

MinnesotaCare:

No provisions.

MA:

Apply these instructions only to the Medical Assistance for Employed Persons with Disabilities (MA-EPD) program.

To determine the premium amount for a MA-EPD applicant or enrollee:

1. Total all earned and unearned income of the applicant or enrollee. Exclude income sources listed in §0911.05 (Excluded Income). Exclude the income of the person's spouse. Count the income of biological or adoptive parents who live with MA-EPD applicants or enrollees who are ages 16 and 17.
2. Determine if total gross income is less than 100% FPG based on the household size. See §0912.07.100 (100 Percent of FPG Standards). Unless both spouses are applying for or enrolled in MA-EPD, determine the household size as you would for any MA applicant or enrollee. See §0908.05 (Determining MA/GAMC Household Size). Count spouses and children in the household size even though spousal income is not deemed.

If both spouses are applying for or enrolled in MA-EPD, consider each as a household of 1, or more if there are children in the home. If there are mutual children, count them in both spouses' household sizes.

If total gross income is less than 100% FPG, there is no premium.

3. If income equals or exceeds 100% FPG, MAXIS will calculate the premium on the EBUD panel. See TE09.13.05 (HCRW: Premiums for MA-EPD).

EXAMPLE:

Joe applies for MA-EPD. He is single and has gross earnings of \$300 per month. He receives RSDI of \$700 per month based on disability. He would have a spenddown for MA because his countable net income exceeds the applicable standard for a household of 1. He has a premium for MA-EPD because his gross income of \$1,000 exceeds 100% FPG.

EXAMPLE:

Amanda has earned income of \$2,500 per month. She is certified disabled by SMRT. She has not received SSI for several years because of her income. She lives with her husband Dave, who is not disabled. Dave has earned income of \$1,000 per month. To determine MA-EPD eligibility and premium amount, use only Amanda's income of \$2,500 and a household size of 2. She will have a premium since her earnings of \$2,500 exceed 100% FPG for a household of 2.

EXAMPLE:

Shannon and Matt, a married couple, apply for MA-EPD. Shannon is self-employed as an in-home day care provider with net income of \$625 per month. She receives RSDI of \$800 per month based on disability. Matt has earned income of \$3,000 per month and is certified disabled by SMRT. They have joint assets of \$25,000, or \$12,500 each, which is within the \$20,000 asset limit for each spouse.

MAXIS will determine eligibility and premium amount separately for each spouse, using each spouse's income and a household size of 1. Both Shannon and Matt will have a monthly premium because each has income exceeding 100% FPG.

If Shannon and Matt have a mutual child in the home, determine eligibility separately for Shannon and Matt using each spouse's income and a household size of 2.

If the applicant or enrollee has a premium, send a MAXIS E-Mail to the Special Recovery Unit (SRU) at MAXIS E-Mail group MADE. Include the applicant's name, case number, PMI number, billing address, representative payee if applicable, premium begin date, premium amount, and dates of the 6-month certification period. Indicate if the initial premium(s) were paid to the county agency, and if so, for which month(s). After receiving the MAXIS E-Mail, SRU will initiate billing and collect the premiums.

Determine the premium at application, 6-month review, renewal, and at the time of the annual COLA increase. 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).

When enrollees who were eligible for MA-EPD without a premium have a change that results in a premium at the time of the 6-month or annual renewal, leave MA-EPD open while premium billing is initiated or updated.

SRU will send separate invoices for the initial premium, including the month of application and any retroactive months, and for subsequent monthly premiums. Applicants must pay the initial month's premium within 30 days of the date of the invoice. If payment is not received by the due date, SRU will notify the worker to deny the application.

Eligibility cannot be approved until the initial premium has been paid. Counties may choose to collect the initial premium to expedite processing. Use Attachment E in Bulletin #99-16-6 dated July 21, 1999 (Legislature Approves New MA Option for Employed Persons with Disabilities). Fill in the client's legal name and address, date, due date, amount due, and check number. Staple the client's check to the lower portion of the invoice and mail it to:

DHS - MA-EPD
PO Box 64836
St. Paul, MN 55164-0836

Give the client the upper portion of the invoice. Retain a copy of the entire invoice in the case file. Approve MA-EPD if the client meets all other eligibility factors.

When DHS collects the premium, pend the application awaiting payment of the initial premium. SRU will send MAXIS E-mail to the financial worker when the initial payment is received. SRU will specify whether the payment includes any retroactive months. Once the premium is paid, coverage is effective the 1st day of the month of application. Applicants must pay premiums for each retroactive month before coverage can be approved for those months.

Once coverage is approved, SRU will bill subsequent months' premiums approximately 6 weeks before the 1st day of the month the premium covers. Payment is due approximately 2 weeks before the 1st day of the covered month. For example, SRU will mail the bill for August coverage on or about June 4 with a due date of July 15.

SRU will notify the worker if the enrollee fails to pay the premium. If SRU notifies you that an applicant has failed to pay a premium by the due date without good cause, terminate MA-EPD with 10-day notice. Determine if the person is eligible for MA under another basis before terminating. SRU does not notify workers when current enrollees pay premiums.

DHS will determine whether a person has good cause for non-payment following the guidelines in §0915.11 (Fail to Pay Premium/Voluntary Cancellation).

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.

DHS SRU will reconcile premiums against the cost of coverage for all enrollees 18 months after the coverage month. If the premium paid exceeds the cost of coverage, DHS will credit the excess to the client's account or issue a refund if the client is no longer enrolled in MA-EPD.

EXAMPLE:

Donald is eligible for MA-EPD with a monthly premium of \$92 beginning August 1, 1999. In February 2001, DHS SRU determines that Donald received only \$62 in MA-EPD services for August 1999. If Donald is still enrolled in MA-EPD, the difference of \$30 will be credited to his account. If he is no longer enrolled, he will receive a refund.

See §0913 (Premiums and Spenddowns) for information on acceptable premium payment methods and procedures for dishonored payments.

GAMC:

No provisions.