID-19 Testing Group (MCV)

MCV will no longer be available at the end of the federal COVID-19 PHE which ends May 11, 2023. Applicants/beneficiaries who are already active or who apply and are determined eligible for dates through May 31, 2023 will be eligible for MCV through May 31, 2023.

1. Beneficiaries who have active MCV benefits on the date that NC FAST generates the MCV Mass Mailing batch will be automatically notified that their benefits will terminate on May 31, 2023.
2. NC FAST will systematically close all MCV cases that are active on the date the MCV Mass Mailing batch is generated. The cases will be closed effective May 31, 2023 and no caseworker action is needed.
3. Applications received or pending on or after the date the MCV Mass Mailing batch is ran must be keyed as open/shut (if eligible for MCV) by the caseworker. NC FAST will generate and mail the appropriate notice, which advises the individual that their coverage ends on May 31, 2023.

Note: Counties will be advised of the date the MCV Mass Mailing batch is generated. Caseworkers will be responsible for notices beginning that date.

H. Continuous Coverage/Allowable Changes

In most cases, continuous coverage must continue until a complete recertification/redetermination has been completed.

Exceptions to the requirement for continuous coverage are below. The following change in circumstances can be reacted to without a complete recertification/redetermination:

1. The beneficiary moves out of state.
2. The beneficiary voluntarily requests termination of Medicaid.
3. Death of the beneficiary.
4. Beneficiary no longer meets the citizenship/immigration status requirements.

I. CAP/C/DA Waiver Procedures

Beginning April 1, 2023 all CAP-C/DA waiver procedures will return to normal policy and procedures. Refer to [MA-2280, Community Alternatives Program \(CAP\)](#).

J. PACE Waiver Procedures

All PACE procedures will return to normal policy and procedures found in [MA-2275, Program of All-Inclusive Care for the Elderly \(PACE\)](#), beginning April 1, 2023.

K. Authorized Representative

Caseworkers must continue to follow guidance found in [DHB Administrative Letter 08-22, Amended](#) for policy and procedures regarding authorized representatives.

L. State Hearings & Appeals

All state and local hearings and appeals processes should return to normal policy and procedures found in [MA-2420/MA-3430](#), Notice and Hearings Process, effective April 1, 2023.

As a reminder, an individual has the right to appeal any Medicaid eligibility determination including, approval, denial, withdrawal, reduction or termination.


M. Extended Limits of Confinement – Inmate Release Procedures

The Department of Public Safety (DPS) has ended the Extended Limits of Confinement (ELC) program. Caseworkers must follow policy found in [MA-2510/MA-3360](#), Living Arrangement, for applicants/beneficiaries who are incarcerated or living in the community.

IV. IMPLEMENTATION

All policies and procedures in this Administrative Letter are effective April 1, 2023 for all applications, recertifications, and changes in circumstances, including those that are in progress on April 1, 2023.

If you have any questions regarding this information, please contact your [Medicaid Operational Support Team representative](#).

DocuSigned by:

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