

BadgerCare Plus Core Plan Waitlist Process
October 13, 2009

Placing people on the waitlist- Effective Date-October 9, 2009

- Individuals who apply through ACCESS or by phone at the ESC will be screened for Core Plan eligibility. If the individual appears to meet the eligibility criteria, his/her name will be placed on the waiting list.
- Neither the application processing fee nor any verification will be collected at that time.
- In addition, the individual will not complete the Health Needs Assessment or select a health plan.
- **Requests for FoodShare and/or Family Planning Waiver will continue to be processed and individuals will be encouraged to apply.**
- A waiting list confirmation letter will be sent to applicants who request to be placed on the waitlist. The letter will contain the following:
 - The contact information (mailing address, email address, phone numbers) that we have on file and instructions to contact the ESC if any of that information changes so that we can reach them when a spot becomes available.
 - The reasons why people would be removed from the waitlist such as the person turned 65 years of age or became eligible for SSI/Medicaid.
 - When we will have more definite numbers on the size and time people will be on the waitlist. (estimated December 2009)
 - A link to a web page with other health care resources that may be available.
- In December 2009, when we expect to have processed all pending applications and have a final enrollment number, DHS will create a web page with more information about the wait list.
- Notification will be sent if an individual is removed from the waitlist because they no longer meet the eligibility criteria.

Phase II- Inviting individuals to apply-Date to be Determined

- Individuals on the waitlist who appear to still meet eligibility requirements will be contacted by letter and informed that the program is enrolling new members. If the invitation letter is returned, we will follow up with an email message and/or phone call.
- Individuals who are invited to apply will be provided with a code that they can use to identify themselves as someone for whom a spot has become available when they are applying online or by phone. The code will be valid for 30 days. The code will be validated with 2 of following 3 data elements:
 - date of birth
 - social security number
 - application tracking number
- If an individual is still interested in applying for the Core Plan, s/he will need to provide updated information. The person will also need to pay the application processing fee, complete the health needs assessment and select a health plan. All of the steps they need to take will be described in the invitation letter.