



Date: June 6, 2018

DMS Operations Memo 18-17

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

<b>Affected Programs:</b>	
<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: Rebecca McAtee, Bureau Director  
Bureau of Enrollment Policy and Systems  
Division of Medicaid Services

**Enhancement to CARES Worker Web for  
Family Planning Only Services Backdated Eligibility**

**CROSS REFERENCE**

- BadgerCare Plus Eligibility Handbook, [Section 25.8.1 Backdated Eligibility](#) and [Chapter 40 Family Planning Only Services \(FPOS\)](#)
- Operations Memo [18-05](#)

**EFFECTIVE DATE**

June 23, 2018

**PURPOSE**

This Operations Memo announces the implementation of new functionality in CARES Worker Web (CWW) to support backdated eligibility for Family Planning Only Services (FPOS).

**BACKGROUND**

Current policy allows for FPOS to be backdated up to three months prior to the month of application. However, this policy has not been supported in CARES, and income maintenance workers have been required to manually certify backdated FPOS eligibility. Starting June 23, 2018, CWW will be enhanced to support backdated eligibility determinations for FPOS as part of the application process. This brings it in line with similar functionality that already exists for other health care programs.

Due to the previous manual process, any applicant who applied online and requested backdated FPOS benefits was excluded from the real-time eligibility (RTE) determination process for health care or FPOS. As part of this enhancement, applicants who apply online and request backdated FPOS may qualify for an RTE determination if they meet all other criteria.

## POLICY

Under current policy, changes in income do not affect FPOS eligibility during the 12-month certification period. Once eligibility has been established, an increase in income will not be considered until the next annual renewal that was originally set for the FPOS eligibility. This policy does not apply to backdated months. Backdated months are determined in addition to the 12-month certification period and are not used as the basis for whether someone's eligibility will be maintained after an increase in income. As with other health care requests, the 12-month certification period will be set based on the filing month, not the first month of backdated eligibility.

**Example 1:** Kayleigh applies for FPOS in July and requests backdated eligibility in April, May, and June. During the backdated months, her income is at 275% of the federal poverty level (FPL), so she is found eligible. Starting in July; however, income from a new job results in countable income of 350% of the FPL, which results in an income-based denial for the month of July. Since she is not eligible in the regular certification period, her eligibility is not maintained until the end of the certification period.

**Example 2:** Kayleigh applies for FPOS in July and requests backdated eligibility in April, May, and June. During the backdated months, her income is at 275% of the FPL, so she is found eligible. Her income is the same in July and is approved for FPOS coverage with a renewal date of the following June. In September, she gets a new job, which results in total income at 400% of the FPL. She maintains eligibility for FPOS until the end of the certification period in June.

**Example 3:** Kayleigh applies for FPOS in July and requests backdated eligibility in April, May, and June. During the backdated months, her income is at 275% of the FPL, so she is found eligible. Starting in July; however, income from a new job results in countable income of 350% of the FPL, which results in an income-based denial for the month of July.

In August, Kayleigh reports that the new job has ended resulting in her income returning to 275% of the FPL. She is found eligible for August with a renewal date of the following July. In January, she gets a new job, which results in total income at 400% of the FPL. She maintains eligibility for FPOS until the end of the certification period in July.

## CARES

Starting June 23, 2018, CWW will be enhanced to support backdated eligibility determinations for FPOS as part of the application process. As a result of this change, workers will no longer receive the Backdated FPOS request for 3 month(s) flag in the "Special Attention" section of the Application Summary page when FPOS backdated requests are made.

Special Attention	
	Description
	Signature matches name
	Backdated FPOS request for 3 month(s)

Figure 1 Application Summary Page With the Current FPOS Backdated Request Notice Highlighted

Starting June 23, 2018, a flag will be displayed in the “Special Attention” section of the Application Summary page for FPOS requests submitted online in which an applicant has requested backdated eligibility and reported a change in circumstances. This is similar to the flag used in similar situations for health care requests.

Special Attention	
	Description
	Applicant Signature does not match name
	Health Care backdate request requires collection of additional information.
	Family Planning backdate request requires collection of additional information.

Figure 2 Application Summary Page With the New FPOS Backdated Request Flag Highlighted

The additional information is collected during standard application entry in CWW. A new field “How far back do you want Family Planning?” will be added to the Family Planning Waiver Request page. Workers will select the number of months requested from the “How far back do you want Family Planning?” drop-down menu. This field will be required if any individual on the case requests FPOS coverage.

**Note:** For any completed or pending cases entered prior to June 23, 2018, this field will default to 0.

Figure 3 Family Planning Waiver Request Page With the How Far Back Do You Want Family Planning? Drop-Down Menu Highlighted

**Note:** CWW will automatically set eligibility for the 12-month certification period based on the policy described in the Policy section of this Memo. However, there are two special situations in which workers must take action to ensure that ongoing eligibility is established correctly:

- If a case is already open for FPOS and a new individual is added to the case and requests FPOS, workers must update the FPOS filing date to the current month to ensure that 12 months of eligibility are based on the month of application, not the backdated months. This is consistent with the current process of updating the filing date any time a new applicant is added to a case.
- If a case is already open for FPOS and an existing case member newly requests FPOS, workers must update the FPOS filing date as this is a new program request to ensure that 12 months of eligibility are based on the month of application, not the backdated months.

## **CONTACTS**

BEPS CARES Information and Problem Resolution Center

DHS/DMS/BEPS/AA