

TO: Local District Commissioners, Medicaid Directors

FROM: Kathryn Kuhmerker, Deputy Commissioner
Office of Medicaid Management

SUBJECT: Medicaid Buy-In for Working People with Disabilities (MBI-WPD)

EFFECTIVE DATE: Immediately

CONTACT PERSON: Local District Support Unit
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The purpose of this GIS message is three-fold, first, to inform you of the revised policy regarding the application form required for the Medicaid Buy-In program for Working People with Disabilities (MBI-WPD), second, to introduce a desk aid that highlights the differences between the MBI-WPD program, often called the "Buy-In Program" and the Medicare Savings program, sometimes referred to as "Medicare Buy-In" and third, to instruct local districts on claiming reimbursement for administrative costs incurred for the Medicaid Buy-In program for Working People with Disabilities.

Administrative Directive 03 OMM/ADM-4 "Interim Implementation of the Medicaid Buy-In Program for Working People with Disabilities", advised that individuals applying for the MBI-WPD program were required to complete the LDSS-2921 "Application for Public Assistance/Medical Assistance/Food Stamps/Services." Effective immediately, the following application forms will also be accepted for the MBI-WPD program provided the application form is completed and signed by the applicant. The form must include a notation of the applicant's disabling diagnosis and job title.

- Medicaid Renewal (Recertification) Form
- Access New York Health Care Form DOH-4220-I (8/01)

Local district staff are reminded that an MBI-WPD application form, whether the applicant is new or currently on spenddown, must be accompanied by current documentation of items subject to change, such as employment (current pay stubs are required). If an applicant is currently on spenddown, the client's most recent application or renewal form will be accepted as long as it was filed within the last six months. If it has been more than six months since the application was completed, a new form must be submitted. For a new application or spenddown conversion to the MBI-WPD program, the submitted form is to be accompanied by either the Application Turnaround Document (APP-TAD) for a new application or the Authorization Change LDSS 3209-4 for a spenddown conversion.

A desk aid entitled "Comparison Chart: Medicaid Buy-In for Working People with Disabilities (MBI-WPD)/Medicare Savings Program" is attached to this GIS message. This desk aid was designed to clarify the differences between the MBI-WPD program and the Medicare Savings program and assist local district staff responsible for providing program information to applicants. This desk aid must be distributed to all Medicaid eligibility staff and clerical/support staff who have interaction with the public.

The local district must use the revised schedule D-4 to claim administrative costs for the MBI-WPD program. The schedule D-4 was revised to accommodate the MBI-WPD and was effective on 7-01-03.