

## CHANGE NOTICE FOR MANUAL

**DATE:** September 19, 2007

**MANUAL:** EIS

**CHANGE NO.:** 02-08 EXPANDED FOSTER CARE PROGRAM/NEW RELATIONSHIP TO PAYEE INDICATOR

**TO:** COUNTY DIRECTORS OF SOCIAL SERVICES

This change notice transmits revisions to the EIS Manual. Revisions are effective October 1, 2007, unless noted otherwise.

### **I. EXPANDED FOSTER CARE PROGRAM (EFCP)**

The Foster Care Independence Act of 1999 allows states to extend Medicaid coverage for older foster care youth who have aged out of foster care.

Older foster care youth are more likely to stay in group home settings, have multiple foster care placements and are less likely to be reunited with their biological families. As a result, many of these youth are at high risk for health and mental problems due to the added trauma from being separated from their families.

The 2007 Appropriations Act allows effective October 1, 2007, foster care adolescents, age 18, 19, and 20 to receive Medicaid if they were in foster care on their 18<sup>th</sup> birthday. The Expanded Foster Care Program (EFCP) for IAS and HSF adolescents ages 18, 19, and 20 will be without regard to the adolescent's assets or income levels through the month they turn age 21. These children will remain under the IAS and HSF aid program/category.

Effective October 1, 2007, upon turning 18 year old, those children who are foster care or IAS, must be automatically enrolled into the Expanded Foster Care Program (EFCP) without regard to assets or income through the month they turn age 21. However, the foster care children receiving under MIC should remain in MIC if they continue to be eligible for MIC.

For those former foster care children receiving under MAF categorically needy, they can remain MAF categorically needy. If their income or assets cause them to lose MAF categorically needy, evaluate them for EFCP.

Adolescents ages 18, 19, and 20 who had aged out of foster care at age 18 may now qualify for the Expanded Foster Care Program (EFCP) without regard to assets or income through the month they turn age 21. If eligible, place the adolescent into EFCP rather than MAF, including a deductible or FPW.

If the former foster care child is pregnant however qualifies for the EFCP, she must be placed in MPW to allow for newborn coverage. Once the baby is born, and the mother (former foster care child) continues to meet the qualifications for EFCP, she should be automatically enrolled into EFCP. If she no longer meets the qualifications for EFCP, she should be evaluated for another coverage program.

Adolescents must apply in their county of residence for the Expanded Foster Care Program (EFCP). This may not have been the county of residence when they were in foster care.

Recipients in the Expanded Foster Care Program (EFCP) may have their case transferred from county to county. EIS will allow for HSF and IAS county transfers to be keyed by November 5<sup>th</sup> 2007. Prior to November 5<sup>th</sup>, 2007, caseworkers must terminate the case in the first county and complete an administrative application in the second county.

The foster care workers at the county department of social services must verify citizenship/identity and also verify that all youth were in foster care on their 18<sup>th</sup> birthday. The recipient in the EFCP is required to undergo a recertification every twelve months.

Retroactive coverage is not allowed for any month prior to October 1, 2007 if eligible for the Expanded Foster Care Program (EFCP).

Refer to the Family and Children's Medicaid Manual Change No. 16-07 for additional information.

## **II. RELATIONSHIP TO PAYEE INDICATOR**

Effective October 1, 2007, EIS will require the entry of a one digit alpha code to indicate the relationship of all individuals on a Medicaid case to the casehead/payee. The "REL TO PAYEE" code is a required data entry field for all aid program/categories at application approval, including add/inclusion and open/shut approvals, at change in situation if the field is blank, at review if the field is blank, at the time a payee ID number for the case changes, or at the time of program transfer if blank.

The REL TO PAYEE code will automatically be populated for new SSI Medicaid cases at the time the case is built, and will be required when making changes to existing SSI Medicaid cases if blank.

The REL TO PAYEE code is entered on the DSS-8125 screen(s) and is displayed on the Individual Inquiry (ID) screen, and will also be added to the case profile.

Please note that while the REL TO PAYEE field is a two byte data entry field to allow for additional codes in the future, EIS currently will only allow for entry of a valid one digit alpha code. See [EIS 4000](#) for a listing of valid relationship codes.

## **III. MANUAL SECTION CHANGES**

### **A. Volume I**

#### **EIS 1052 - Case Level Inquiry**

Updated the Individual Inquiry (ID) screen to display new REL TO PAYEE field.

#### **EIS 1054 - Individual Inquiry**

Updated the Individual Inquiry (ID) screen to display new REL TO PAYEE field.

#### **EIS 1061- X/PTR - Report Distribution System**

Added new Carolina Access County Summary Reports for NCHC and Medicaid.

### **B. Volume II**

**EIS 2013 - Completing an Application Form for New Applications and Reapplications for I-AS and H-SF**

Revised to show new applications and reapplications with retroactive coverage now permitted for IAS.

**EIS 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2264, 2265, and 2266 - Approving New Applications, Reapplications, and Add an Individual Applications for M-AA, M-AB, M-AD, M-SB, M-QB, M-AF, M-RF, M-IC, M-PW, I-AS, H-SF, S-AA, S-AD, and S-CD**

Added instructions for entering the REL TO PAYEE code at application approval for all aid program/categories.

**EIS 2258 - Approving IAS (Title IV-E Foster Care/Adoption Assistance) New Applications or Reapplications**

Added information regarding one-part and two-part applications.

Added information that under the Expanded Foster Care Program, the County Director or adoptive parent's name do not appear in the C/O or in the Substitute Payee.

Added to show that no retroactive coverage permitted prior to October 1, 2007, for the Expanded Foster Care Program (EFCP).

Deleted information stating not to enter the SPECIAL NEEDS INDIVIDUAL ID, SPECIAL NEEDS CODE, SPECIAL NEEDS FROM DATE OR SPECIAL NEEDS THRU DATE.

Revised to enter "A" or "C" in Family Status Code for IAS as defined by policy.

IAS is exempt from documentation of Citizenship/Identity in EIS. Enter CITIZEN/ID Code if policy requires a Citizen/ID Code.

**EIS 2259 - Approving HSF (Non-Title IV-E Foster Care) New Applications and Reapplications**

Added to show that no retroactive coverage permitted prior to October 1, 2007, for the Expanded Foster Care Program (EFCP).

Revised to enter "A" or "C" in Family Status Code for HSF as defined by policy.

HSF is exempt from documentation of Citizenship/Identity in EIS. Enter CITIZEN/ID Code if policy requires a Citizen/ID Code.

**C. Volume III**

**EIS 3100 - Making Changes To Cases**

Added that REL TO PAYEE indicator can be changed but cannot be removed to become a blank value.

**EIS 3101 - Changes To Medicaid Cases**

Added instructions for entering the REL TO PAYEE code when making changes to a case and the field is blank.

**EIS 3102 - Changes To R-RF and SA Cases**

Added instructions for entering the REL TO PAYEE code.

**EIS 3200 - Terminating A Case**

Added REL TO PAYEE indicator to the list of data that cannot be changed or removed at the time of case termination.

**EIS 3451 - Transfers To Medicaid Programs**

Added REL TO PAYEE indicator information.

**EIS 3452 - Transfers To Special Assistance Programs**

Added REL TO PAYEE indicator information.

**EIS 3500 - County Transfers for Active Cases**

Deleted information prohibiting county transfers for HSF and IAS. County transfers are now allowed for the Expanded Foster Care Program.

**EIS 3551 Case Management Report - Special Messages**

Included special message "Age 19 CAP Code Terminate in MMM", the month prior to birth month, which is applicable to HC (Hospital Level of Care), SC (Skilled Nursing Facility Level of Care), and IC (Intermediate Care Facility Level of Care) CAP Programs.

Added information about Special Messages that will appear on the Case Management Report for HSF and IAS cases. For HSF (non-SSI) and IAS cases, the special message "Age 18 in MMM" appears two months prior to the birth month, one month prior to the birth month, and in the birth month. HSF (SSI-Y) cases do not appear on the Case Management Report for a child turning 18. For HSF and IAS, the special message "Age 21 in MMM" appears two months prior to the birth month and one month prior to the birth month. For HSF and IAS, the special message "Age 21 or Over" appears in the birth month and ongoing until the caseworker terminates the case.

**D. Volume IV**

**EIS 4000 - Codes Appendix General**

Added list of REL TO PAYEE codes.

**EIS 4000 - Codes Appendix B - Medicaid Codes**

TABLE OF CONTENTS - Changed page numbers under Disposition Codes for Secondary Notice Codes, Notice Text Fields, Denial and Withdrawals.

Denial Code B4 wording has changed.

Added new Denial Code L0 (numeric zero) for HSF and IAS.

Added new Termination Codes for HSF and IAS. Timely Code-10 (Alpha O) and Adequate - 60 (Alpha O).

Revised to show transfers for HSF requiring ADEQUATE notice are

MAD to HSF (only allowed if the case is SSI) and HSF to MAD (only allowed if the case is SSI). Transfers from MAD to IAS, MPW and HSF to IAS, and MPW are not permitted.

Transfers from "HSF to MAD in "D" not permitted.

Added "Other" Transfer Codes - Timely Code 02 (Numeric Zero) and Adequate Code 50 (Numeric Zero).

**EIS 4200 - SSI Medicaid Part One**

Added that the Relationship To Payee indicator will be entered automatically when the SSI Medicaid case is built in EIS.

**EIS 4200 - SSI Medicaid Part Five**

Added Relationship To Payee indicator as a field that can be changed by the caseworker.

**EIS 4900 - Appendix E**

Updated the DSS-8125 continuation screens to display new REL TO PAYEE field.

**IV. EIS MANUAL INSTRUCTIONS**

SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
<b>Volume I</b>			
<a href="#">EIS 1052</a>	3-4	3-4	IV.E. REL TO PAYEE field added to ID screen
<a href="#">EIS 1054</a>	1-8	1-8	II. & III. REL TO PAYEE field added to ID screen III.P. Added information about REL TO PAYEE field.
<a href="#">EIS 1061</a>	15-18	15-18	IX. Report Names and Access Codes
<b>Volume II</b>			
<a href="#">EIS 2013</a>	1-2	1-2	II.A.9.a. and b. Application Type-Revised to show new applications and reapplications with retroactive coverage now permitted for IAS.
<a href="#">EIS 2251</a>	13-14	13-14	II.M.14. Added information about REL TO PAYEE field.
<a href="#">EIS 2252</a>	7-8	7-8	II.L.14. Added information about REL TO PAYEE field
<a href="#">EIS 2253</a>	11-12	11-12	III.M.14. Added information about REL TO PAYEE field
<a href="#">EIS 2254</a>	15-16	15-16	II.M.14. Added information about REL TO PAYEE field
<a href="#">EIS 2255</a>	11-12	11-12	II.M.14. Added information about REL TO PAYEE field
<a href="#">EIS 2256</a>	13-14	13-14	II.M.14 Added information about REL TO PAYEE field
<a href="#">EIS 2257</a>	13-14	13-14	IV.M.14. Added information

			about REL TO PAYEE field
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SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
<a href="#">EIS 2258</a>	1-10	1-12	I.E. and F. Added information about one part and two part applications II. A. 11. Note: Added that this note is not applicable to the Expanded Foster Care Program II. B. - F. Added information regarding retroactive coverage II.K. 2. Deleted information about Special Needs Individual ID, Special Needs from Date and Special Needs thru Date II. M. 6. Added information about the Family Status Codes II. M. 13. Added information about Citizenship/Identity for IAS II.M.14. Added information about REL TO PAYEE field
<a href="#">EIS 2259</a>	7-8; 11-14	7-8; 11-14	II F. No retroactive coverage permitted prior to October 1, 2007 for the EFCP II M.6. Added information about the Family Status Code II. M. 13. Added information about Citizenship/Identity for IAS II.M.14. Added information about REL TO PAYEE field
<a href="#">EIS 2264</a>	9-12	9-12	II.L.20. Added information about REL TO PAYEE field
<a href="#">EIS 2265</a>	7-8	7-8	II.L.14. Added information about REL TO PAYEE field
<a href="#">EIS 2266</a>	11-12	11-12	IV.L.14. Added information about REL TO PAYEE field
Volume III			
<a href="#">EIS 3100</a>	1-4	1-4	IV.C. Added information about REL TO PAYEE indicator
<a href="#">EIS 3101</a>	17-22; 67-68	17-22; 67-68	III.A.6, III.B.6, III.C.6, III.D.6, III.G.6, II.K.22. Added information about REL TO PAYEE field
<a href="#">EIS 3102</a>	1-2; 10-11; 52-53	1-2; 10-11; 52-53	I.A.11., II.A.15., and II.I.22. Added information about REL TO PAYEE

			<b>indicator</b>
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SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
<a href="#">EIS 3200</a>	5-6	5-6	VIII.B.5. Added information about REL TO PAYEE indicator
<a href="#">EIS 3451</a>	95-96; 103-104; 111-112; 117-118; 121-122; 125-126; 129-130	95-96; 103-104; 111-112; 117-118; 121-122; 125-126; 129-130	II.B.21.c., I.C.20.b., I.C.21.b., I.B.17., I.B.20., I.B.13. and II.B.16.b. Added information about REL TO PAYEE indicator
<a href="#">EIS 3452</a>	3-4; 7-8; 11-12; 17-18; 21-22	3-4; 7-8; 11-12; 17-18; 21-22	I.B.14, III.B.15., I.B.18.e., I.B.19.d., I.B.19.d. Added information about REL TO PAYEE indicator
<a href="#">EIS 3500</a>	1-2	1-2	I.A.1. Deleted information prohibiting county transfers for HSF and IAS
<a href="#">EIS 3551</a>	5	5-6	V.A.63. Included Message Text V.C.6. Added information about Special Messages that will appear on the Case Management Report for HSF and IAS cases
Volume IV			
<a href="#">4000 Codes Appendix General</a>	TABLE OF CONTENTS 1-2; 11-14	TABLE OF CONTENTS 1-2; 11-14	Special Coverage Group- Added new counties to codes ID and SD. Added Relationship to Payee codes
<a href="#">4000 Codes Appendix B - Medicaid Codes</a>	TABLE OF CONTENTS; 17-18; 24-25; 30-31; 38-39	TABLE OF CONTENTS; 17-18; 24-25; 30-31; 38-39	Codes Appendix B Table of Contents Disposition Codes  Disposition Codes MA Income Requirements Denial Codes  MA Denial Code for HSF/IAS  MA Termination Codes for HSF and IAS  Codes Appendix B I.A.6. and 7 Revised transfers permitted in/out of HSF  Codes Appendix B I.B.8. Transfers requiring Timely notice-Deleted Number 8  II.A. Added "Other" Transfer Codes
<a href="#">EIS 4200 Part One</a>	1-2	1-2	Added information about REL TO PAYEE indicator



SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
<a href="#">EIS 4200</a> <a href="#">Part Five</a>	3-6	3-6	IV.A., IV.B, IV.C. Added information about REL TO PAYEE indicator
<a href="#">EIS 4900</a> <a href="#">Appendix E</a> <a href="#">DSS-8125</a>	5-6	5-6	III.G., III.G.1. REL TO PAYEE field added to 8125

If you have any questions, please contact your Medicaid Program Representative.

Sincerely,

William W. Lawrence, Jr., M.D.,  
Acting Director  
Division of Medical Assistance

(This material was researched and prepared by Barbara Daniels, Wanda McLeoud, Virginia Ramirez and Mary Spivey, EIS Program Consultants, and Sharon McDougal, EIS Project Director).