

## **Ex Parte Review - 2014 Annual Renewals**

The 2014 annual renewal beneficiaries were mailed the Request for Tax Household Information to enable completion of the modified adjusted gross income determination as the tax information was not available. The Department of Health Care Services (DHCS) believes the counties use of the ex parte review process in obtaining required information and verifications was instrumental in their success in renewing Medi-Cal beneficiaries. DHCS issued several All County Welfare Director Letters 14-38; 14-35; 14-32; 14-18; and 14-03 and several Medi-Cal Eligibility Division Information Letters I14-30; I14-23; and I14-02 instructing counties of the requirement to conduct an ex parte review as a preliminary step of the Medi-Cal renewal process. These documents are maintained at the following link: <http://www.dhcs.ca.gov/Pages/default.aspx>.

As part of the ex parte review, counties are required to review a beneficiary's eligibility information and verification for other federal, state, and local social services programs such as Cal Fresh, the California Work Opportunity and Responsibility to Kids, and General Relief. Additionally, counties are required to review any electronic information available to them including the Income Eligibility Verification System, the federal hub, and/or information available through the Medi-Cal Eligibility Data System, that may have information about Social Security benefits and Medicare. Collecting all pertinent information about beneficiaries, prior to requesting information directly from them, enables counties to make the most informed decision regarding eligibility for renewal and continuance of coverage. The ex parte review process also reduces the administrative burden on beneficiaries to provide information already available to counties.