



HCPMP Eligibility Policy No. 2002-07-03	RE: TAF with no medical
<b>POLICY MEMO</b>	<b>KEESM: 2621.2</b>
<b>FROM:</b> Darin Bodenhamer, Family Medical Eligibility Sr. Manager; Nialson Lee, Policy and Benefits Administrator	<b>OTHER:</b>
Program(s): Caretaker Medical (MA-CM); TAF	

## Background

According to the provisions of KEESM 2621.2, all TAF recipients are also eligible for medical benefits. We recently discovered that there were approximately 1,000 TAF families who did not have medical coverage. This is largely a result of a family returning a TAF review to the local office, but not returning a medical review to the Clearinghouse.

We have produced a report which identifies the TAF families that do not have medical coverage. Clearinghouse staff are in the process of providing coverage to these TAF families. Coverage is being provided retroactively to those who should have had coverage, but did not.

While the current efforts at the Clearinghouse will remedy the current situation, it is necessary to implement a new process to ensure that families whose TAF reviews are approved continue with medical coverage, even if they have not returned a medical review to the Clearinghouse. An automated process has been considered, but due to system limitations and timing issues, this does not appear to be a viable solution. This memo outlines the new process, which will require involvement on the part of both the local TAF worker and the Clearinghouse.

## Process

When a TAF review is completed in the local office, the TAF worker will e-mail the Clearinghouse to notify them of the outcome. This is similar to the process already in place of the local worker e-mailing when a TAF program is opened or closed. Because we still offer automatic coverage to TAF individuals, the TAF worker will also e-mail the Clearinghouse when someone is added to or removed from the TAF assistance plan. The Information Change Form has been modified to reflect these changes and the revised form is attached. The

Information Change form should be completed and e-mailed to the HW-Info address at the time the TAF review is completed. If the TAF review is not approved, the reason for closure should be indicated on the Information Change Form.

If no TAF review is sent to the local office, but a medical review is returned to the Clearinghouse, the Clearinghouse will process the medical review accordingly. If the Clearinghouse has not received an e-mail from the local TAF worker and no medical review form is received, the case will automatically close if the review is due in the same month as the TAF review. If the medical review is not due in the same month as the TAF review, the medical program will continue until the review is due or until changes are reported that affect MA-CM eligibility. MA-CM review dates should always be set to coincide with the TAF review dates.

### **Additional Changes to the Information Change Form**

An additional field has been added to the Information Change Form to help identify information for each of the situations that might be reported. For instance, if the TAF worker is using the form to report a TAF closure, the form now asks for the closure reason. Or, if an address change is being reported, the new address is requested. Previous guidance had asked for this information to be included on the form and space was provided, but the form itself did not specifically ask for it.

Previous guidance also indicated that the Information Change Form should be used to report the birth of a baby, but there was no field for this to be reported. Staff were instructed to use the “Additional Information” field to report the baby’s information. A line has now been added to accommodate the reporting of a newborn.

A revised example of the Information Change Form is attached to this memo. Every line on the example is completed in order to give an example of how each line might be completed, but not every line will need to be completed when using the form to report changes. When reporting changes using the Information Change Form, only the lines that are pertinent to the reported changes would need to be completed.

### **Effective Date of Change**

This policy/procedure is effective upon the receipt of this memo and staff can begin using the revised information change form immediately.