MEDICAID COMMUNICATION NO. 11-08       DATE: August 10, 2011

TO: County Welfare Agency Directors
    Medicaid Only Liaisons
    NJ FamilyCare Liaisons
    Institutional Services Section (ISS) Supervisors
    Statewide Eligibility Determination Agency

SUBJECT: Proper Medical Assistance Notices

This Medicaid Communication serves as a reminder that the eligibility agency must provide applicants/recipients timely and adequate written notice of any proposed eligibility action. Please note that in order for a notice to be proper and adequate, it must include a thorough explanation of the reason for eligibility or ineligibility as well as the effective date the action is being taken.

When noticing a client about an eligibility decision relative to income standards, a copy of the calculation worksheet is required as an attachment to the notice. Additionally, when noticing about an eligibility decision relative to resource standards, the program specific resource standard must be stated in the notice. For cases involving institutional Medicaid applications for long term care facilities or home and community-based services (HCBS), the calculations for the spousal resource assessment and/or the transfer of resources determinations must also be attached to the notice.

Notices are required to include the program applicable right to a fair hearing or a grievance. The notices are mandated to state the reason for the action in addition to citing the specific program applicable regulations.
If you have any questions regarding this Medicaid Communication, please refer them to the Division’s Office of Eligibility Policy field service staff for your agency, at 609-588-2556.

Sincerely,

Valerie Harr
Director

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c:  Jennifer Velez, Commissioner
    Department of Human Services

    Lynn Kovich, Assistant Commissioner
    Division of Mental Health and Addiction Services

    Dawn Apgar, Deputy Commissioner
    Division of Developmental Disabilities

    Jeanette Page-Hawkins, Director
    Division of Family Development

    Joseph Amoroso, Director
    Division of Disability Services

    Raquel Jeffers, Deputy Director
    Division of Mental Health and Addiction Services

    Allison Blake, Commissioner
    Department of Children and Families

    Mary E. O’Dowd, Commissioner
    Kathleen M. Mason, Assistant Commissioner
    Department of Health and Senior Services