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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 91 LCM-193

Date: October 24, 1991

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: Coordination of MA-Only and NPA-FS Applications and Case Processing

ATTACHMENTS: None

As you know, this Department has been considering methods of reducing local district processing costs and reducing examiner workloads. This memorandum suggests an option for streamlining case processing for elderly or disabled persons who receive Social Security retirement or disability benefits and also receive both Medical Assistance and (NPA) Food Stamps.

The structure of WMS requires that if a person is receiving both Medical Assistance and NPA Food Stamps, a separate case must be maintained on the system for each type of assistance. However, there is no requirement that a person must complete a separate application or have a separate interview for each program. In fact, the DSS-2921 is a common application intended to provide information to allow for an eligibility determination in most social services programs (i.e., PA, FS, MA). Also, there is no requirement that there be separate processing at recertification.

It is suggested that significant time and effort can be saved if a local district coordinates the Medical Assistance and Food Stamp cases for persons in this group. The client could be permitted to file one application or recertification form for both programs and to have one certification or recertification interview that covers both programs. Most of the eligibility questions are the same for both programs. However, the following is a sample list of questions which apply to the unique documentation requirements for each of the two program areas:

Food Stamps:

- Rent, mortgage or shelter costs;
- Heat costs;
- Expenses separate from rent/mortgage including electric, gas, other utilities, telephone, A/C, utility/telephone installation fees; and
- various other expenses such as educational tuition and fees, child or dependent care, child support or alimony payments under certain circumstances, payments for home delivered meals and meals prepared at home.

Medical Assistance:

- Medical expenses - both paid and incurred;
- transfer of property;
- third party health insurance benefits; and
- medical need.

It is not required that the worker who does the interview complete the entire case processing. The information can be passed on to a program specific worker for final determination.

In assessing whether to institute this type of process, the local district must keep in mind that the application and recertification processes for Food Stamps for this group must be done face-to-face. Some districts have a waiver of the MA face-to-face requirement for social security recipients. This waiver can not be extended to Food Stamps.

If you have any questions, please contact your County MA Eligibility Representative at 1-800-342-4100, extension 3-7581 or your County FS Representative at 1-800-342-4100, extension 4-9225.

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