



Administrative Renewals Project Overview

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Administrative renewals

- Required by the Affordable Care Act.
- Applies to health care renewals only.
- Aligns with the Marketplace practice of renewing eligibility automatically whenever possible.
- Pilot planned for September 2016, with statewide implementation in early 2017.
- At renewal, states must primarily rely on data exchanges to verify or validate income currently on file.
- Is similar in concept to the current practice of administrative renewals, with some key differences.



If data exchanges are available...

- If data exchanges are available to validate the information currently on file, states are not allowed to request information from members.
 - This includes earned income that is found to be reasonably compatible with member-reported information.
- States are expected to assume that household composition and tax filing status have not changed.
- If benefits are approved, states must send an approval notice and a summary of the information used to make the decision.
- Members must report if the information is incorrect, but they do not have to sign or return the summary.



If benefits cannot be approved...

- If data exchanges are not available to validate the information currently on file, states must furnish a pre-printed renewal form (PPRF) to the member.
- Members have at least 30 days to complete and sign the PPRF either by mail, online, or by phone.
- Failure to complete a renewal by the end of the certification period will result in termination of benefits, similar to today's policy and process.
- The PPRF must also be sent if an administrative renewal is completed but would have resulted in pending benefits or termination of benefits.



Use of trusted data sources

- Benefits may not be terminated at renewal based solely on information from a data exchange.
- This is true even for trusted data sources that provide information about Unemployment Insurance (UI) income or income from the Social Security Administration.



Processing in CARES

- Prior to sending out 45-day renewal letters, CARES will assess which health care cases appear to qualify for an administrative renewal.
- A batch cycle will attempt to renew health care for these cases automatically using a process similar to Automated Case Processing (ACP).
 - If benefits are approved, the health care renewal is considered to be complete and will not require further worker action.
 - A notice and case summary will be sent automatically.
 - Successful administrative renewals will not appear as a work items on the dashboard.
 - If other programs are due for renewal, a 45-day renewal letter will be issued based on the current process.



Processing in CARES (con't)

- For health care cases that cannot be renewed administratively, 45-day renewal letters and PPRFs will be issued automatically.
 - We also plan to automate PPRFs for CTS and FoodShare.
- We are planning to have renewals appear on the dashboard as PPRFs or ACCESS renewals are received.
- Otherwise, the renewal process will be “business as usual” for agencies.
- Changes reported after a successful administrative renewal is completed must be applied to the case.
 - For example, if an increase in income is reported during a FoodShare renewal interview, that change would apply to health care, as well.



Differences from today's process

- Administrative renewals must be attempted every year.
- Additional selection criteria may not be applied (for example, only allowing administrative renewals for certain types of BC+ households).
- If a case has a type of income for which a data exchange is not available, then an administrative renewal will not be attempted. This includes households with:
 - Self-employment income
 - Unearned income other than UI, Social Security or Supplemental Security Income (SSI)
 - Tax deductions
- We are still evaluating which types of EBD Medicaid will qualify for administrative renewals.



Implementation timeline

- We plan to pilot administrative renewals in at least one consortium starting in September 2016.
 - Like Real-Time Eligibility, the accuracy of administrative renewals relies heavily on data exchanges, which present significant testing limitations.
 - We plan to select the pilot based on interest from agencies and estimated volume of renewals.
- After validating the process and system changes through the pilot, we plan to implement statewide in early 2017.



Questions?