STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY

GRAY DAVIS, *Governor*

DEPARTMENT OF HEALTH SERVICES
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June 23, 2000

To: All County Welfare Directors
All County Administrative Officers
All County Medi-Cal Program Specialists/Liaisons
All County Mental Health Directors
All County Public Health Directors
All County MEDS Liaisons

Letter No. 00-31E

ERRATA TO 00-31 : ELIMINATION OF FACE-TO-FACE INTERVIEW AT APPLICATION

The purpose of this letter is to correct and further clarify statements contained in ACWDL 00-31, Elimination of Face-To-Face Interview At Application. This replaces the existing section titled "INCOME VERIFICATION CHANGE". The areas changed are identified by the vertical line on the right margin.

INCOME VERIFICATION CHANGE

Effective July 1, 2000, the following income verification change shall be implemented for all individuals/families applying for Medi-Cal.

Only one pay stub is needed to verify income. The pay stub submitted must be the most current pay stub available to the applicant. It does **not** require the pay stub to have been issued within the last 30 days but must accurately reflect the amount reported on the application.

EXAMPLE:

1. Elaine is paid on a monthly basis on the 1st of each month. Elaine applies for Medi-Cal on July 5th but only has her June 1st pay stub. She has not received her July pay check yet as she has been home ill. Her June stub is acceptable income verification as long as it accurately reflects the amount reported on the application.

2. Jerry is paid weekly every Friday. Jerry applies for Medi-Cal but does not have the last two pay stubs received because he doesn't save them all the time. He did find the pay stub from 3 weeks ago. This pay stub is acceptable income verification as long as it accurately reflects the amount reported on the application.

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If there is a discrepancy between the pay stub submitted and the amount reported on the application, counties may request further pay stubs to determine correct monthly income. Counties may not consider as a discrepancy, income reported on the application that is clearly "NET" earnings.

EXAMPLES:

3. If Elaine listed monthly income of $800.00 on the application and a pay stub is submitted showing earnings of $1,000.00 with payroll deductions of $200.00 – clearly Elaine noted the "Net" rather than the "Gross" amount and counties may not request further verification as this is not considered a discrepancy. Counties will use the "Gross" amount for income calculation.

4. If Jerry listed monthly income of $1,000.00 on the application and a pay stub is submitted for verification which clearly shows that earnings of $1,000.00 are for a one week period only, counties may request further verification as this would be considered a discrepancy.

Reminder: A pay stub reflecting employment in California is acceptable verification of California residency.

- A copy of last year's federal income tax return is acceptable verification if the income tax return reflects the income reported on the application. Counties are to divide the "gross" income reported by 12 to ascertain the monthly income amount. Counties are then to use that monthly income amount to determine the share of cost (SOC).

Eligibility requirements for the Medi-Cal program have not changed with this administrative change. Each case record must contain adequate information with supportive documentation to verify an individual's eligibility. Verification of identity, residence, alien status, social security number, income and/or resources remain a part of the eligibility determination process. **Program eligibility staff is no longer required to view original documents, including original alien documentation. Photocopies of all required documentation are acceptable.**

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In addition to the verifications provided by the applicant, County Social Services Departments shall also use IEVS (Income and Eligibility Verification System) and SAVE (Systematic Alien Verification of Eligibility) to confirm unearned income such as unemployment benefits/disability payments from the Employment Development Department, Social Security benefits from the Social Security Administration, and alien status.

If you have any questions or comments regarding this policy and the current change, please contact Ms. Tanya Homman of my staff at (916) 657-1469.

Sincerely,

ORIGINAL SIGNED BY

Angeline Mrva, Chief
Medi-Cal Eligibility Branch