
SRU will issue ongoing premium notices and collect all ongoing MA-EPD premiums. SRU mails premium notices on the 4th day of each month, or the next business day if the 4th falls on a weekend or holiday. Premiums are due on the 15th day of the month prior to the month of coverage. Premium decreases due to changes reported during the 6-month budget period are effective with the next available billing cycle.

Review the MA-EPD Overdue Premiums Report between the 20th and cut-off the following month. Terminate MA-EPD with 10-day notice for enrollees who have failed to pay their premiums without good cause. Take the following steps when closing MA-EPD for non-payment:

1. Redetermine eligibility for MA for the following month.
 - > If MA eligibility exists, approve MAXIS results and enter eligibility information in MMIS. Add the following worker comments to the approval notice:

“Your Medical Assistance for Employed Persons with Disabilities (MA-EPD) program eligibility will end DD/MM/YY because we did not receive your premium by the due date. You may claim “good cause” for late payment. This must be approved by the Department of Human Services (DHS). To claim good cause, send a letter with your name, address, case number, and reason for late payment to:

DHS – Special Recovery Unit
MA-EPD Good Cause
PO Box 64995
St. Paul, MN 55164-0995”

Or it can be faxed to (651) 431-7431.
 - > If MA eligibility does not exist, close MA-EPD on MAXIS on STAT/PACT using reason code A3 (Refused/Failed Required Info) and end eligibility in MMIS. Add the same worker comments to the closing notice.
2. Notify SRU via MAXIS E-mail that the enrollee’s MA-EPD is being closed and to discontinue billing. Include the enrollee’s name, PMI number and effective date of closure. SRU will not discontinue billing without an E-mail.
 - > If DHS approves good cause for late payment, DHS will send a copy of the approval letter and/or a MAXIS E-mail. Enrollees who have been granted good cause and set up a payment plan will continue to appear on the MA-EPD Overdue Premiums Report. Do not close these enrollees for late payment unless instructed

to do so by DHS.

- > In some cases, enrollees may pay premiums after the overdue report is generated. If an enrollee reports the premium was paid, verify the payment with SRU. Do not end coverage. Reopen MA-EPD if it has been closed.

EXAMPLE:

Joshua fails to pay his August MA-EPD premium by the 15th. On the 20th of the month the Overdue Premium Report is printed at the county. The worker reviews the report on the 21st and sends 10-day notice to terminate MA-EPD for non-payment. Joshua pays his premium on the 23rd and calls his worker when he receives the termination notice. The worker verifies the payment with SRU. MA-EPD remains open.

Determine the premium at application, 6-month review **and** renewal. Do not change the premium at other times unless the client reports a change that would result in a decreased premium. See §0913 (Premiums and Spenddowns). If a reported change results in a decreased premium, E-Mail MADE. Include the same information required for an initial premium, as well as the new premium amount and the effective date of the change. SRU will bill the new amount on the next billing cycle. SRU will not decrease the premium retroactively except in the case of worker error.

To maintain a consistent premium for current and future months, when calculating income for MA-EPD:

- > Use actual income received in any retroactive months
- > Anticipate income for current and future months by multiplying biweekly income by 2.16 and weekly income by 4.3.

When people perform work every month but are paid less often than monthly, average the earnings over the 6-month budget period.

EXAMPLE:

John works part time at a convenience store and is paid weekly. He is also a member of his town's council, for which he receives payment quarterly, or twice in a 6-month period. Average the council income over the 6-month period and combine it with the convenience store income to arrive at a consistent monthly premium.

If John's only employment was attending quarterly council meetings, he would

only be considered employed in the months he attends meetings, and the entire payment would be counted in the month received.

See Temp Manual TE09.20 (HCRW: MA-EPD Income Calculation).

Premium payments are applied first to the current month's premium. DHS applies payments exceeding that amount first to any overdue amounts and then as a credit toward future premiums.

Premiums may be refunded to enrollees with a credit balance if:

- > The enrollee has died. The enrollee's estate will receive the refund.
OR
- > MA-EPD coverage is terminated.
OR
- > The enrollee has entered a long term care facility and is expected to remain for at least 30 consecutive days.

If any of the above conditions apply, send MAXIS E-mail to mail group MADE. If there is a credit balance, DHS will issue a refund within 60 days.

See §0913.02 (Premium Payment Options) for information on acceptable premium payment methods and procedures for dishonored payments.

GAMC:

No provisions.