

CHANGE NOTICE FOR MANUAL NO. 03-08, F&C MEDICAID AND NCHC

DATE: FEBRUARY 1, 2008

Manual: Family and Children's Medicaid
Change No: 03-08
To: County Directors of Social Services
Effective: February 1, 2008

I. CONTENT OF CHANGE

A. MA-3300, INCOME

1. The a/r is required to make an application for any unearned income to which he may be entitled. Examples of unearned income have been listed.

If the a/r fails to comply with requirements to receive unearned income, count as income the amount to which he is entitled if able to verify. If not, deny the application or start the process to terminate an ongoing case.
2. Information from DMA Administrative Letter 10-05, Application Processing and Application for Social Security Benefits has been added to policy. It describes the appointment process for some individuals who request to apply for SSA benefits. Policy for appointment follow up is included.
3. If the budget unit member receives VA educational benefits and educational benefits from another source, apply the VA educational benefits toward the educational expenses first. The one exception is when the other source of educational benefits are benefits received because of attendance at an approved school. These benefits should be applied prior to VA benefits.
4. Policy for Child/Spousal Support has been updated to:
 - a. Request a written, signed statement or a completed and signed [DSS-8176](#), Contribution Form from the absent parent verifying direct support paid during the base period when support is paid directly to the caregiver.
 - b. Require the caseworker to use OLV to explore possible receipt of IV-D child support, and to verify amounts of IV-D child support received.

- c. Corrected policy to read, “Count as support any income received from an absent parent. This includes money sent through Child Support Enforcement in the base period.”
- d. Added policy to state that if the custodial parent is receiving child support for an adult child (age 18 or over), it is countable unearned income for the custodial parent, with the following exception. Budget the child support as unearned income for a child if he is age 18 or older, lives with the custodial parent and is a student in high school up to the month he graduates high school if he is expected to graduate by the month of his 19th birthday.
- e. Changed the term “support obligation” to “source of support”. If there is more than one source of support, verify each source separately. Calculate the total amount paid from each source of support from the base period and divide each source by 6, or the number of months the support was received in the base period.
- f. Added examples to clarify how to budget child support income, and that a \$50 child support exclusion may be applied to each source of child support.
- g. Deleted reference to the FK-230EOM report as it is now obsolete.

B. MA-3255, NC HEALTH CHOICE

NC Health Choice section has been updated to reflect that individuals who request an application form from the receptionist must be treated as any other individual appearing to request medical assistance. The individual must be logged on the DSS reception log. The [DMA-5094/DMA-5094S](#), Notice of Your Right to Apply for Benefits must be explained, signature obtained and copy given to the individual requesting medical assistance. Also give the individual requesting medical assistance the [DSS-8227/DSS-8227S](#), Immigrant Access Notice.

II. EFFECTIVE DATE AND IMPLEMENTATION

This policy is effective February 1, 2008. Please apply to applications and redeterminations currently in process and to applications and redeterminations taken or started on or after February 1, 2008.

III. MAINTENANCE OF MANUAL

A. Remove: MA-3300, Income, pages 1-18, 53-56, 67-68, and 71-80.

B. Insert: [MA-3300](#), Income, pages 1-18, 53-56, 67-68, and 71-80, effective 02-01-08.

C. Remove: MA-3255, NC Health Choice, pages 7-24.

D. Insert: [MA-3255](#), NC Health Choice, pages 7-24, effective 02-01-08.

If you have any questions regarding this information, please contact your Medicaid Program Representative. For any issues that are not able to be handled through that venue, Mrs. Angela Floyd, Assistant Director for Recipient and Provider Services, will be your point of contact and can be reached at (919) 855-4000.

William W. Lawrence Jr., M.D.
Acting Director

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