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**State of Wisconsin  
Governor Jim Doyle**

**TO: Income Maintenance Supervisors  
Income Maintenance Lead Workers  
Income Maintenance Staff  
W-2 Agencies  
Workforce Development Boards  
Job Center Leads and Managers  
Training Staff  
Child Care Coordinators**

**FROM: Amy Mendel-Clemens, Section Chief  
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Bureau of Enrollment Management  
Division of Health Care Access and Accountability**

<b>BEM/DFS OPERATIONS MEMO</b>					
<b>No: 09-72</b>					
<b>DATE: 12/1/2009</b>					
<b>FS</b> <input checked="" type="checkbox"/>	<b>MA</b> <input type="checkbox"/>	<b>BC+</b> <input checked="" type="checkbox"/>			
<b>SC</b> <input type="checkbox"/>	<b>CTS</b> <input type="checkbox"/>	<b>FSET</b> <input type="checkbox"/>			
		<b>BC+ CORE</b> <input checked="" type="checkbox"/>			
<b>CC</b> <input type="checkbox"/>	<b>W-2</b> <input type="checkbox"/>	<b>EA</b> <input type="checkbox"/>			
<b>CF</b> <input type="checkbox"/>	<b>JAL</b> <input type="checkbox"/>	<b>JC</b> <input type="checkbox"/>			
<b>RAP</b> <input type="checkbox"/>	<b>WIA</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/>			
<b>EP</b>					

**SUBJECT: Processing Changes for the Childless Adult Population**

**CROSS REFERENCE:** Process Help, Chapter 71.9 BC+ Core Plan And The ESC (Enrollment Services Center)

**EFFECTIVE DATE:** Immediately

**PURPOSE:**

The purpose of this memo is to announce processing changes for the Childless Adult population.

**BACKGROUND:**

With the implementation of the waitlist for the BadgerCare Plus Core Plan we have received numerous questions about changes in the processing guidelines for health care/FS/FPW requests for the Core Plan population, including Core Plan requests for individuals on an unmet deductible.

Because the applicant for the Core Plan must meet all eligibility criteria for the Core Plan to be put on the waitlist, the applicant must go through ACCESS or the AST and answer the required questions. If a local agency submits any RFA to the ESC, the person will not get on the waitlist

until an ESC worker contacts him or her and gathers all the necessary information. Because of this, local agencies should not submit any RFAs to the ESC inbox for a request for the Core Plan. The applicant should be referred to the (800) 291-2002 number for the ESC or to [ACCESS.wi.gov](http://ACCESS.wi.gov).

**POLICY/PROCESS:**

If an individual on an unmet deductible (not yet eligible for Medicare) wants to request the Core Plan, they should be given the ESC number to call. The ESC worker will process the request to put their name on the waitlist.

The ESC will not pull existing FS/FPW cases into the ESC if the member requests the Core Plan and is put on the waitlist. The local agency should continue to manage these ongoing cases until the person's name is pulled from the waitlist and they are able to apply for the Core Plan.

If a local agency receives an MADA for an individual open or pending for FS/FPW at the ESC, but on the waitlist for the Core Plan, you should pull that case into your agency and process the MADA along with the EBD Medicaid request.

**CARES:**

There are no CARES changes associated with this update.

**CONTACTS:**

BEM CARES Information & Problem Resolution Center

\*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DHS/DHCAA/BEM/LA