Kansas
Department of Health
and Environment

Policy Directive 2020-01-01

Title: Separation of the Trust/Annuity Clearance Request Form (B-6)

Date: January 7, 2020

From: Erin Kelley, Senior Medical Eligibility Policy Manager

Program(s) Impacted: All Medical Programs

The purpose of this document is to advise staff about the separation of the Trust and Annuity Clearance Request Form, commonly known as the B-6, into two stand-alone forms.

Historically, a single form has been used by staff to document certain information pertaining to the trust and/or annuity in which the eligibility staff wish to have cleared by the KDHE Eligibility Policy Unit. The current version of this form requests only limited information in regard to both trusts and annuities and the documents' location in the case file. Effective with the implementation of this directive, the B-6 form has been separated into two individual forms, the B-6.1 specific to requests for an Annuity Clearance and the B-6.2 specific to requests for a Trust Clearance. Each of these forms have been modified to conform to the specific information needed when reviewing the worker's request depending on the type of clearance requested.

It is important that the appropriate form is completed to the furthest extent possible for any and all trust and annuity clearance requests. Though some information may not be available depending on the type of trust or annuity, all fields marked with a red asterisk are required and must be completed. If the required fields cannot be completed, this indicates that there is not enough information on file to complete the clearance request. If the appropriate B-6 form has not been imaged to the case or the required fields are incomplete, KDHE Policy will not review the request for clearance until the correct form and/or all required fields, have been completed. Once the form has been completed, it shall be imaged to the case for reference by the KDHE Policy Unit.

A. Annuity Clearance Request Form (B-6.1)

The Annuity Clearance Request Form, hereinafter referred to as the B-6.1, shall be used any time eligibility staff encounter a case with an annuity that has yet to be cleared. This form shall be completed individually for each annuity in the case file as the information within the form is specific to the annuity being reviewed.

Notable differences in the B-6.1 include a new table that asks for the annuity's contractual details. These values fall in line with the information on the 3167A, given that one has been provided, with the exception of the remainder beneficiary – this information shall be found on the annuity contract. Four (4) additional follow-up questions have also been added to the B-6.1 that prompt the worker to research the details of the annuity further prior to sending the request for clearance. The B-6.1 will continue to ask the eligibility worker case specific information such as the case name and number as well as the ImageNow location of documents relevant to the annuity in question.

Note: Depending on the information available and the structure of the annuity itself, some of the fields may not be able to be completed; however, staff shall complete the B-6.1 to the fullest extent possible, ensuring that all required fields are completed, prior to submitting the request for an annuity clearance to KDHE Policy.

B. Trust Clearance Request Form (B-6.2)

The Trust Clearance Request Form, hereinafter referred to as the B-6.2, shall be used any time eligibility staff encounter a case with a Trust that has yet to be cleared. This form shall also be completed individually for each trust in the case file as the information within the form is specific to the trust being reviewed.

Like the B-6.1, the B-6.2 has been revamped to include a new table that asks for the ownership details of the trust. This information will most commonly be found on the face of the trust, if not, within the first couple pages. The B-6.2 has also been modified to include seven (7) follow-up questions that prompt the worker to research and provide information on the circumstances of the trust. The B-6.2 will continue to ask the eligibility worker case specific information such as the case name and number as well as the ImageNow location of documents relevant to the trust in question.

Note: Depending on the information available and the provisions of the trust itself, some of the fields may not be able to be completed; however, staff shall complete the B-6.2 to the fullest extent possible, ensuring that all required fields are completed, prior to submitting the request for a trust clearance to KDHE Policy.

C. Urgent Requests

When eligibility staff are processing an expedited/accelerated case that involves a trust or annuity yet to be cleared by KDHE policy, the task priority shall be updated accordingly to reflect the urgent request.

For questions or concerns related to this document, please contact one of the KDHE Medical Policy Staff listed below.

Erin Kelley, Senior Policy Manager – Erin.Kelley@ks.gov
Kris Owensby-Smith, Elderly & Disabled Program Manager-Kristopher.OwensbySmith@ks.gov
Jessica Pearson, Elderly & Disabled Program Manager - Jessica.Pearson@ks.gov
Jerri Camargo, Family Medical Program Manager - Jerri.M.Camargo@ks.gov
Amanda Corneliusen, Family Medical Program Manager – Amanda.Corneliusen@ks.gov