



DEPARTMENT OF CHILDREN  
AND FAMILIES  
Secretary Reggie Bicha  
201 East Washington Avenue, Room G200  
P.O. Box 8916  
Madison, WI 53708-8916  
Telephone: 608-266-8684  
Fax: 608-261-6972  
www.dcf.wisconsin.gov

DEPARTMENT OF HEALTH SERVICES  
Secretary Karen E. Timberlake  
1 West Wilson Street  
P.O. Box 7850  
Madison, WI 53707-7850  
Telephone: (608) 266-9622  
FAX: (608) 266-7882  
www.dhfs.wisconsin.gov

**State of Wisconsin  
Governor Jim Doyle**

**TO: Income Maintenance Supervisors  
Income Maintenance Lead Workers  
Income Maintenance Staff  
W-2 Agencies  
Workforce Development Boards  
Job Center Leads and Managers  
Training Staff  
Child Care Coordinators**

**FROM: Amy Mendel-Clemens, Chief  
Technical Assistance and Training Section  
Bureau of Enrollment Management  
Division of Health Care Access and Accountability**

<b>BEM/DFS OPERATIONS MEMO</b>		
<b>No: 09-54</b>		
<b>DATE: 09/28/2009</b>		
<b>FS</b> <input type="checkbox"/>	<b>MA</b> <input checked="" type="checkbox"/>	<b>BC+</b> <input type="checkbox"/>
<b>SC</b> <input type="checkbox"/>	<b>CTS</b> <input type="checkbox"/>	<b>FSET</b> <input type="checkbox"/>
	<b>BC+ CORE</b> <input type="checkbox"/>	
<b>CC</b> <input type="checkbox"/>	<b>W-2</b> <input type="checkbox"/>	<b>EA</b> <input type="checkbox"/>
<b>CF</b> <input type="checkbox"/>	<b>JAL</b> <input type="checkbox"/>	<b>JC</b> <input type="checkbox"/>
<b>RAP</b> <input type="checkbox"/>	<b>WIA</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/> *
<b>EP</b>		

**SUBJECT: Well Woman Medicaid Enrollment and Renewals now being completed by EM CAPO**

**CROSS REFERENCE:** ForwardHealth Updates: July 2009 No. 2009-38; August 2009 No.2009-44; MEH Chapter 36

**EFFECTIVE DATE:** Renewals; October 2009 for November 2009  
New WWWMA Enrollments, September 1, 2009

**PURPOSE:**

This memo announces the transfer of responsibility for processing Wisconsin Well Woman Medicaid (WWWMA) initial certifications and yearly renewals from the local Income Maintenance (IM) agencies to the Enrollment Management, Central Application Processing Operation (EM CAPO).

It also announces an expansion of the policy to allow women diagnosed with breast or cervical cancer while enrolled in the BadgerCare Plus (BCP) Benchmark or Core plans to enroll in WWWMA.

**BACKGROUND:**

Previously, initial enrollments and renewals for WWWMA were processed by the local IM agencies. Because the process is done outside of CARES, tracking the applications and processing the certifications must be done manually. This created a workload issue for IM workers.

In addition, a woman enrolled in the BCP Benchmark plan who was diagnosed with breast or cervical cancer was not able to enroll in WWWMA.

**POLICY CHANGE:**

Effective July 15, 2009, women who were diagnosed with breast or cervical cancer while enrolled in the BadgerCare Plus Benchmark or Core plans are eligible for enrollment in WWWMA. In addition, women enrolled in the Well Woman Program and Family Planning Waiver plan who were diagnosed with breast or cervical cancer continue to be eligible to enroll in WWWMA. Applications for these members will now be processed by the EM CAPO.

**PROCESS CHANGE:**NEW APPLICATIONS

The EM CAPO began accepting new applications for WWWMA for members enrolled in BadgerCare Plus Core and Benchmark plans on July 15, 2009. The EM CAPO began accepting new applications for WWWMA for members enrolled in Family Planning Waiver and Well Woman Program September 1, 2009.

WWWMA and FPW providers have been notified to send the [Wisconsin Well Woman Medicaid Determination \(F10075\)](#) form for newly diagnosed members to the EM CAPO.

**Note:** Any applications received in local IM or tribal agencies should be faxed to the EM CAPO at (608) 267-3381 immediately upon receipt to prevent any delay in eligibility determination or treatment for the applicant.

RENEWALS

Effective November 2009, all WWWMA members due for renewal in November and thereafter will have their renewal completed by the EM CAPO. The EM CAPO will send renewal notices to WWWMA members identified in iC with med stat code <CB> starting in October 2009, for a November 2009 WWWMA renewal

**Note:** The Manual Cases Due for Review report sent monthly to IM agencies by the CARES Call Center will be modified to no longer include cases open for WWWMA with med stat code <CB>.

The revised [Wisconsin Well Woman Medicaid Determination \(F-10075\)](#) form is available to providers and Well Woman Program Local Coordinating agencies by mail or online.

## **CARES**

### RFA's AND CARES CASES

The EM CAPO will create an RFA for each WWWMA application received. This RFA will be linked to any currently open or closed case in CARES, allowing EM CAPO to scan applications, notices and verification items to the case or RFA.

Any member applying for WWWMA but currently enrolled in FPW, Core or Benchmark plans will be removed from that program in CARES and manual WWWMA eligibility entered into iC directly by EM CAPO staff. A WWWMA Positive Notice will be sent to the applicant outlining their reporting requirements and certification periods. An applicant found not eligible for WWWMA will receive a WWWMA Negative Notice.

**Note:** Only the WWWMA enrollment and eligibility will be maintained by EM CAPO. Any other programs for which the woman may be eligible will continue to be administered by the local IM agency. Only the WWWMA eligibility determination and renewal will be processed by EM CAPO.

### NOTICES

The WWWMA notices and the Well Woman Medicaid Standard letter will be updated to reflect the new agency contact information and the changes to policy.

### **CONTACTS:**

EM CAPO: [DHSEMCAPO@dhs.wisconsin.gov](mailto:DHSEMCAPO@dhs.wisconsin.gov)  
Fax: (608) 267-3381  
Phone: 1-877-246-2276  
Customer line: (608) 266-1720

\*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare 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.

DHS/DHCAA/BEM/JW/JE