



Date: October 4, 2024

DMS Operations Memo 24-24

To: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff

Affected Programs:

- | | |
|--|--|
| <input type="checkbox"/> BadgerCare Plus | <input type="checkbox"/> Caretaker Supplement |
| <input type="checkbox"/> FoodShare | <input type="checkbox"/> FoodShare Employment and Training |
| <input checked="" type="checkbox"/> Medicaid | |
| <input type="checkbox"/> SeniorCare | |

From: Jonelle Brom, Bureau Director
Bureau of Eligibility Operations & Training
Division of Medicaid Services

Autumn Arnold, Bureau Director
Bureau of Enrollment & Eligibility Policy
Division of Medicaid Services

Wisconsin Well Woman Medicaid Eligibility Begin Date and Late Renewal Processing

CROSS REFERENCE

- Medicaid Eligibility Handbook, [Section 2.8 Begin Dates](#), [Section 3.1.6 Late Renewals](#), [Section 36.2 WWWMA Enrollment](#), and [Section 36.6 WWWMA Renewals](#)

EFFECTIVE DATE

October 19, 2024

PURPOSE

This memo announces a change to the begin date of eligibility and a change to allow late renewals for Wisconsin Well Woman Medicaid (WWWMA).

BACKGROUND

WWWMA is a full-benefit Medicaid plan. It covers people under age 65 who have been diagnosed with and need treatment for breast or cervical cancer or certain related precancerous conditions.

Previously, WWWWMA enrollment started the first of the month up to three months prior to the application date or from the date of diagnosis, whichever is the most recent. For example, if a person's date of diagnosis was November 5, and the person applied on November 10, WWWWMA enrollment would start on November 5. Additionally, WWWWMA did not allow for a renewal received within three

months of the renewal month to be processed as a late renewal; instead, it required members to submit a new application.

WWWMA applications and renewals are processed by the Enrollment Management Central Application Processing Operation (EM CAPO) section within the Department of Health Services (DHS).

POLICY

WWWMA ELIGIBILITY BEGIN DATE

Effective October 19, 2024, WWWWMA enrollment begins the first day of the month in which the valid application is submitted and all program requirements are met, including a diagnosis date. The enrollment can be backdated up to three months prior to the month of application or the first of the month in which the diagnosis date occurred, whichever is the most recent.

Example 1: Angel is diagnosed with cervical cancer on December 16. She applies for WWWWMA on December 17. Angel is not requesting backdated coverage and is determined eligible for WWWWMA. Her WWWWMA enrollment starts on December 1.

Example 2: Dakota is diagnosed with a precancerous condition of the breast on October 25. She applies for WWWWMA on December 5 requesting a three month backdate (September, October, November). Dakota is determined eligible for WWWWMA. Her WWWWMA enrollment starts on October 1, since that is the first day of the month of her diagnosis date. Dakota is not eligible for WWWWMA in September since that month was before her diagnosis.

WWWMA LATE RENEWAL

Effective October 19, 2024, WWWWMA late renewal and renewal-related verifications must be accepted for up to three calendar months after the renewal month. Late renewals are only permitted for people whose eligibility has ended due to lack of renewal, and not for other reasons. The late renewal three-month period starts after the month the renewal was due; it does not restart when a late renewal has been submitted. Members whose WWWWMA benefits are closed more than three months due to lack of renewal must submit a new application if they still want WWWWMA benefits.

Workers must consider late submissions of the Wisconsin Well Woman Medicaid Application and Renewal form ([F-10075](#)), or the pre-printed renewal form sent to the member as a valid request for WWWWMA. The new WWWWMA certification date must be set based on the month of the receipt date of the signed renewal. If verification is required to complete the renewal, the member has 20 days to provide it.

Example 3: Jordan's renewal is due on January 31. She faxed her WWWWMA renewal on March 10. The worker processes the renewal on the same day, and verification is requested. The verification is due on March 30. Jordan submits the verification prior to March 30, and meets the WWWWMA eligibility criteria. Her new WWWWMA certification period begins on March 1. The next renewal date is February 28 of the following year.

Example 4: Taylor's renewal is due on January 31. She faxed her WWWWMA renewal on March 10. The worker processes the renewal on the same day, and verification is requested. The verification is due on March 30. Taylor submits the verification on May 20. Since the verification was submitted after the verification due date and after the three-month late renewal period ended, Taylor must submit a new application for WWWWMA if she still wants WWWWMA benefits.

If the WWWWMA renewal was completed timely but the requested verifications were not provided as part of the renewal, WWWWMA can reopen without a new application if these verifications are submitted within three months of the renewal month. The submission of the renewal-related verifications is considered a request for WWWWMA. Only the missing verifications must be provided.

If a member has a gap in coverage because of a late renewal, they may request coverage of the past months in which the gap occurred. If a member requests coverage for past months during a late renewal, they must provide all necessary information and verification for those months.

CONTACTS

DHS CARES Problem Resolution Team

DHS/DMS/BEEP/RW

DHS/DMS/BEOT/PH