

MinnesotaCare:

No provisions.

MA:

Require a Minnesota Health Care Programs Income Renewal Form (DHS 3440) or Long Term Care Renewal Form (DHS 2128) and proof of current income at 6-month intervals beginning with the month of initial eligibility for all enrollees EXCEPT:

- < People who report income monthly for MA, food stamps or a cash program. Use the information on the monthly reports to complete the MA review. See §0905.07 (Monthly Reporting).
- < People who receive MA or GAMC automatically with MSA, GRH or GA.
- < People who are exempt from completing annual renewals, such as children who receive adoption assistance and auto newborns. See §0905 (Reviews and Renewals).
- < People who receive only unvarying unearned income, such as RSDI, private pensions, veterans' benefits, MFIP, and other unvarying payments that are expected to continue indefinitely.
- < People whose only source of income is from an excluded source, such as SSI and excluded student financial aid. See §0911.05 (Excluded Income).
- < People who report no income.

EXAMPLE:

Seth's only sources of income are SSI and RSDI in the same amount each month. Do not require him to submit 6-month income renewals.

NOTE:

Apply these exceptions to the Medicare Supplement Programs as well as to regular MA. Do not require 6-month renewals for QMB, SLMB, QWD, QI enrollees who meet any of the above criteria.

When approving the new 6-month budget period for people exempt from submitting 6-month renewals, base eligibility on information in the case record or available from other sources, such as BNDX and SDX. People with spenddowns who are exempt from 6-month renewals may be required to submit documentation of medical expenses if needed to determine continued eligibility for the next 6-month budget

period.

Require all other households to complete 6-month renewals. These enrollees must **verify all countable assets.**

**EXAMPLE:**

Mario and Louise receive MA. Mario's only income is SSI. Louise is employed, and her income is considered in determining Mario's SSI eligibility and benefit level. Require income renewals at 6-month intervals to determine Louise's continued eligibility.

Review eligibility for enrollees who report receipt of lump sums or additional assets.

Six-month reporting enrollees must return a complete report form by the 8th day of the 6th month of the budget period. If you do not receive the form, MAXIS will send the Notice of Late or Incomplete Household Report Form or Income Renewal (DHS 2414) on the 16th day of the month. If the enrollee does not submit a complete Minnesota Health Care Programs Income Renewal Form or Income and Asset Renewal Form by the cutoff date in the 6th month, MAXIS will autoclose the case. Reinstate coverage if you receive the report form by the end of the month and the household remains eligible.

**NON-LONG TERM CARE CASES:**

All non-exempt enrollees must complete a Minnesota Health Care Programs Income Renewal Form (DHS 3440) for the 6-month income renewal or a Minnesota Health Care Programs Income and Asset Renewal (DHS 3441) for income and assets renewals.

MAXIS will attach instructions for income or income and asset renewals to the renewal form.

Require verification of current income (previous 30 days) to determine eligibility for the next 6-month budget period. Do not require enrollees to verify all income for the previous 6-month period. MA does not reconcile actual income against income used in a projection. Base projections on the most accurate information available at the time of the renewal. Also see §0911.11.03 (Computing Countable Income--MA/GAMC).

For people on an automated monthly spenddown, require verification of income received in the 5th month of the certification period. See §0913.09 (Automated

\*\*\*This version of the manual is no longer in effect as of December 1, 2006.\*\*\*

Monthly Spenddown Calculation).

If the household is no longer eligible for MA due to income or assets, refer the case for a MinnesotaCare determination within 5 days. If your county is not a MinnesotaCare enrollment site, send the most recent application and renewal form along with the current income or income/asset renewal and verifications to MinnesotaCare Operations. See §0904.09.05 (Transfers from MA/GAMC to MinnesotaCare) for additional information to include with the transfer.

#### LONG TERM CARE CASES:

All non-exempt enrollees must complete a Long Term Care Renewal Form (DHS 2128) for the 6-month renewal of assets and/or income and the annual renewal. MAXIS will attach instructions for 6-month income or income and asset renewals to the renewal form.

#### GAMC:

Follow MA for non-long term care cases, EXCEPT do not require 6-month asset renewals.

There are no reviews or renewals for GAMC Hospital Only (GHO) cases.