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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 93 LCM-146

Date: October 22, 1993

Division: Health and Long Term
Care

TO: Local District Commissioners

SUBJECT: WMS Coding Instructions for Medicaid Recipients Who Request a
Fair Hearing on Co-Payments Before November 1, 1993

ATTACHMENTS: None

IT IS SUGGESTED THAT YOU SHARE THIS RELEASE WITH FAIR HEARINGS, MEDICAL ASSISTANCE, AND INCOME MAINTENANCE STAFF.

As you are aware co-payments for Medical Assistance recipients will be in effect on November 1, 1993. Pursuant to 93-LCM-119 a mailing to all Medical Assistance-Only and Public Assistance head of households began on October 14, 1993 and will be completed by October 20, 1993. The mailing explains the co-payment program, the right to a Fair Hearing, and provides the required ten day notice before any action is taken to reduce the recipients' level of benefits. Recipients who request a Fair Hearing before November 1, 1993 are entitled to Aid Continuing. This means recipients will be exempt from co-payments at least until a Fair Hearing decision has been issued by the Department.

Recipients who request a Fair Hearing on co-payments after November 1, 1993 will also have a hearing, however, they will not receive Aid Continuing.

In order to exempt recipients who have Aid Continuing from co-payments a new WMS Exception Code 39 has been developed.

WMS Instructions for input of Restriction/Exception Code 39 - Aid Continuing are as follows:

I. Accessing the Restriction/Exception Subsystem

- a. Access the Medical Assistance Menu by choosing selection 25 on the WMS menu.

- b. Access the Restriction/Exception by typing "R" in the subsystem selection.
- c. Select the function "Input": Type "I".
- d. Enter CIN, Case Number and Worker I.D. Number.
- e. Transmit.

II. Entry of Individual in Aid-Continuing Status (Exception Code 39)

- a. Enter the R/E Code 39 (aid continuing) in the RE/EXC TYPE filed.
- b. The RE/EXC PERIOD FROM DATE is entered equal to the first day the A/R is in aid-continuing status. 11/1/93 is the only allowable from date.
- c. Transmit the information and review for accuracy.
- d. Store the accurate data using SF13.

III. Inactivation of an Erroneous Entry

- a. Access the RE/EXC subsystem.
- b. Enter the RE/EXC type of the inactivation (code 39).
- c. Enter the RE/EXC PERIOD THRU date equal to the RE/EXC FROM DATE.
- d. Transmit and review the data.
- e. Store the accurate date using SF13.

IV. Termination of Code 39

- a. Access the RE/EXC subsystem Input screen.
- b. Enter the restriction type (39) and the termination date in the period THRU field.
- c. Transmit and review the data.
- d. Store the accurate data using SF13.

Exception code 39 will be available on the WMS system on October 25, 1993. Fair Hearing requests will be received by you prior to October 25, 1993. Therefore you may wish to maintain a separate log of these cases to insure timely entry into WMS before November 1, 1993. The Office of Administrative Hearings will be identifying Hearing requests on co-payments issues by subcategory SP-29 and Issue Code 957.

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Policy questions regarding this release should be directed to Joe Kudner at 1-800-342-4100, extension 35954, user ID AY0960. For system questions please call the WMS Hotline at 1-800-342-3010.

Sue Kelly
Deputy Commissioner