



State of California—Health and Human Services Agency  
**Department of Health Care Services**



EDMUND G. BROWN JR.  
Governor

March 23, 2012

TO: ALL COUNTY WELFARE DIRECTORS Letter No.: 12-13  
ALL COUNTY WELFARE ADMINISTRATIVE OFFICERS  
ALL COUNTY MEDI-CAL PROGRAM SPECIALISTS/LIAISONS  
ALL COUNTY HEALTH EXECUTIVES  
ALL COUNTY MENTAL HEALTH DIRECTORS  
ALL COUNTY MEDS LIAISONS

SUBJECT: DISENROLLING FOSTER CARE CHILDREN FROM THE HEALTHY  
FAMILIES PROGRAM

The purpose of this letter is to inform counties of a change in Healthy Families Program (HFP) policies that allows Foster Care (FC) case workers to request disenrollment of foster care children enrolled in HFP when they become eligible for no-cost Medi-Cal.

FC children who have HFP eligibility at the time they become eligible for no-cost Medi-Cal may experience a delay accessing needed health care through Medi-Cal providers because of their enrollment in the HFP. The current process to disenroll a child from the HFP requires that a written request be submitted by the person who applied for the child. In the case of children who are placed in FC, this is not always possible. Because FC children are under the care and custody of the State, the HFP has modified its disenrollment policies for FC children to allow for their timely disenrollment from the HFP.

New Disenrollment Process Available for FC Children

FC case workers will complete the following procedure to initiate disenrollment from HFP:

- The FC case worker must submit the request for disenrollment in writing.
- The disenrollment request must be submitted on the County's Department letterhead.
- The FC case worker must also provide a court document which indicates that the child is under the care and custody of the State of California.
- The letter and information may be sent by fax or mail to:

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- Fax: (916) 327-6560
- Address:
  - Managed Risk Medical Insurance Board  
Attn: Eligibility and Enrollment Manager  
P.O. Box 2769  
Sacramento, CA 95812-2769

Once the information is received by the HFP, the child's disenrollment from HFP will be effective at the end of the month in which HFP receives the written request.

If you have any questions or if we can provide further information, please contact Lu Sanchez at (916) 552-9579 or by email at [Guadalupe.Sanchez@dhcs.ca.gov](mailto:Guadalupe.Sanchez@dhcs.ca.gov).

Original signed by Robert Sugawara

Robert Sugawara, Acting Chief  
Medi-Cal Eligibility Division