

MinnesotaCare:

There are several circumstances when one or more household members must be removed from an existing case, including:

- > A minor child gets married.
- > A person moves out of the household.
- > A child turns age 21.
- > A household member dies.
- > A person remains in the household but no longer has a parental or marital bond with another household member.

When a household reports a change that requires one or more members to be removed from the household, take the following steps:

1. Ask whether the household member being removed wishes to be considered for eligibility on a separate case. Send a HCAPP for the household member being removed to complete and request any information needed to determine eligibility for the new case.

When people move out of a MinnesotaCare household, attempt to contact them to find out if they want continued coverage. Remove them from the existing case effective the end of the month following the month in which the change is reported regardless of whether they respond to attempts to contact them. Do not open a separate case unless the person who left completes a HCAPP and is determined eligible for coverage as a separate household.

EXAMPLE:

Julie, age 16, is enrolled in MinnesotaCare with her parents. She reports that she got married and her husband Brad moved in with her and her parents. She would like to continue MinnesotaCare coverage.

Because Julie is an emancipated minor, she must have her own case. She may choose to add Brad and apply on her own case now or wait until the next scheduled renewal for her parents' case. Brad is required to be a member of her household no later than the next renewal and to be covered if he is eligible. If Julie chooses to add Brad before her parents' next renewal, send a HCAPP for Brad and Julie to complete and sign. Determine Brad's eligibility. Set up a

separate case for Julie and include Brad if he is eligible for coverage. Remove Julie from her parents' case effective the end of the month following the month in which the change is reported, or the month of renewal if Julie chooses not to add Brad until renewal.

EXAMPLE:

Marianne reports that her husband, Jerome, has moved out of the household. She would like continued coverage for herself and her children. If Marianne is able to supply a new address and/or phone number for Jerome, contact him to ask if he would like continued MinnesotaCare coverage for himself. Also, ask him to send a written request to be removed from Marianne's case. If he responds and requests coverage, send him a HCAPP to complete and request all information needed to determine eligibility for Jerome as a separate case. Remove him from Marianne's household effective the end of the month after the month in which the change is reported.

2. If people being removed from an existing case are eligible as a separate case, establish a new case. The effective date of coverage for the new case is the first day after the month in which the initial premium payment is received. Deny coverage for people being removed who submit a HCAPP but are not eligible.
3. Remove people who are no longer eligible to be included on an existing case effective the end of the month after the month in which the change is reported. Review income, major program and group status for the remaining members of the original case. Enter the new income and household size information on MMIS. If the removal of a person results in the loss of parental status for anyone in the existing case, change them to the appropriate non-parent major program (BB) and group status of 3 for the next available month with 10-day notice. If removing a person results in a decreased premium, MMIS will **rebill**. Do not request manual adjustments.

If the existing household requests to have the person removed before the end of the month following the month in which the change is reported, require a written request from the person being removed. To receive a premium refund, people who wish to end their MinnesotaCare at the end of the current month must submit the written request for cancellation prior to capitation. If the request is received after capitation, coverage cannot be closed until the next available month and the enrollee will be responsible for any premiums due for months for which a health plan capitation has been paid.

EXAMPLE:

Marianne calls on December 5 to report her husband, Jerome, left the home on November 30. Advise Marianne that Jerome will be removed from her case at the end of January, the month following the month in which the change is reported. Marianne asks to have Jerome removed at the end of December so her January premium can be reduced. Require a written statement from Jerome. If Jerome submits a written request before the January capitation is paid, remove him and reduce the premium effective January 1. If the household has already paid the January premium, refund Jerome's portion. If he submits the written request after capitation, he cannot be removed until February 1.

EXAMPLE:

George calls on December 28 to report his wife Suzanne left the home on December 26. Advise George that Suzanne will be removed from his case at the end of January, the month following the month in which the change is reported. Because January's capitation payment has been paid, it is not possible to remove Suzanne for January, even if she submits a written request.

People who become incarcerated while enrolled in MinnesotaCare may remain enrolled until the time of the next scheduled renewal. If the existing household requests to have the incarcerated member removed before the renewal, allow the incarcerated member to request MinnesotaCare on a separate case. Send the incarcerated person the Notice to MinnesotaCare Enrollees who are Residing in a Correctional Facility and a HCAPP. Obtain the address of the penal institution if there is no forwarding address. Allow the person 10 days to return the application. If eligibility exists, send a request to the MMIS Help Desk to set the renewal date for the new case to coincide with the existing household's scheduled renewal. See §0905 (Reviews and Renewals).

M. S. 256L.04 subd. 1

M. S. 256L.01 subd. 3a

MA/GAMC:

See §0915.05.01 (Removing a Person From Household--MA/GAMC).