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TO: **Economic Support Supervisors
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Training Staff
Child Care Coordinators
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers**

FROM: Amy Mendel-Clemens
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BEM/DWS OPERATIONS MEMO			
No:	05-43 Effective Date Corrected		
DATE:	10/13/2005		
FS	<input type="checkbox"/>	MA	<input checked="" type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
WIA	<input type="checkbox"/>	Other	<input type="checkbox"/>
		EP	<input type="checkbox"/> ★
SC <input type="checkbox"/>			
W-2 <input type="checkbox"/>			
CF <input type="checkbox"/>			
RAP <input type="checkbox"/>			
PRIORITY: HIGH			

SUBJECT: **Medicaid Waiver Eligibility and Service Termination Alignment**

CROSS REFERENCE: None

EFFECTIVE DATE: **JANUARY 1, 2006**

PURPOSE

This memo serves to communicate the change in policy and process regarding aligning the termination of Medicaid Waiver Services with the termination of Medicaid Waiver eligibility. Also, outlined here is the process for notification between both Income Maintenance (IM) workers and Care Managers (CM).

BACKGROUND

When an individual eligible for and receiving Medicaid Waivers services lost eligibility, the Long Term Support Agency (LTSA) would terminate services by issuing a manual 10 day notice. The Medicaid Waiver services would end 10 days from the date the notice was issued. However, the Medicaid Waiver eligibility was terminated in CARES by the Income Maintenance Agency (IMA) using Adverse Action (AA) logic resulting in eligibility being extended beyond the date the services were actually ending. To resolve the inconsistency, the Division of Disability and Elder

Services made the decision to align the Medicaid Waiver services termination date with the Medicaid Waiver eligibility termination date.

POLICY CHANGE

The LTSA will use the Medicaid Waiver eligibility end date as the termination date for Medicaid Waiver services.

PROCEDURE

Effective with the release of this memo, when reported changes relate to financial or non-financial criteria for Medicaid Waiver eligibility, the IM worker will process the change in CARES and re-determine Medicaid Waiver eligibility.

When reported changes relate to level of care, the need for Medicaid Waiver services, non-payment of cost share, etc, the CM will determine if Medicaid Waiver eligibility will be affected by the change.

Depending on the type of change and to which worker the recipient reports the change, a notice must be sent to the other worker. Two new notices have been created to assist in the communication between the IM worker and the CM. The two notices are:

- [HCF 10142](#) Interagency Notification of Termination of Medicaid Waiver Eligibility for a Community Waiver Participant.
- [DDE 2637](#) Interagency Notification – Termination of Community Waiver Participation.

The process for using these notices to communicate changes in eligibility between the IM worker and the CM is outlined below. Remember, it is good case management to always communicate reported changes to Care Managers, even when eligibility is not affected.

- **Waver participant notifies IM of a change that could affect eligibility**

1. The IM worker will process the reported change in CARES and re-determine eligibility for Medicaid.
2. If the Medicaid Waiver eligibility ends, the IM worker will complete the HCF 10142 and forward the completed form with the Medicaid Waiver termination date to the CM.

- **CM becomes aware of a change that could affect the individual's eligibility**

1. The CM will complete the DDE 2637 and forward the completed form to the IM worker to inform the IM worker of the change.
2. The IM worker will process the information in CARES and re-determine eligibility for MA.
3. If the Medicaid Waiver eligibility ends, the IM worker will complete the HCF 10142 and forward the completed form with the eligibility end date to the CM.

NOTE ➤ The IMA and the LTSA will continue to send two separate termination notices to the participant; the CARES notice from IM and a DDE 2638 from the CM. The termination dates for Medicaid Waiver Services and Medicaid Waiver eligibility will now coincide.

CONTACTS

BEM CARES Information & Problem Resolution Center

★Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

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