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P-2110 General Application Procedures (Continued)

C. Joint WIC/Medicaid/Dr. Dynasaur Application Procedures

1. APPLICATION MADE AT DSW

If the request is only for health coverage and only for pregnant women or children under age 18, give the applicant a DSW/VDH 010B (WIC/Medicaid/Dr. Dynasaur Program Application).

If the request is for health coverage for anyone else, and/or for DSW programs in addition to health coverage, give the applicant a DSW 201 (Application) and DSW 202 (Statement of Need).

If a pregnant women does not already have verification of her pregnancy, give her a DSW/VDH 210U (Pregnancy Certification) or request that she provide comparable proof.

As needed, give the applicant a:

- DSW/VDH 010V (Verification Request) (If the forms are mailed, check the box requesting return to DSW. No date can be given since an application has not yet been received.)
- DSW 201i (General Application Letter)
- DSW 202C (Intake Appointment Notice)

* Signed application forms received with all verification provided, applicant requests WIC for a pregnant woman and/or child under age 5:

STEP 1: By next working day:

- a) Complete a DSW 010D (Documentation/Verification Checklist).
- b) Send copies of the DSW/VDH 010B and the DSW 010W (DSW/VDH Worksheet) (or the first and last pages of the DSW 201 and page #2 of the DSW 202) and the DSW 010D to the Vermont Department of Health (VDH). Keep the originals for the case file.

STEP 2: Determine Medicaid/Dr. Dynasaur eligibility (P-2422) within 10 working days of date of application for pregnant women, and within 30 days of date of application for other household members.

NOTE: If mandatory verification is missing and is subsequently received, determine

eligibility for pregnant women within 10
working days of date of receipt of
verification.

STEP 3: Grant eligible applicants. Deny ineligible applicants
following usual procedures P-2423 Section B).

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- Signed application forms received with verification (and/or DSW 202) missing, applicant requests WIC for a pregnant woman and/or child under age 5:

STEP 1:

If the application is a DSW/VDH 010B:

By the next working day:

- a) Send a VDH/DSW 010V (Verification Request) with a response deadline.
- b) If at least some of the verification is provided with the DSW/VDH 010B, complete a DSW 010D (Documentation/Verification Checklist). Upon receipt of any verification, but no later than the working day after its receipt, complete another DSW 010D and mail it to VDH. Keep a copy of the DSW 010D for the file, or document the fact that it was sent to VDH.
- c) Send copies of the DSW/VDH 010B, DSW/VDH 010W, and the VDH/DSW 010V to VDH.

If the application is a DSW 201 and DSW 202:

By the next working day:

- a) Send a copy of the first and last pages of the DSW 201 to VDH.

Upon receipt of the signed DSW 202, but no later than the next working day after receipt:

- a) Send a DSW 202V to request missing verification and give a 12 day response deadline.
- b) Complete a DSW 0101D each time that any verification is received.
- c) Mail copies of the DSW 202V, page 2 of the DSW 202 and any completed DSW 010Ds to VDH. Keep a copy of the DSW 010D for the applicant's file or document that is was sent to VDH.

STEP 2: If verification is NOT received by the deadline, send a DSW 202V2 (Verification Reminder Notice), sending a copy to VDH. Allow a 12 day response deadline to include mailing time. If verification for a pregnant woman is not received by this second deadline, call your local VDH to ask for help. If verification is

still not received, ask your supervisor for further instructions.

NOTE: The primary goal is to provide prenatal care as soon as possible. Deny Medicaid/Dr. Dynasaur to a pregnant woman for failure to provide verification only as a last resort and only with supervisory approval.

If verification is received, follow STEPs 2 and 3 on page P-2110 C1.

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(Cont'd)2. WIC ELIGIBLE MEDICAID/DR. DYNASAUR APPLICANTSPregnant Woman/Child

If at any point during this process a completed copy of the DSW/VDH 010B (WIC/Medicaid/Dr. Dynasaur Program Application) and a DSW/VDH 010W (DSW/VDH Worksheet) is received from the Vermont Department of Health (VDH) advising of WIC eligibility of a pregnant woman or child, grant Medicaid/Dr. Dynasaur within 10 working days of date of application for pregnant women (within 30 days of the date of application for children) unless any one of the following items are missing:

- o SSNs. If no SSN is available, proof of application for an SSN must be provided (see P-2122 B#15).
- o Complete health insurance information.
- o Checkmark under "Yes" for U.S. Citizenship on the DSW 010B, or, if not a U.S. Citizen, complete legal alien verification must be furnished (see P-2122 B#16).
- o Pregnancy verification.

[Verification or documentation of these factors is not mandatory for determination of WIC eligibility. Since the WIC income test is the 185% test, pregnant women and children who are granted WIC also pass the 200% or 225% income test.]

Request necessary items on the VDH/DSW 010V, the DSW 202V, or DSW 202V2 as appropriate, allowing 12 day response deadlines. If necessary, call your local VDH for help in obtaining the verification for a pregnant woman. If verification is still not received, ask your supervisor for further instructions.

NOTE: The primary goal is to provide prenatal care as soon as possible. Deny Medicaid/Dr. Dynasaur to a pregnant woman for failure to provide verification only as a last resort and only with supervisory approval.

If verification is received, follow STEPS 2 and 3 on page P-2110 C1.

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C. Joint WIC/Medicaid/Dr. Dynasaur Application Procedures
(Cont'd)

3. APPLICATION MADE AT VDH (or WIC clinics)

You will receive copies of the:

- DSW/VDH 010B, and
- DSW/VDH 010W
- VDH/DSW 010V (Verification Request) if any verification is missing

to act upon if the applicant also requests Medicaid/Dr. Dynasaur. Follow the procedures for Applicant(s) found: eligible, ineligible, or pending, for WIC, as outlined on the following pages.

APPLICANT(S) FOUND ELIGIBLE FOR WIC

- * Signed DSW/VDH 010B and DSW/VDH 010W received from VDH (or WIC clinics):

See WIC ELIGIBLE MEDICAID/DR. DYNASAUR APPLICANTS on page P-2110 C3 about granting Medicaid/Dr. Dynasaur based on eligibility for WIC.

- * Applicant wants to apply for other program(s), and/or for Medicaid for other members of the family:

STEP 1: VDH should have provided the applicant with a DSW application packet. If the DSW/VDH 010B (Question #3) shows that this has not been done, immediately send a DSW 201, DSW 202, and DSW brochures.

STEP 2: Process the application.

• APPLICANT(S) FOUND INELIGIBLE FOR WIC

- * Completed DSW/VDH 010B and DSW/VDH 010W received with all verification complete:

Determine Medicaid/Dr. Dynasaur eligibility within ten working days of the date of application for pregnant women and within 30 days of date of application for other household members.

- * Completed DSW/VDH 010B and DSW/VDH 010W received with verification missing:

STEP 1: Determine what verification is required. If any items are not checked on the VDH/DSW 010V, send a DSW 202V (Verification Request).

STEP 2: If no response by the deadline on the VDH/DSW 010V or

DSW 202V, send a DSW 202V2 (Verification Reminder Notice). If verification for a pregnant woman is not received by this second deadline, call your local VDH to ask for help. If verification is still not received, ask your supervisor for further instructions.

NOTE: The primary goal is to provide prenatal care as soon as possible. Deny Medicaid/Dr. Dynasaur to a pregnant woman for failure to provide verification only as a last resort and only with supervisory approval.

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STEP 3: If missing verification is received by the deadline, determine Medicaid/Dr. Dynasaur eligibility within 10 working days of receipt of verification for pregnant women and within 30 days of date of application for other household members.

 o APPLICANT PENDING WIC

STEP 1: Because VDH determines WIC eligibility the day verification is received, if you do NOT receive a completed DSW/VDH 010B and DSW/VDH 010W by the deadline given on VDH's 010V, send a DSW 202Vs and request return to DSW.

STEP 2: If any verification is received, document it on a DSW 010D and send a copy to VDH by the next working day.

STEP 3: Process Medicaid/Dr. Dynasaur eligibility (P-2422).

4. RETROACTIVE MEDICAID

For any application, if "Yes" is checked on the DSW/VDH 010B (Question #4) or the DSW 202 (Question #14) regarding unpaid medical bills, send a DSW 202A (Declaration of Retroactive Need for Medical Assistance).

Do NOT delay granting Medicaid/Dr. Dynasaur while waiting for the DSW 202A. Process the retroactive period as a separate period of coverage unless this is to the client's disadvantage. (i.e., medical bills or lower income in the retroactive months would result in a smaller spend-down if those months were included in the accounting period. Grant individuals for any retroactive month (up to 3 months) that applicable income tests and other eligibility criteria are met.