

CHANGE NOTICE FOR MANUAL NO. 04-05, COUNTY TRANSFERS

DATE: JUNE 25, 2004

Manual: Family and Children's Medicaid
Change No: 04-05
To: County Directors of Social Services
Effective: July 1, 2004

I. BACKGROUND

The Medicaid Field Staff brought to our attention county concerns regarding county reassignments/transfers. Counties continue to not follow the procedures for proper notification when transferring a case to another county. In order to provide better customer service to recipients, counties must coordinate this process. We strongly urge the counties to work and communicate with one another.

II. CONTENT OF CHANGE

The following changes have been made to MA-3340, County Residence:

- A. A Job Corp participant is a resident of the county in which the adult caretaker, with whom he lived with prior to entering the program, resides.**
- B. Counties must check all certification periods before keying a county transfer. This process will allow the first county to identify cases that need to have re-enrollments completed before transferring to the second county.**
- C. All Medicaid cases in a household must be transferred at the same time. This includes Adult Medicaid cases.**
- D. The first county must react to any changes that affect eligibility prior to the actual transfer to the second county.**
- E. Copies of the transfer letter must be sent to the recipient and the second county on the same day the county transfer is keyed.**
- F. The second county no longer completes a re-enrollment within 30 days of the receipt of the transfer letter.**

III. IMPLEMENTATION

This policy is effective July 1, 2004. Apply this policy to transfers effective September 1, 2004.

IV. MAINTENANCE OF MANUAL

- A. Remove: MA-3340, County Residence, pages 1 through 11 and Figures 1-4**
- B. Insert: [MA-3340, County Residence](#), pages 1 through 12 and [Figure 1](#), effective July 1, 2004**

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

Gary H. Fuquay
Director

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