
Most changes will be reported by enrollees. Enrollees must report required changes within 10 days after the date of the change. They may report by phone, mail, in person, or on a required scheduled reporting form. Clients must report the following changes for all health care programs:

- > Changes in household composition, including household members moving in or out, births, and marriages. MinnesotaCare enrollees may add new household members for the first available month or at the time of the next scheduled renewal. See §0915.03 (Adding a Person to the Household).
- > Changes in insurance or other health coverage.
- > Pregnancy.
- > Change of address.

You may also become aware of changes through other sources, such as:

- > Changes reported by another person or agency.
- > Changes reported by an enrollee to another program. For example, an enrollee may report a change to Food Stamp staff that also affects MinnesotaCare.
- > Information reported by computer matches.
- > Upcoming or potential changes that the agency has been tracking.

When you become aware of a change in circumstances, take the following steps:

1. Determine if you need more information. If yes, request the information. See the program specific sections of this chapter for what information to request.
2. Determine if the change affects eligibility for any household member. If eligibility continues, determine if the change affects spenddown or premium amount.
3. Determine what action program rules require as a result of the change. Most changes require you to take action as soon as possible after learning of a change. However, some changes will not affect the case immediately, such as changes in income that result in an increase in the MinnesotaCare premium. See the program specific sections of this chapter.

4. Apply the change according to program rules. If no action is taken, document the circumstances in the case record. Track the change if it will require action in the future.

Some types of changes are covered in detail in other chapters of this manual.

For changes in county of residence for MA and GAMC, see §0906.07 (County Residence).

For changes in certification periods and spenddowns, see §0913.19 (Shortened Spenddown).

For changes when people enter long term care or begin receiving Elderly Waiver (EW) services, see §0913.17 (Begin/End Use of LTC Spenddown - Part 1), §0913.17.01 (Begin/End Use of LTC Spenddown - Part 2), and §0913.17.03 (Begin/End Use of LTC Spenddown - Part 3).

For changes in managed care, see §0914.03.07 (Health Plan Changes) and §0914.03.17 (Managed Care County Transfers).

MinnesotaCare:

In addition to the changes listed in the general provisions, MinnesotaCare enrollees must report the following changes no later than the next scheduled renewal:

- > Initial receipt of unearned income.
- > Change in employment, including stopping, starting or changing employment; starting or stopping a business; and changes in hours or earnings.

See §0915.07 (Change in Income) for information on income changes reported between renewals.

If you determine that eligibility was determined erroneously on an active case, correct the error for the 1st available month with 10-day notice, regardless of the type of error. This includes changes that result in increased premiums. Do not wait until the next renewal. Do not allow an additional 12 months of coverage for children under 21 that should have been denied for excess income. See §0912.03.03 (MinnesotaCare Excess Income).

If the correction results in increased eligibility, such as a lower premium, eligibility on a denied case, or eligibility for additional household member(s), correct the error back to the month of the last renewal or application or the time the error occurred, whichever is most recent.

MA/GAMC:

In addition to the changes listed in the general provisions, MA/GAMC enrollees must report the following changes within 10 days or by the due date of the next scheduled income report or renewal, whichever is earlier:

- > Change in unearned income.
- > Change in employment, including stopping, starting or changing employment; starting or stopping a business; and changes in hours or earnings.
- > Receipt of a lump sum.
- > Changes in assets, if any household member has an asset limit and the change results in assets exceeding the applicable limit. See §0909.03 (Exemptions From Asset Limits) and §0909.05 (Asset Limits).