



DEPARTMENT OF CHILDREN
AND FAMILIES
Secretary Reggie Bicha
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8684
Fax: 608-261-6972
www.dcf.wisconsin.gov

DEPARTMENT OF HEALTH SERVICES
Secretary Karen E. Timberlake
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhfs.wisconsin.gov

**State of Wisconsin
Governor Jim Doyle**

**TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators**

**FROM: Amy Mendel-Clemens, Chief
Technical Assistance and Training Section
Bureau of Enrollment Management
Division of Health Care Access and Accountability**

BEM/DFS OPERATIONS MEMO		
No: 09-21 (Amended)		
DATE: 4/17/2009		
FS <input type="checkbox"/>	MA <input checked="" type="checkbox"/>	BC+ <input checked="" type="checkbox"/>
SC <input type="checkbox"/>	CTS <input type="checkbox"/>	FSSET <input type="checkbox"/>
CC <input type="checkbox"/>	W-2 <input type="checkbox"/>	EA <input type="checkbox"/>
CF <input type="checkbox"/>	JAL <input type="checkbox"/>	JC <input type="checkbox"/>
RAP <input type="checkbox"/>	WIA <input type="checkbox"/>	Other <input type="checkbox"/> *
EP		
PRIORITY: HIGH		

SUBJECT: "Review Due" Report for Specified Low-Income Medicare Beneficiary Plus (SLMB+), Wisconsin Well Woman Medicaid (WWWMA), Tuberculosis (TB-related) Medicaid, Emergency Services Medicaid

CROSS REFERENCE: Medicaid Eligibility Handbook 32.4
Badgercare Plus Handbook 25.7, 42.7, 39.1
Process Help 61.6, 9.1, 10.1, 11.1

EFFECTIVE DATE: APRIL 20, 2009

PURPOSE:

To provide information about new reports created to notify workers of reviews due for Medicaid programs that are not yet automated in the Wisconsin CARES system. These reports will eliminate the need for agencies to manually track certification periods for these programs.

BACKGROUND:

Because Specified Low Income Medicaid Beneficiary Plus (SLMB+), Wisconsin Well Woman Medicaid (WWWMA), Tuberculosis (TB-related) Medicaid and Emergency Services are manually certified and not processed through the CARES system, an alert is not generated and the customer does not automatically receive a notice that an annual eligibility review is due,.

CHANGE:

Case processing and certification for these programs will continue to be manual. However, the Department will begin providing agencies with a monthly report to identify members who are due for a review for the manually certified programs. Beginning in April, a report will be sent to the CARES and Policy Coordinators during the second week of each month that contains a list of members whose eligibility review is due in the following month.

A new manual standard “review due” notice has also been developed for workers to use when notifying the member of the requirement to complete a review for WWWMA, TB-related MA and Emergency Services. The notice text should be put onto agency letterhead and the text should not be altered. Continue to use the standard letter NC SL 0099 01 SLMB PLUS REVIEW LETTER to notify SLMB+ members their review is due. These manual review due notices should be sent approximately 45 days prior to the end of the certification period.

NOTE: A copy of the Wisconsin Well Woman Medicaid Determination (F-10075) must also be sent with the notice for WI Well Woman Medicaid recertification. This form can be ordered through the normal online process at <http://dhs.wisconsin.gov/forms/PrintFormsOnline.htm>.

ATTACHMENT:

Review Due Letter

CONTACTS:

BEM CARES Information & Problem Resolution Center

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DHS/DHCAA/BEM/MP