




Date: April 25, 2018

DMS Information Memo 2018-01

To: County Department of Human Services Directors  
County Department of Social Services Directors  
County Department of Community Programs Directors  
Long-Term Support Supervisors and Leads

From: Deborah Rathermel, Director   
Bureau of Children's Long Term Support Services

**Home and Community-Based Waiver Medicaid and the  
Children's Long-Term Support Waiver Program**

## Background

Being enrolled in Wisconsin Medicaid is a prerequisite for participation in the Children's Long-Term Support (CLTS) Waiver Program. Any of the following Medicaid sources satisfies this waiver program requirement: SSI, Foster Care, Adoption Assistance, Katie Beckett, BadgerCare Plus, and Home and Community-Based Waiver (HCBW) Medicaid. Of these Medicaid subprograms, income maintenance (IM) agencies handle eligibility for BadgerCare Plus and HCBW Medicaid (also known as "HCBW" or "Waiver MA"). When CLTS applicants or participants are not enrolled in Wisconsin Medicaid through another source, county waiver agencies (CWAs) work with IM to ensure eligible children become enrolled in an acceptable Medicaid subprogram.

## Purpose

This memo provides information about establishing and maintaining HCBW Medicaid for CLTS applicants and participants. It only applies to HCBW Medicaid and does not apply when children have another primary source of Medicaid.

First, the memo describes a change to IM policy that affects processing HCBW for CLTS Waiver Program applicants and participants. Second, it explains HCBW Medicaid eligibility and enrollment for CLTS applicants and participants who are at least 18 years old.

## New Medicaid Policy

Previous Medicaid policy required that CLTS applicants and participants requesting HCBW Medicaid first be tested for BadgerCare Plus eligibility. This policy sometimes resulted in delaying the approval of HCBW Medicaid, which could consequently delay CLTS Waiver Program enrollment.

Effective immediately, IM must first test CLTS Waiver Program applicants and participants for HCBW Medicaid eligibility (per DMS Operations Memo 18-11). This is intended to result in faster Medicaid eligibility determinations, particularly for new HCBW Medicaid applications.

CWA staff will continue the current practice of determining eligibility for the CLTS Waiver Program. When an applicant or participant requires HCBW Medicaid at application and/or recertification, CWA staff will continue to share information with IM, in compliance with federal and state requirements to protect privacy and confidentiality. CWA staff completes and submits the following to IM:

- [Home and Community-Based Waiver Medicaid Enrollment for the Children's Long-Term Support Waiver Program Form, F-02319](#)
- [Medicaid Waiver Eligibility and Cost Sharing Worksheet, F-20919](#)
- Verification of the child's income, if any. Financial eligibility for HCBW Medicaid for the CLTS Waiver Program is based solely on the income of the CLTS Waiver Program applicant or participant and must be verified if there is any. This includes any child support received on behalf of the child. There is no asset test.

Additionally, one of the following occurs, depending on the child's Medicaid status:

- If the CLTS applicant or participant does not currently have HCBW Medicaid, the CWA also sends a completed [Wisconsin Medicaid, BadgerCare Plus, and Family Planning Only Services Registration Application, F-10129](#). When initially applying for HCBW, families will receive a Medicaid case summary in the mail, which they must review for accuracy and either (1) sign and return to IM or (2) call to provide a "telephonic signature." Instructions are included with the case summary.
- Alternatively, when a child is already enrolled in HCBW Medicaid, the CWA does not send IM a Medicaid application form along with the other documents. Instead, IM sends the family a packet in the mail 45 days before the Medicaid renewal is due. The family must follow the instructions on the Pre-Printed Renewal Form (PPRF) to complete the HCBW Medicaid renewal.

IM will process the information CWAs provide to determine HCBW Medicaid eligibility at initial application and renewal. CWAs should be aware that CLTS recertification and HCBW Medicaid renewal dates may not align.

DMS Operations Memo 18-11 further instructs IM workers to use the date that functional eligibility was established (as identified on F-02319) as verification of CLTS Waiver Program eligibility. This replaces the past practice of requiring verification of the CLTS Waiver Program enrollment date.

For new HCBW applications, CWAs can verify the Medicaid eligibility start date by checking interChange or, in accordance with privacy and confidentiality protections, confirming enrollment with IM.

Until the Eligibility and Enrollment Streamlining (EES) system feature that verifies Wisconsin Medicaid enrollment for CLTS participants is fully operational, CWAs are required to continue to verify Medicaid enrollment (from any source) at recertification, in accordance with the EES Interim Guidance dated March 7, 2018. CWAs can document that Medicaid enrollment was verified by any of the following:

- Completing the Medicaid Waiver Eligibility and Cost Sharing Worksheet, [F-20919](#), based on information provided by a collateral contact (IM, Social Security Administration, or Child Protective Services)
- Capturing a screenshot of the child's Medicaid enrollment in interChange
- Receiving a screenshot of the child's HCBW Medicaid or BadgerCare Plus eligibility in CARES

All family members continue to have the right to apply for Medicaid. This new policy is intended to expedite the CLTS Waiver Program applicant or participant's enrollment in Medicaid. It does not change existing policies for other family members who also request health care.

### **Upon Reaching 18 Years Old**

Individuals can be eligible for HCBW Medicaid for the CLTS Waiver Program through age 21. When a CLTS Waiver Program applicant or participant reaches 18 years old and their source of Medicaid is HCBW, they must apply for HCBW Medicaid as the primary person. Federal and state privacy and confidentiality protections prevent the parents of adults from automatically having access to protected information; therefore, these young adults must apply as the head of their own IM case.

When individuals ages 18-21 require HCBW Medicaid, CWA staff submits the following to IM:

- Wisconsin Medicaid, BadgerCare Plus, and Family Planning Only Services Registration Application, [F-10129](#)
- Home and Community-Based Waiver Medicaid Enrollment for the Children's Long-Term Support Waiver Program Form, [F-02319](#)
- Medicaid Waiver Eligibility and Cost Sharing Worksheet, [F-20919](#)
- Verification of the young adult's income, if any

Additionally, CLTS applicants and participants who are ages 18-21, who do not have a court-appointed guardian, and who require HCBW as their primary source of Medicaid must **either**:

- Apply for HCBW Medicaid as the head of their case by signing the application on their own behalf
- Authorize a representative (such as a parent) to complete the application on their behalf by signing the [Authorization of Representative for Medicaid/BadgerCare Plus/FoodShare form, F-10126](#)

For seamless continuity of coverage, young adults who are currently enrolled in the CLTS Waiver Program and have HCBW Medicaid must complete and have this paperwork submitted to IM no later than the month in which they turn 18.

Consistent with current procedures, IM will then send the young adult a packet in the mail 45 days before a Medicaid renewal is due. The CLTS participant or their authorized representative must follow the instructions on the Pre-Printed Renewal Form (PPRF) to complete the HCBW Medicaid renewal.

Following this process will ensure that eligible CLTS participants who are young adults maintain Medicaid for the duration of their enrollment in the CLTS Waiver Program. It does not impact current processes for transitioning youth into adult long-term care programs. CWAs will continue to follow existing processes and procedures for young adults in transition.

### **Assistance**

CWAs are encouraged to direct any questions to [dhsclts@dhs.wisconsin.gov](mailto:dhsclts@dhs.wisconsin.gov).