



Date: November 23, 2015

DHCAA Operations Memo 15-45

To: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff

Affected Programs:	
<input checked="" type="checkbox"/> BadgerCare Plus	<input type="checkbox"/> Caretaker Supplement
<input type="checkbox"/> FoodShare	<input type="checkbox"/> FoodShare Employment and Training
<input checked="" type="checkbox"/> Medicaid	
<input type="checkbox"/> SeniorCare	

From: Shawn Tessmann, Bureau Director
Bureau of Enrollment Policy and Systems
Division of Health Care Access and Accountability

Updates to Foster Care Medicaid Policy and Processes

CROSS REFERENCE

- BadgerCare Plus Eligibility Handbook, [Chapter 11 Former Foster Care Youth](#)
- Process Help, [Chapter 14 Child Welfare/Caretaker Relative Case](#)

EFFECTIVE DATE

November 23, 2015

PURPOSE

The purpose of this Operations Memo is to describe updates to the policy and processes for Foster Care Medicaid.

BACKGROUND

Federal and state regulations specify that children placed in out-of-home care are categorically eligible for health care coverage under Wisconsin Medicaid. In Wisconsin, a child welfare agency certifies Foster Care Medicaid when a child has been removed from his or her home and enters an out-of-home care placement, often referred to as foster care. Eligibility for Foster Care Medicaid is certified by child welfare caseworkers.

The child welfare agency is responsible for monitoring a child during an out-of-home placement. The child welfare agency is encouraged to work with the income maintenance (IM) agency to ensure that a child has the opportunity to become eligible for other health care benefits and receives a separate eligibility determination with the IM agency when the child is discharged from out-of-home care. Each county child welfare agency has the flexibility to work with the IM agency to develop a redetermination process. Once the child welfare agency assists the child in getting other health care benefits, the IM agency is responsible for completing all other required actions for an eligibility determination.

These requirements have not been implemented uniformly across the state. As a result, the Department of Children and Families and the Department of Health Services are partnering to update policy and develop new processes for Foster Care Medicaid.

POLICY

FOSTER CARE MEDICAID CERTIFICATION

Children who are placed in out-of-home care are categorically eligible for Medicaid benefits in Wisconsin beginning from the date they enter out-of-home care. Paper documentation is not required when certifying children placed in out-of-home care in Foster Care Medicaid.

Child welfare workers are responsible for documenting a child's placement in out-of-home care, which determines eligibility for Foster Care Medicaid. When a child welfare worker enters an out-of-home care placement into the Wisconsin Statewide Automated Child Welfare Information System (eWiSACWIS), which tracks child welfare cases, eWiSACWIS transmits the child's information and eligibility medical status code to ForwardHealth interChange to enroll the child in Foster Care Medicaid. Foster Care Medicaid benefits take precedence over any other benefit plans.

Similar to the certification period in other Medicaid programs, the certification period for Foster Care Medicaid is for no longer than 12 months. If a child is still in an out-of-home care placement in the 12th month of his or her Foster Care Medicaid certification, eWiSACWIS will complete an administrative renewal for Foster Care Medicaid in interChange for another 12 months based on the open, out-of-home care placement in eWiSACWIS.

OUT-OF-STATE PLACEMENTS

A child who is placed out-of-state but is still under Wisconsin jurisdiction remains eligible for Foster Care Medicaid. If the other state is agreeable to providing coverage for the child, the coverage can be transferred to the other state as long as the child is not dually enrolled in Medicaid in both states. If the other state does not provide Medicaid coverage, Wisconsin is responsible for providing Foster Care Medicaid benefits for the child.

As long as a child is under Wisconsin jurisdiction, the child welfare agency is responsible for ensuring the child has Medicaid coverage. The child welfare agency works with the other state to coordinate benefits for the child.

FOSTER CARE MEDICAID DISENROLLMENT

When a child is discharged from out-of-home care, the child welfare worker will end the child's placement as a discharge in eWiSACWIS. Federal and state regulations specify that children cannot have their Medicaid benefits terminated prior to a determination being made about their eligibility for other health care benefits.

Foster Care Medicaid eligibility must be maintained until one of the following occurs:

- The child is determined eligible for another category of Medicaid or BadgerCare Plus.
- The child is determined ineligible for any type of Medicaid or BadgerCare Plus.
- The child or family failed to provide the required information to complete an eligibility determination or chooses not to pursue other Medicaid benefits.
- The child dies or leaves Wisconsin.

Note: Children enrolled in Supplemental Security Income (SSI) Medicaid at discharge will continue to receive SSI Medicaid benefits if they continue to be eligible for SSI Medicaid benefits without any required action, even if Foster Care Medicaid ends.

PROCESS

COLLABORATION BETWEEN CHILD WELFARE AND INCOME MAINTENANCE AGENCIES

Child welfare agencies and IM agencies are expected to work together to best serve the needs of the child, youth, child welfare parents, and caretaker relatives. Income maintenance agencies should continue to follow the steps listed in [Process Help Chapter 14, Child Welfare/Caretaker Relative Case](#) when notified of a child's removal from a home and when circumstances change while the child is in out-of-home care.

ELIGIBILITY DETERMINATION AT DISCHARGE

After a child is discharged from out-of-home care, a child welfare worker updates the child's out-of-home care placement in eWiSACWIS with a discharge date. Beginning the month after the month of discharge, the child will be enrolled in Foster Care Medicaid for an additional three calendar months. During these three months, child welfare agencies and IM agencies are expected to work together to re-determine the child's health care eligibility. When a child is discharged from out-of-home care, the child welfare agency should provide basic education to the family or youth exiting care on the importance of and process for obtaining other health care benefits.

EWISACWIS DISCHARGE REPORT

A scheduled biweekly report of children discharged from out-of-home care will be generated by eWiSACWIS beginning mid-December. This report does not serve as a replacement for communication between child welfare agencies and IM agencies but instead serves as a safety net to prevent children or youth from losing benefits after discharge from out-of-home care. Both child welfare agencies and IM agencies must collaborate to prevent the child or youth from experiencing any gaps in health care coverage.

The Enrollment Management Central Application Processing Operation (EM CAPO) will access the report from eWiSACWIS and determine the appropriate action based on the following criteria:

- Is the parent or legal guardian currently on an open BadgerCare Plus or Elderly, Blind, or Disabled (EBD) Medicaid or other health care program in CARES?
- Is the child or youth known to CARES?
- Is the child or youth receiving SSI?

EM CAPO Processing Workflow			
Is the parent/legal guardian currently open for BadgerCare Plus, EBD Medicaid or other health care program in CARES?	Is the child/youth known to CARES?	Is the child/youth receiving SSI?	Action
Yes	Yes	Yes	Send F-01665 to the IM agency.
Yes	Yes	No	
Yes	No	No	
Yes	No	Yes	
No	No	No	Send F-01661 or F-01661A with the paper application packet.
No	Yes	No	
No	No	Yes	No action necessary because SSI Medicaid will continue when Foster Care Medicaid ends.
No	Yes	Yes	

CHILD OR YOUTH DISCHARGE FROM OUT-OF-HOME CARE CHANGE REPORT

If a child meets the criteria for EM CAPO to send the Child or Youth Discharge From Out-of-Home Care Change Report (F-01665), EM CAPO will complete the form based on the information included in the eWiSACWIS Discharge Report and scan the form into CARES Worker Web (CWW). The form will appear as an unprocessed document on the parent or legal guardian’s case in CWW. The IM worker should process the form like a change report and complete the necessary steps required for an eligibility determination. For a copy of the form, refer to [Attachment 1](#) of this Memo.

Once the IM agency receives the information about the child or youth and updates the case, it is the responsibility of the youth or parent or legal guardian to meet all the requirements and requests for information in order to complete the eligibility determination.

If the IM agency finds that the child or youth is ineligible for BadgerCare Plus or Medicaid, the IM agency is no longer required to inform the child welfare agency to end Foster Care Medicaid. However, the IM agency must send a manual negative Notice of Decision to the child or youth specifically for Foster Care Medicaid. The Foster Care Medicaid end date can be found on the Child or Youth Discharge From Out-of-Home Care Change Report.

The parent or legal guardian will then receive the following notices if the child or youth is ineligible for BadgerCare Plus or Medicaid:

- A CARES-generated notice of denial for BadgerCare Plus or Medicaid
- A manual negative Notice of Decision for Foster Care Medicaid

LETTER AND APPLICATION

If a child meets the criteria outlined in the table above, EM CAPO will send a paper BadgerCare Plus Application Packet (F-10182) with the Important Information About Foster Care Medicaid letter (F-01661 or F-01661A) explaining that Foster Care Medicaid benefits will be ending and that to obtain other health care benefits, the youth or parent or legal guardian must apply. After receiving the letter and application packet, it is the responsibility of the youth aging out of care or the parent or legal guardian to

apply for health care. If the youth or parent or legal guardian submits an application, the IM agency must process the application and request verification as needed.

Note: The Important Information About Foster Care Medicaid letter varies depending on whether a child is discharging from out-of-home care ([Attachment 2](#)) or a youth is aging out of care ([Attachment 3](#)).

If there is no health care program open in CARES but the parent or legal guardian is receiving FoodShare or Child Care benefits, EM CAPO will scan a copy of the Important Information About Foster Care Medicaid letter into CWW. The letter will appear as an unprocessed document on the case in CWW. The worker should process the letter as a household change reported to the FoodShare or Child Care case.

If the child or youth is found to be a member of a tribe or the child of a member of a tribe, EM CAPO will not use the process workflow listed above. These individuals will always receive a copy of the Important Information About Foster Care Medicaid letter and an application, which includes information on reporting changes to the tribal or IM agency.

SYSTEM UPDATES

CARES

There are no changes to CARES at this time.

FORWARDHEALTH INTERCHANGE

AUTOMATION OF ENROLLMENT, RENEWAL, AND DISENROLLMENT FROM FOSTER CARE MEDICAID

Starting November 23, 2015, once a child is placed in out-of-home care, eWiSACWIS will certify the child in Foster Care Medicaid for 12 months at a time in interChange. If during the 12th month of the certification period a child is still in an out-of-home care placement, eWiSACWIS will renew Foster Care Medicaid for another 12 months. Upon discharge from an out-of-home care placement, eWiSACWIS will enroll the child in Foster Care Medicaid in interChange for an additional three calendar months starting with the month after discharge.

ADDRESS CHANGES

When a child changes placement for any reason (e.g., moving from one foster care provider to another) and/or when the child welfare worker updates the child's case in eWiSACWIS, the child's new address will be sent as a daily batch update to interChange.

EWISACWIS

DISCHARGE REPORT

Starting mid-December, the eWiSACWIS Discharge Report will be generated biweekly. The initial report will include children with a discharge date on and after November 23, 2015. Subsequent reports

will only include children who have been discharged from out-of-home care since the previous report was generated.

Once EM CAPO begins processing the initial report, CARES Call Center will notify IM agencies when they can expect to start seeing the Child or Youth Discharge From Out-of-Home Care Change Report or the Important Information About Foster Care Medicaid letter in CWW.

CONTACTS

BEPS CARES Information and Problem Resolution Center

DHS/DHCAA/BEPS/PJH