

CHANGE NOTICE FOR MANUAL NO. 15-12, ACCEPTANCE OF FAX APPLICATIONS

DATE: 12-01-2012

Manual: Family and Children's Medicaid
Change No: 15-12
To: County Directors of Social Service
Effective: Upon Receipt

I. BACKGROUND

FC Change Notice 15-12, resolves issues with the acceptance of electronic applications developed using the Electronic Pre-Assessment Screening Service (ePASS). ePASS for Medicaid/NCHC became available in August 2012. The website allows an individual to print an application to be mailed in or brought in person to the county department of social services. This Change Notice will allow for these and other Medicaid applications to be received via fax. The application still requires a signature.

DMA Administrative Letter No. 01-08 addressed the use of electronic signatures and the Centers for Medicare and Medicaid (CMS) verified that a digitized or scanned signature is acceptable for purposes of the application process. Acceptance of faxed applications is now being implemented into policy. Faxed applications are still considered mail-in applications and follow the same guidelines.

II. CONTENT OF CHANGE

- A. MA-3207 – I. is revised to include acceptance of applications received by fax.**
- B. MA-3207 – III.B is revised to include acceptance of applications received by fax.**

III. EFFECTIVE DATE AND IMPLEMENTATION

Upon Receipt

II. MAINTENANCE OF MANUAL

A. Remove: MA-3207, Receiving Mail-In Applications, pages 1 & 2

Insert: [MA-3207](#), Receiving Mail-In Application, pages 1 & 2

If you have any questions regarding this information, please contact a Medicaid Program Representative.

Michael Watson, Director

(This material was researched and written by Kellye Wooten, Policy Consultant, Medicaid Eligibility Unit)