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Bulletin No. 96-25

P-2150

P-2150 Desk Reviews (Continued)

B. All Desk Reviews (Continued)

1. Type of Transaction (Continued)

If the case continues to be eligible, ACCESS will automatically approve the new eligibility results and create a notice (see #3 below). If the case becomes ineligible, see #2 below.

Full

A full transaction is created for all programs if any program being processed has

- edits that inhibit eligibility,
- unapproved eligibility results (i.e., pending cases or ongoing cases with unapproved results), or
- FIAT eligibility results,

If the override flag on ELIG/ME is set to Y, or if a transitional child care case is selected according to desk review criteria, a full transaction is created for all programs.

A list of FIAT and override cases for the programs being processed will be sent to districts prior to each desk review.

Any case that receives a full transaction will require worker attention, eligibility approval, and a district notice. To identify these cases, look on the daily report, on ELIG panel 1 or on the edit summary panel (STAT/SUM): the date processed will be the same as the date of the desk review.

ACCESS will compute new eligibility for each FIAT program. Check the result carefully. If it is correct, approve it. If the program must remain FIAT, recalculate the following month's eligibility and re-enter FIAT results. In either instance, send a district notice with the desk review stuffer(s).

ACCESS will compute new eligibility for any cases with a Y in the override field on ELIG/ME and remove the Y. Check the result carefully and approve it if it is

correct. Send a district closure notice to ineligible cases. (If eligibility remains as is, no notice is needed.) If you want the case to continue with an override, re-enter the Y.

2. Closures

If desk review causes any program to close, approve the closure and send a district notice, along with the desk review stuffer(s).

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P-2150 Desk Reviews (Continued)B. All Desk Reviews (Continued)2. Closures (Continued)

ANFC: When an ANFC case with earnings closes as a result of a change in the standards, the household will be eligible for transitional child care (TCC) and transitional Medicaid (TM) if all other eligibility criteria are met. ACCESS will create TM results. After approving the ANFC closure, turn the STAT around to create TCC results. Approve TCC and new food stamps results.

Medicaid/Dr. Dynasaur: Check the case record to see if each person (when eligibility is ANFC-related) or household (when eligibility is SSI-related) can meet the new or additional spend-down (for example, by using the Medicare part B premium). Consider any relationship to QMB/SLMB/QDWI eligibility (see P-2441 B).

If the person or household remains eligible, make any necessary changes in the category code and eligibility results for the following month. The end date of the spend-down period remains the same for existing spend-down cases. For new spend-down cases who meet the spend-down, set an accounting period (see P-2422 F#3, P-2424 A#2).

If the person or household is not eligible, see below.

Special ACCESS Instructions for Medicaid/Dr. Dynasaur/VHAP Closures

Closures due to these desk review actions are effective the first of the following month, and the last day of coverage is the last day of the preceding month (example: desk review runs June 3, last day of coverage is June 30, closure is effective July 1). Because of day-specific closure programming, special programming and worker actions are necessary to create the appropriate closure dates.

At desk review, ACCESS will enter an 88 closure reason and a closure date at the end of the month. If you work on the case before you approve this result, it will be erased, and you must re-enter it if appropriate. ACCESS will allow these entries only

through the work day following the Medicaid closure notice run (the last day you can mail a Medicaid/Dr. Dynasaur/VHAP closure notice for an effective date of the first of the following month). If you take the action on the date of the Medicaid closure notice run, an automatic notice will be generated the next day. If you take the action on the work day after the Medicaid closure notice run, you must send a manual notice. Include the desk review stuffer with all closure notices.

P-2150 Desk Reviews (Continued)

B. All Desk Reviews (Continued)

2. Closures (Continued)

Example: Desk review is run December 31, and an eligibility result for February requires approval of a closure. ACCESS has entered an 88 closure reason and a January 31 end date. The Medicaid closure notice run (on the ACCESS deadline calendar) is January 18. If you approve the closure on that day, ACCESS will print a closure notice on the 19th. If you approve the closure on the 19th, you need to send a manual notice letter since the ACCESS notice will be printed too late to have an effective date on the first. Approvals after that date will follow normal day-specific closure procedures (P-2423 C).

The 88 closure code will generate an excess income (code 11) reason blurb. If people in an ANFC-related case have individual spend-downs, use a manual DSW 220MD P.1 and P.2 [Notice of Decision (Medicaid/Dr. Dynasaur)] instead of the ACCESS-generated notice.

3. Notice Letters

Automatic Notice for Abbreviated Transactions

Notice letters for cases that have a benefit change in ANFC or food stamps (other than a closure) will be mailed to the client directly from state office. They are generally mailed on the fourth working day after the desk review. A copy of the notice will be available in CASE/D/NOTC. As-is notices will not be produced. If one program benefit changes, but another remains as-is, a notice with information on both programs will be produced.

The desk review stuffer(s) for the explanation of changes/right to appeal/budget explanation will be sent with each notice. The COLA long-term care desk review stuffer does not include the budget explanation.

District Notices

All closures and cases that require worker approval also require a district notice (computer-generated or manual). Add SEE ATTACHED to the notice and include the desk review stuffer(s) with each notice. A supply of stuffers will be sent to each district prior to desk review.

If you make changes to the STAT after desk review and before the notices are mailed, and the case is going to

get an automatic desk review notice, do not mail the district change notice until the day after desk review notices are mailed. This ensures that the client receives the desk review notice first.

Example: Desk review is run December 31. Notices are to be mailed January 4. Do not mail a district change notice until January 5.