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**State of Wisconsin
Governor Scott Walker**

**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: Rich Albertoni, Director
Bureau of Enrollment Policy & Systems
Division of Health Care Access and Accountability**

BEPS/DFS OPERATIONS MEMO					
No:		11-21			
DATE:		04/28/2011			
FS	<input checked="" type="checkbox"/>	MA	<input checked="" type="checkbox"/>	BC+	<input checked="" type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input type="checkbox"/>
BC+ Basic	<input type="checkbox"/>	BC+ CORE	<input type="checkbox"/>		
CC	<input type="checkbox"/>	W-2	<input type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/> *
				EP	

SUBJECT: Administrative Renewals

CROSS REFERENCE: BCP Handbook Chapter 26; MEH Chapter 3; FSH 2.2

EFFECTIVE DATE: May 1, 2011

PURPOSE:

The purpose of this memorandum is to announce a change to the annual eligibility renewal requirement for certain Medicaid, BadgerCare Plus and FoodShare-EBD cases. This change is referred to as the administrative renewal process.

BACKGROUND:

An administrative renewal is an extension of program eligibility for certain low-risk cases based on the information in CARES as of the month prior to the review month. Low-risk cases are cases that are highly unlikely to lose eligibility at renewal due to increases in income or assets. Low-risk populations have been identified by department staff through data analysis. The primary purpose of the administrative renewal project is to increase program integrity by focusing eligibility workers on higher-risk renewals.

POLICY CHANGE:

Current policy requires an individual or household to conduct a renewal every 12 months. Effective May 1, 2011 certain households and individuals will be able to meet this requirement through the administrative renewal process described here. Cases selected for administrative renewal will not receive an eligibility renewal notice. The extension of program eligibility under an administrative renewal is based on the information in CWW as of the month prior to the month a full renewal would otherwise have been due. An administrative renewal case is not required to provide the IM agency with any additional information in order to have program eligibility continued.

Administrative renewal cases remain subject to change reporting requirements. The administrative renewal notice identifies program specific change reporting requirements, as well as the potential consequences for not reporting changes timely. Changes reported for a case that has undergone an administrative renewal should be processed under existing policy.

HIGH-LEVEL SELECTION CRITERIA

1. **Affected Programs.** Administrative renewals will be limited to cases receiving benefits under the following programs (as long as the case also meets the detailed selection criteria):
 - SSI-related Medicaid
 - Home and Community Base Waivers (HCBW)
 - Managed Long Term Care (MLTC including Family Care, Partnership, PACE)
 - Medicare Savings Programs (MSP)
 - BadgerCare Plus (BCP)
 - Family Planning Services Only (FPOS)
 - FoodShare (FS) EBD only
2. **Programs Not Affected.** Administrative renewals will not be done for cases receiving benefits under the following programs:
 - BadgerCare Plus for Pregnant Women
 - Child Care (CC)
 - W-2
 - SeniorCare (SC)
 - Medical Assistance Purchase Plan (MAPP)
 - BadgerCare Plus Core Plan
 - Caretaker Supplement (CTS)
 - FoodShare non EBD
3. **Continuous Eligibility.** To be selected for an administrative renewal, the case must be open and currently eligible with continuous program eligibility for at least the twelve month period prior to the month in which the case is being considered for an administrative renewal. Additionally, the case must have had at least one full regular renewal.
4. **Alternate Years.** Cases will not be selected for administrative renewal if the last renewal requirement was met through an administrative renewal. Administrative renewals will be done every other year. The exceptions to this rule are:
 - HCBW or MLTC members who are Group A due to their eligibility for SSI or 1619b
 - Family Planning Only Services cases where the only eligible case member is under 18 and will not turn age 18 in the current or next month.

Persons meeting these criteria may be selected for administrative renewal annually as long as the detailed selection criteria are met.

5. **Schedule.** Administrative renewal case selection will occur prior to sending the regular renewal notices. Any cases not selected for an administrative renewal will be sent the regular renewal notice.
6. **Review Mode.** Cases in review mode will not be selected for administrative renewal.

DETAILED SELECTION CRITERIA

In addition to the high-level selection criteria outlined in the above section, cases receiving the following benefits must meet all of the detailed selection criteria specified for the affected program in order to be selected for administrative renewal:

1. **SSI-related Medicaid.**

- No MAPP eligibility
- No earned income
- No Medicaid deductible
- Countable income at or below 84% FPL
- Countable assets at or below 50% of the asset limit

2. **HCBW, MLTC (Family Care, PACE/Partnership).**

- No spouse
- Living at home (i.e., living arrangement code must be "01")
- No Group B or C eligibility
- No Group A eligibility due to BC+, MAPP, or Medicaid deductible
- No earned income
- Countable income at or below 223% FPL
- Countable assets at or below 50% of the asset limit

3. **Medicare Savings Programs.**

- Countable income at or below 120% FPL
- Countable assets at or below 50% of the asset limit

4. **BadgerCare Plus.**

- No child in household turning 18 in current or next month
- Countable income at or below 75% FPL
- No premium
- No open FoodShare, Child Care or W-2 benefit

5. **Family Planning Only Services.**

- No child in household turning 18 in current or next month
- Countable income of individuals age 18 and above at or below 275% FPL

6. Food Share EBD-Only.

- No earned income
- Countable income at or below 200% FPL

CARES:

CWW has been updated to automatically:

- Select cases subject to administrative renewal,
- Determine the continued eligibility, and
- Notify the member of the administrative renewal and eligibility determination.

Worker intervention is not necessary to complete the administrative renewal process.

Cases selected for Administrative Renewal will run through a batch eligibility process. Cases that have a pending or fail status after running through the batch eligibility process will not continue through the Administrative Renewal process and will be set for regular renewal.

Cases that are passing after eligibility batch run will go through the administrative renewal confirmation process.

During the confirmation process:

- Case level review dates are set.
- A case comment is added indicating that the case has gone through an Administrative Renewal.
- The Application/Review Interview Details page will display 'Admin Renewal'.
- The Notice of Decision process is triggered and will generate an administrative renewal letter. The letter will be stored in the ECF.
- The Enrollment and Benefit brochure is sent to the customer.

CONTACTS:

BEPS 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, BC+ Core – BadgerCare Plus Core, 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.

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