



State of New Jersey

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES

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JON S. CORZINE  
Governor

JENNIFER VELEZ  
Acting Commissioner

JOHN R. GUHL  
Director

MEDICAID COMMUNICATION NO: 07-11

DATE : April 4, 2007

TO: County Welfare Agency Directors  
NJ FamilyCare Liaisons

SUBJECT: New Procedure for Processing the Client's HMO Selection from the  
One-Page Application

In an effort to decrease the number of clients who are auto-assigned to HMOs, the Division is requesting your cooperation in implementing a new procedure.

Currently the one-page NJ FamilyCare application, which is used to determine eligibility and to select an HMO, is being sent to ACS **before** eligibility has been established by the County Board of Social Services and in some cases the application is not sent at all. Because ACS cannot process the HMO selection form until eligibility has been established, many clients are being auto-assigned after they have selected an HMO on the one-page application.

Additionally when clients are outreached by ACS to select an HMO, they often do not respond because they have already selected an HMO on their application. To help remedy this issue, please follow these instructions which have been discussed at the NJ FamilyCare supervisors meeting.

**Once eligibility has been established:**

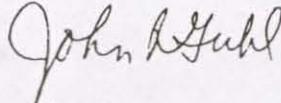
1. The 12-digit case # (Policy #) must be written in the box in the lower right hand corner of the application.
2. The words "HMO only" should be written on the top of the application.
3. The HMO choice, the Policy #, and the signature should be visible on the copy submitted to ACS in order for ACS to facilitate enrollment.
4. Application copies should be put in bins provided by ACS after the case is on OIT or has supervisor sign off.
5. Do not mail application copies directly to ACS.

6. ACS staff will pick up applications routinely from the bins. They will review and reconcile with the CBOSS supervisor any application placed in the bin without a policy number.

Electronic applications should be treated in the same way as the mailed-in applications. Be sure a copy of the electronic application with the policy number is placed in the ACS bin.

Questions concerning this communication should be referred to the field staff assigned to your county.

Sincerely,



John R. Guhl  
Director

JRG:hs

- c: Jennifer Velez, Acting Commissioner  
Department of Human Services
- William Ditto, Executive Director  
Division of Disability Services
- Kevin Martone, Assistant Commissioner  
Division of Mental Health Services
- Jeanette Page-Hawkins, Director  
Division of Family Development
- Kenneth W. Ritchey, Assistant Commissioner  
Division of Developmental Disabilities
- Eileen Crummy, Director  
Division of Youth and Family Services  
Department of Children and Families
- Fred M. Jacobs, M.D., J.D., Commissioner  
Kathleen M. Mason, Assistant Commissioner  
Department of Health and Senior Services