

Examples: When to ask for documentation

Example 1

In November, Ms. Greene received her annual renewal and submitted it to her local department of social services. Ms. Greene is currently enrolled in Family Health Plus (FHPlus) and her 2 year old daughter is enrolled in Medicaid (MA), eligible at 133% FPL. Ms. Greene has attested that she has a new job; she is now working at the Shoe Depot and she is earning less than previously reported, which makes her eligible for Medicaid. The RFI information from the second quarter of the year shows Ms. Greene working at Shoes R Us, with earnings over the MA level, but under the FHPlus level, which is consistent with the last stored budget for the Greene case. The New Hire information confirms that Ms. Greene was hired at the Shoe Depot on September 1. This reported decrease in income appears to make Ms. Greene eligible for Medicaid. But because the RFI hit cannot be considered current, and because of the New Hire information, to ensure that Ms. Greene and her daughter are enrolled in the correct program, it is appropriate to request documentation of income from Ms. Greene.

Example 2

Mr. & Mrs. Fulton are renewing their health insurance benefits for themselves and their 2 children. Mr. & Mrs. Fulton are enrolled in FHPlus and the children are enrolled in MA. Mr. Fulton is self-employed and is attesting to monthly income less than the MA level for a family of four. Since self-employment does not appear on the RFI, the eligibility worker checks the last stored budget, which shows Mr. & Mrs. Fulton eligible at 150%FPL and the children eligible at 133%FPL. Since the discrepancy would require moving the parents from FHPlus to MA, it is appropriate to request income documentation from the Fultons.

Example 2a

Mr. & Mrs. Clinton are renewing their health insurance benefits for themselves and their 4 year old daughter. The Clintons are all currently eligible for Medicaid. The Clintons are self-employed and are attesting to income above the MA level but below the FHPlus level, and their daughter would still be MA eligible at 133% FPL. The last stored budget shows income below the MA level for a family of three. Since the discrepancy would require moving the parents from MA to FHPlus, it is appropriate to request income documentation from the Clintons.

Example 3

Mr. & Mrs. Jefferson and their 10 year old son, Tom, are currently enrolled in MA. They submit their annual renewal, and they attest to monthly income that is below the MA level for a family of three. However, the RFI reports that their income has increased, and using RFI, the parents would be FHPlus eligible and Tom would no longer be MA eligible. Since using RFI would result in their son's ineligibility, it is appropriate to request income documentation from the Jeffersons.

Example 4

Ms. Putnam is currently enrolled in FHPlus, and her two children, ages 3 and 6, are enrolled in MA. Ms. Putnam returns her annual renewal and attests to monthly income that indicates they would still be eligible for these programs. The RFI reports higher monthly income than what was reported. Using RFI, Ms. Putnam would remain enrolled in FHPlus, her three year old would remain in MA, but her 6 year old would no longer be eligible for MA. Due to the 6 year old's ineligibility using RFI, it is appropriate to request income documentation from Ms. Putnam.

Examples: When *not* to ask for documentation

Example 5

Mr. & Mrs. Lewis and their 19 year old son, are currently enrolled in MA. They submit their annual renewal, and they attest to monthly income that is below the MA level for a family of three. However, the RFI reports that their income has increased, and using RFI they all would be eligible for FHPlus. In this instance, it is appropriate to move the family to FHPlus and send a manual notice (see attachment). It is not necessary to pend the case for income documentation because the family is eligible for FHPlus.

Example 6

Mr. & Mrs. Wayne received their annual renewal and submitted it to their local department of social services. Mr. & Mrs. Wayne are currently enrolled in FHPlus and their 17 year old twin sons are eligible for MA at 100% FPL. Mr. Wayne works “off the books” at Jim’s Garage, and is attesting to income that is over 150% FPL but less than 200% FPL. Since there is not an RFI to compare Mr. Wayne’s income to, it is appropriate to budget the amount reported and discontinue the MA and FHPlus coverages with a timely notice, and authorize the Family Planning Benefit Program for the entire household.

Example 7

Mrs. Franklin has sent in her annual renewal and has attested to her monthly Social Security benefit, which makes her eligible for MA without a spenddown. The amount can be verified using the Bendex information that appears on RFI. However, with the cost of living adjustment (COLA), Mrs. Franklin now has income over the MA level, and since she is over 65 she may participate in the spenddown program. The case can be processed using the Bendex information without requesting documentation from Mrs. Franklin.