EIS 2268 - DMA-5022 INSTRUCTIONS SPECIAL ASSISTANCE APPLICATION APPROVALS
REISSUED 01/01/05 - CHANGE NO. 04-05

I. USE THE DMA-5022 WHEN APPROVING AN APPLICATION TO:

A. Issue State adjusted payments.

B. Issue State prior month payments.

II. COMPLETE SECTION A OF THE DMA-5022 TO REQUEST ANY BENEFIT LISTED IN II. ABOVE. FOLLOW THE INSTRUCTIONS BELOW.

A. Enter the COUNTY at the top of the form.

B. Enter the NAME if different than the name on the case.

C. Enter the CASE ID.

D. Enter the COUNTY NUMBER. The COUNTY NUMBER entered must be the same as on the case and must be for the period of time for which the benefit is requested.

E. Enter the COUNTY CASE NUMBER. If the number is less than six digits, precede with zeroes.

F. Enter the DISTRICT NUMBER.

G. Enter ADDRESS LINE 1 if different than the address on the case.

Refer to EIS 4050, Mailing Address Appendix, for complete instructions to enter address correctly. Failure to enter the address properly can result in delay of delivery of notices and cards to the recipient.

H. Enter ADDRESS LINE 2 if different than the address on the case. Do not enter ADDRESS LINE 2 unless ADDRESS LINE 1 is entered.

For Special Assistance, enter the unique identification code of the domiciliary care facility in the last three spaces of ADDRESS LINE 2 if different than indicated on the case.

NOTE: IF ADDRESS LINE 2 COMPLETED, ADDRESS LINE 1 MUST BE ENTERED.

I. Enter the CITY, STATE, and ZIP if different than indicated on the case. See EIS 4050, Mailing Address Appendix, to determine the correct abbreviations.

III. DO NOT COMPLETE SECTION B OF THE DMA-5022 TO AUTHORIZE RETROACTIVE MEDICAID BENEFITS YOU CANNOT AUTHORIZE USING THE DSS-8125. YOU MUST USE THE DB/PML FUNCTION. SEE EIS 3105.

NOTE: DO NOT COMPLETE THIS SECTION IF APPROVING AN S-CD APPLICATION.

IV. COMPLETE SECTION C OF THE DMA-5022 TO REQUEST MONEY PAYMENT BENEFITS. FOLLOW THE INSTRUCTIONS BELOW TO REQUEST THE APPROPRIATE BENEFITS.

A. To request **STATE ISSUED ADJUSTED PAYMENTS:**

IV. A. (CONT'D)

1. Enter "2" for TYPE.

2. Enter the DATE (MONTH/YEAR) of the check. The MONTH/YEAR must not be before the month of application.

3. Enter the AMOUNT of the check. If the amount is less than three digits, precede with zeroes.

4. Enter the appropriate AID PROGRAM/CATEGORY; "S" "AA", "S" "AD", or "S" "CD".

5. Enter the DOMICILIARY RATE if S-AA or S-AD. Enter the monthly dollar amount paid for domiciliary care. Enter the amount as far to the right as possible, and precede with zeroes.

6. Enter the AMBULATION CAPACITY if S-AA or S-AD. See EIS 4000 Codes Appendix to determine the appropriate ambulation capacity code.

B. To request **STATE ISSUED PRIOR MONTH PAYMENTS:**

1. Enter "3" for TYPE.

2. Enter the DATE (MONTH/YEAR) of the check. The MONTH/YEAR must not be before the month of application.

3. Enter the AMOUNT of the check. If the amount is less than three digits, precede with zeroes.

4. Enter the appropriate AID PROGRAM/CATEGORY; "S" "AA", "S" "AD", or "S" "CD".

5. Enter the DOMICILIARY RATE if S-AA or S-AD. Enter the monthly dollar amount paid for domiciliary care. Enter the amount as far to the right as possible, and precede with zeroes.

6. Enter the AMBULATION CAPACITY if S-AA or S-AD. . See EIS 4000 Codes Appendix to determine the appropriate ambulation capacity code.

V. COMPLETE THE SIGNATURES AND DATES SECTION.

A. Sign and date the DMA-5022 in the COUNTY WORKER SIGNATURE and DATE fields.

B. The county director or his designee must sign and date the form in the COUNTY DIRECTOR SIGNATURE and DATE fields.

VI. USE OF A SECOND DMA-5022

Use a second DMA-5022 if there is not enough room to enter all the required data.

VI. CONTINUED

A. Enter the same information in Section A on both forms.

B. Staple the forms together.

VII. SUBMIT THE DMA-5022 TO DATA ENTRY FOR KEYING.

VIII. OUTPUTS

A. The requested checks are produced the night the DMA-5022 processes and are mailed to the recipient the next workday.

B. The DMA-5022 affects only retroactive eligibility. Current case information is not updated using the DMA-5022. For this reason, a Case Profile is not produced.