



Administrative Renewals

IMAC Presentation

January 2025

Background

In August 2023, the Centers for Medicare and Medicaid Services (CMS) issued formal guidance requiring that states complete administrative renewals at an individual level rather than a household level. This means that if any one member can have their eligibility extended using information from data sources, states must complete an administrative renewal for that individual. The rest of the household may then need to complete a regular renewal.

Administrative Renewals (AR) allow cases to be systematically renewed by relying on electronic data sources to verify or validate information on file for health care members.

Overview

On February 22, 2025, enhancements will be made to CWW to comply with CMS guidelines and maximize the number of individuals that are administratively renewed.

- If one or more household members cannot be administratively renewed, only those members will be required to complete a renewal.
- All other members that can be administratively renewed will be if all the information necessary to determine their eligibility is on file or can be verified through data exchanges.

Changes to CWW

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The following enhancements will be made to CWW:

- Separate assistance groups will be built for each individual open under specific health care benefits. This was implemented last October with Continuous Coverage for Children.
- A case comment will be systematically added when an assistance group (AG) is split at the individual level and confirmed.
- A case comment will be systematically added when a partial Administrative Renewal has been confirmed.
- A new alert 647 will be created.
- The FDSH Wage Match data source query frequency will be updated from one day to seven.

Case Comments

The following case comment will be systematically added when the AG's have been split, and the case has been confirmed in the 11th month of the certification period:

“Health care benefits are now explored at an individual level.”

Case Comments - continued

The following case comment will be systematically added when some members' health care benefits are administratively renewed, and some are not:

"At least one member was administratively renewed and found eligible for ongoing health care. Other household members could not be administratively renewed. The household will receive both a 45-day renewal letter with a PPRF and an administrative renewal letter with a summary to review."

Alert code #647

If the case has an AG that has not been split, the split will be attempted as part of the administrative renewal process. If the AG cannot be split, the combined AG will administratively renew without splitting if all rules and conditions are met.

The new alert “647 – Run eligibility to split HC AG” will be generated when an Administrative Renewal was completed and there are individuals in a health care AG that need to be split into their own AG.

Employment Queries Page

Currently, the system allows FDSH requests to be made once per day for the same household. As part of the enhancements, the requests will be restricted to once every seven days.

The Federal Data Service Hub (FDSH) Wage Match section will be updated to reflect the date the last request was made as well as 'No Match Found' note on a separate line.

Employment Queries

State Data Matches

New Hire

Name	Hire Date	Employer Name	Work Location Address
<input type="checkbox"/>	No Request Sent		
	Request Not Allowed		
	Request Not Allowed		
	Request Not Allowed		

SWICA Wage Match

Name	File Date	Wage Amount	Year	Quarter	Employer Number
	04/22/2023	\$3,559.91	2023	1	
	Request Not Allowed				
	Request Not Allowed				
	Request Not Allowed				

Federal Data Matches

National Directory of New Hires (W-4)

Name	Match Date	Hire Date	Employer Name	Work Location Address
No data found.				

FDSH Wage Match

Name	Match Date	Employer Name	Employer FEIN	Recent Pay Date	Gross Amount
	12/11/2024				
	No Match Found				
	Request Not Allowed				
	Request Not Allowed				
	Request Not Allowed				

Add Case Comment


Send RequestPreviousNext

IMMR Report Enhancement

IMMR Reports Enhancement

The following IMMR Reports will be enhanced to include Administrative Renewal statistics at the individual level:

- Health Care Renewals Monitoring Report
- Consortium / Tribal IM Agency Cases Due for Renewal Report



IM Management Reports

Health Care Administrative Renewals (AR) Process Monitoring - Statewide Report

User Selections

Year	2024
Month	July

AR Individual Summary By Benefit Category



Benefit Category	Benefit Sub-Category	Total Individuals Due in 08/2024	Selected for AR (Individual)		Eligibility Confirmed Through AR (Individual)		Total Individuals Failed
			Success	Failure	Success	Failure	
BADGERCAREPLUS		29,838	17,802	12,036	10,201	7,601	19,637
	BADGERCARE PLUS FOR FAMILIES	17,701	7,979	9,722	3,865	4,114	13,836
	BADGERCARE PLUS FOR CHILDLESS ADULTS	10,963	8,720	2,243	5,543	3,177	5,420
	FAMILY PLANNING ONLY SERVICES	1,882	1,407	475	874	533	1,008
EBD MEDICAID		10,052	3,605	6,447	2,598	1,007	7,454
	EBD MEDICAID	5,148	1,843	3,305	1,624	219	3,524
	MEDICAID PURCHASE PLAN	3,063	762	2,301	27	735	3,036
	MEDICARE SAVINGS PROGRAM	6,678	2,815	3,863	2,658	157	4,020
LONG TERM CARE		4,433	547	3,886	471	76	3,962
	IRIS	1,161	373	788	356	17	805
	COMMUNITY WAIVERS	2,548	174	2,374	115	59	2,433
	INSTITUTION MEDICAID	742		742			742

Changes to Correspondence

Administrative Renewal Letter

The Administrative Renewal letter will be enhanced to include the following new sections:

- Individual name(s) and benefit plan name(s) for whom an Administrative Renewal was successfully processed.
- Individual name(s) and benefit plan name(s) for whom Administrative Renewal was unsuccessful. The letter will inform these individuals that they will receive another letter with details on how to complete their renewal.
- Individual name(s) and plan name(s) for individuals not due for renewal at this time.

MILWAUKEE MILWAUKEE ENROLLMENT SERVICES SHAWANOCODEPTOFHUMANSERVICES 6055 N 64TH STREET MILWAUKEE WI 53218		 State of Wisconsin Case #: [REDACTED]	
Mailing Date: 03/10/2025		000001 [REDACTED]	
		The State of Wisconsin is an equal opportunity service provider. This letter contains information that affects your benefits. If you need this material in a different format because of a disability or if you need this letter translated or explained in your own language, please call 1-888-947-6583. These services are free.	
Action Required:			
Review the Information We Have on File			
One or more people in your household are currently enrolled in the health care benefit plan(s) listed in the table below.			
Each year, we must review the information we have on file to see if anyone who is enrolled to get health care benefits can keep getting them.			
Sometimes we are able to renew members based on information we have on file, as long as they review that information and make sure it's correct. Other times, members may have to take action to renew.			
The table below shows the renewal status for the members in your household and each person's next steps:			
Member Name(s)	Benefit Plan	Status	Next Steps
[REDACTED]	BadgerCare Plus	Benefits have been renewed.	Review the summary information we sent and update it if needed (see below).
[REDACTED]	BadgerCare Plus	Annual renewal is due soon.	Watch for another letter with renewal details and due dates.
Case #: [REDACTED]		Date: 3/10/2025	



45 Day Renewal Letter

The 45 Day Renewal Letter will be enhanced to state the individual name(s) and benefit plan(s) for whom a Health Care renewal must be completed.


The table labeled “Who needs to complete a Health Care renewal” will be broken down into four columns:


- Who: Which individual must complete the renewal.
- Benefit Plan: The benefit plan for which the individual must complete the renewal.
- Action Needed: Informing the individual they need to complete the renewal.
- Take Action By: The date by when the individual should take action to complete the renewal.

MILWAUKEE
MILWAUKEE ENROLLMENT SERVICES
SHAWANOCODEPTOFHUMAN SERVICES
6055 N 64TH STREET
MILWAUKEE WI 53218

**State of Wisconsin**
Case #: 

Mailing Date: 03/10/2025

000002





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Action Required:
Your Benefits are Due for Renewal

One or more people in your household need to complete a renewal to keep getting **BadgerCare Plus** benefits. If they do not act by **April 17, 2025**, their benefits could end on **April 30, 2025**. Even if they get benefits back after losing them, there could be time when they are not covered.

As part of their renewal, **members must tell us about any changes in household or income**. They may also need to submit documents that confirm their information (see the “Proof Needed” section of this letter).

The people listed in the table below must complete a renewal to keep getting health care benefits.


Who	Benefit Plan	Action Needed	Take Action By
	BadgerCare Plus	Complete renewal	April 17, 2025

Note: There may be other people in your household getting health care benefits who are not listed. They either do not need to renew their benefits now or we have already renewed their benefits for them based on the information we have on file.

To Renew Your Health Care Benefits

You can complete your health care renewal by phone, online, or by mail:

- By phone – Contact your agency by calling the phone number at the top of this letter.

Case #: Date: 3/10/2025

Questions?