Financial Eligibility: Cost Share

Medicaid Cost Sharing

Medicaid financial eligibility is one of the requirements that must be met to be considered eligible for the IRIS program. Cost share is the monthly amount of a participant's income which must be paid to contribute to the cost of their waiver services. This monthly payment must be made for the participant to maintain Medicaid financial eligibility and IRIS program enrollment.

Cost share is a program-specific obligation and is the responsibility of the enrolled participant. The cost share obligation is monitored by the participant's IRIS Consultant Agency (ICA) and Fiscal Employer Agent (FEA). No cost share payment is required when an admission to a hospital, nursing home, or Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF-IID) results in a stay long enough for the participant to incur a patient liability cost, as determined by the Medicaid source.

1. Establishing Cost Share

a. Cost Share Assessment

Prior to IRIS enrollment, the IRIS applicant's Aging and Disability Resource Center (ADRC) or Tribal Aging and Disability Resource Specialist (ADRS) assists the participant in gathering and completing documentation required to establish financial eligibility. This documentation includes an assessment of the applicant's potential cost share obligation and all medical and remedial expenses that may be considered. This information is provided by the ADRC or Tribal ADRS to the applicable Income Maintenance (IM) agency who processes the application for Medicaid eligibility.

When the application is processed and Medicaid eligibility is confirmed, a cost share obligation may be determined and assigned to the applicant. The IM agency provides the IRIS applicant and the ADRC or Tribal ADRS with applicable cost share information, allowing them to discuss eligibility, enrollment options, and cost sharing requirements. If the applicant decides to proceed with IRIS enrollment, the ADRC staff notifies IM of the decision and makes the referral to the selected ICA to begin the IRIS program enrollment and service planning process, as detailed in the Program Enrollment policy (P-03547).

b. Medical and Remedial Expenses

Medical and remedial expenses are identified recurring monthly costs that are documented and used to reduce a Medicaid recipient's cost share obligation. The

amount of reduction is dependent on an individual's unique medical and remedial expenses, which are identified and recorded on the Medical and Remedial Expense (MRE) Checklist (F-00295). Allowable medical and remedial expenses are detailed within the checklist. This document is completed by the ADRC or Tribal ADRS prior to enrollment and provided to the IM agency. Utilizing the same MRE Checklist form, ICAs are responsible for ongoing oversight of the completion and submission of any updates to medical and remedial expenses after the program referral is received. The MRE documentation should be discussed, reviewed, and verified during enrollment and, at a minimum, annually during face-to-face visits.

c. Initial Cost Share Review

After a program referral is received, the participant enters the referral period, and their ICA begins the orientation process. During this process, the assigned cost share obligation and existing MRE Checklist are reviewed with the participant to ensure accuracy. The ICA will update and re-submit the form to IM, if necessary. Once enrollment is established, the ICA confirms the cost share amount in the Department's enterprise care management system and issues a notification of cost share obligation to the participant.

d. Procedures

Establishing Cost Share

Step	Responsible Partner(s)	Detail
1	ADRC or Tribal ADRS	The ADRC or Tribal ADRS assists the applicant by completing and filing an initial application for Medicaid to the appropriate IM agency, including all cost share related documentation.
2	IM	The IM worker enters the information into the CARES System and determines the participant's eligibility. The system issues an eligibility determination to the ADRC or Tribal ADRS and the applicant. This information will include the assigned cost share obligation, if applicable.
3	ADRC or Tribal ADRS	The ADRC or Tribal ADRS performs enrollment counseling with the applicant. If the applicant selects the IRIS program, the ADRC or Tribal ADRS sends the referral to the selected ICA and the IM agency. The MRE Checklist and the IM-estimated cost share calculation are included with the referral packet.
4	ICA	When the ICA meets with the individual to establish enrollment, they should discuss the cost share obligation and review the MRE documentation for accuracy. The ICA will establish enrollment and provide the program start date to the ADRC or Tribal ADRS and IM agency.
5	IM	Once IM receives the start date, the agency sends a notice to the participant with the application result. The notice includes the monthly cost share obligation amount, if applicable.

Step	Responsible Partner(s)	Detail
6	ICA	Upon enrollment, the ICA verifies the participant's cost share and mails an initial notice of assigned cost share to the participant, including the due date, total amount due monthly, and where to send their cost share payment. The ICA then verifies the cost share obligation in the participant's case within the Department's enterprise care management system.
7	FEA	The FEA documents the participant's cost share obligation internally, for payment documentation purposes. This information should be taken from a report that the FEA can populate directly from the Department's enterprise care management system.
8	FEA and ICA	The FEA and ICAs access cost share data and reports within the Department's enterprise care management system regularly, which includes cost share obligation amounts, payments already made, and payments currently due.

2. Cost Share Monitoring

a. Collection and Monitoring

Participant cost shares are due by the 15th of each month, paid directly to the FEA. The FEA records the payment in the Department's enterprise care management system, which then populates this information into a report that is accessed by the ICA monthly and at will. The ICA accesses the monthly cost share reports to monitor the status of cost share payments made. The ICA discusses any concerns with the participant at the next contact with the participant.

b. Reporting and Assistance

Any time a cost share obligation has been assigned or reassessed, participants and their ICAs are informed of the cost share amount and their effective date. The Department's enterprise care management system receives automatic updates with the new cost share obligation amount and the effective date. The ICA then sends a notification to the participant, informing them of the new cost share total, when it is due, and a reminder of how to submit payment to the FEA.

Any changes in income, assets, or expenses must be reported to the IM agency by the participant within ten (10) calendar days of identification, including any changes in medical or remedial expenses. The ICA will assist in reporting these changes to the participant's IM agency, as necessary. When medical and remedial expenses have been identified to offset a participant's cost share obligation, the ICA continues to monitor these expenses on an ongoing basis, utilizing participant reporting, supporting documentation, and the MRE Checklist form. The ICA reports any changes to medical or remedial expenses to the participant's IM agency within the required timeframe.

c. Procedures

Processing Cost Share Payments

Step	Responsible Partner(s)	Detail
1	Participant	The participant submits their cost share payment to their FEA by the 15th of the month.
2	FEA	The FEA deposits the payment into the Department's designated bank account.
3	FEA	The FEA records the payment received within the Department's enterprise care management system by the 20th of the month.
4	FEA	The FEA mails the monthly cost share statement to the participant by the 25th of the month.

3. Cost Share Nonpayment

a. Delinquency Process

The payment of the cost share is required for continued program eligibility. Nonpayment of the cost share obligation may result in disenrollment from the IRIS Program. If cost share payment is not received by the due date, the first delinquency notice is issued to the participant by the FEA. The FEA also updates the Department's enterprise care management system and uploads the notice to the participant's case, ensuring the ICA is informed of the nonpayment.

If cost share nonpayment continues after the first delinquency, the ICA is responsible for monitoring payment status and sending any subsequent delinquency notices to the participant following continued nonpayment. The ICA uploads all notices to the participant's case within the Department's enterprise care management system. ICAs are also responsible for assisting the participant in any remediation efforts when a participant has cost share arrears. The remediation efforts include establishing repayment agreements, assisting the participant in resolving cost share concerns, and beginning the disenrollment process after three missed payments, if necessary.

b. Repayment Agreements

Following the first cost share delinquency, the ICA discusses any cost share concerns with the participant and offers the participant the chance to repay the arrears through a repayment agreement, utilizing the IRIS Program Cost Share Repayment Agreement form (F-01200). Repayment agreements can last no longer than 12 months. If a repayment plan proves unsuccessful and arrears are not resolved prior to the third delinquency, the ICA initiates the disenrollment process.

c. Procedures

Monitoring Cost Share Payments

Step	Responsible Partner(s)	Detail
1	ICA	The ICA exports cost share reports from the Department's enterprise care management system on or after the 21st of each month to verify paid cost share amounts and any delinquencies that require remediation.
2	FEA	The FEA is responsible for mailing the first delinquency notice to participants who have missed a payment and do **not** have a previous balance of arrears. The FEA then uploads the mailed notice into the Department's enterprise care management system.
3	ICA	The ICA is responsible for mailing the second delinquency notice to participants who have missed a payment and **do** have a previous balance of arrears. The ICA then uploads the mailed notice into the Department's enterprise care management system.
4	ICA	The ICA is also responsible for mailing the previous delinquency notice to participants who no longer have a cost share obligation but **do** have a previous balance of arrears. The ICA then uploads the mailed notice into the Department's enterprise care management system.
5	ICA	By or before the second recorded delinquency, the ICA notifies participants with cost share arrears of the opportunity to negotiate a repayment agreement using the IRIS Program Cost Share Repayment Agreement (F-01200). The ICA monitors established Repayment Agreements. The ICA uploads the signed agreement into the Department's enterprise care management system.
6	ICA	The ICA refers participants for disenrollment when they have missed three cost share payments with no repayment agreement established, or when they have missed a single repayment based on the signed and documented repayment agreement. For additional details on the disenrollment process for cost share nonpayment, review cost share disenrollment requirements in the IRIS Program Enrollment policy (P-03547). **Note**: Disenrollment requests may be retracted if the participant pays all cost share arrears prior to their date of disenrollment.

4. Resources

a. Form and Publication Links

i. Program Enrollment policy (P-03547)
ii. Medical and Remedial Expense (MRE) Checklist (F-00295)
iii. IRIS Program Cost Share Repayment Agreement (F-01200)