



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



EDMUND G. BROWN JR.  
Governor

October 28, 2015

To: ALL COUNTY WELFARE DIRECTORS Letter No: 15-34  
ALL COUNTY ADMINISTRATIVE OFFICERS  
ALL COUNTY MEDI-CAL PROGRAM SPECIALISTS/LIAISONS  
ALL COUNTY PUBLIC HEALTH DIRECTORS  
ALL COUNTY MENTAL HEALTH DIRECTORS

SUBJECT: Alternate Medi-Cal Application Acceptance

The purpose of this letter is to provide additional policy guidance to counties regarding the acceptance and processing of alternate Medi-Cal paper applications after January 1, 2016.

### Background

As prescribed in Welfare and Institutions (W&I Code), §15926(c)(1), effective October 1, 2013, a single streamlined application (SSApp) is used to apply for Medi-Cal. This SSApp is a joint application that is used to apply for all health insurance affordability programs, including Modified Adjusted Gross Income (MAGI) Medi-Cal, County Children's Health Initiative Program, Medi-Cal Access Program, Covered California Advanced Premium Tax Credits and Cost Sharing Reductions programs. Additionally, when individuals meet the criteria for a Non-MAGI Medi-Cal referral, the SSApp is also used by counties to complete the non-MAGI Medi-Cal determinations along with other supplemental forms as required.

The SSApp is available in paper and online formats. Applicants have multiple options to submit the SSApp including online via the California Healthcare Eligibility, Enrollment, and Retention System portal, by telephone, by mail, by fax, and in person.

Counties were previously advised in Medi-Cal Eligibility Division Letter (MEDIL) 13-12 (issued September 13, 2013) of the requirements of W&I Code, § 15926(c)(4)(G) which states:

“Until January 1, 2016, the department shall instruct counties to not reject an application that was in existence prior to January 1, 2014, but to accept the application and request



any additional information needed from the applicant in order to complete the eligibility determination process. The department shall work with counties and consumer advocates to develop the supplemental questions.”

In accordance with this statute, the Department of Health Care Services (DHCS) instructed counties to continue to accept other existing paper Medi-Cal applications including, but not limited to, the MC 210, MC 321 HFP, and the Statewide Automated Welfare System (SAWS) 2 only until January 1, 2016, if such an application was presented at the county office.

Further, if a county was presented with a paper application for Medi-Cal other than the SSApp, counties were directed to use the application information to complete the MAGI determination and/or ask for additional information in any modality to enable the MAGI determination to be completed in a timely manner.

While DHCS’ previous guidance directed counties to no longer accept alternative applications submitted after January 1, 2016, DHCS has since changed this directive. DHCS is now requiring counties to continue to accept any other alternative paper applications, such as those described above as well as the SAWS 2 PLUS, which are presented at the county office on or after January 1, 2016. Until further notice, counties are to continue to use current procedures which require them to use the information available on the alternative application and ask for additional information or supplemental forms needed to complete the eligibility determination. When following up with the applicant/authorized representative to obtain additional required information requested through the SSApp, such as tax filing information to complete the eligibility determination, counties must also provide the SSApp declaration statement and obtain an up-to-date signature through any of the currently allowable means. Counties are reminded to follow the Second Contact requirements, as outlined in All County Welfare Directors Letter 08-32, to request missing information from the applicant.

DHCS ceased printing and distributing of the MC 210 and MC 321 Healthy Families Program application forms in late 2013. DHCS has also instructed counties to cease printing and distributing alternate application formats. This directive is still in effect. However, small numbers of these alternate forms are still submitted to county offices by applicants, most likely obtaining the forms from the remaining inventories available at various community or provider locations. Therefore, by extending the acceptance of the forms beyond January 2016, DHCS does not expect that counties would receive large volumes of these alternative applications. The exception to this is the SAWS 2 PLUS which allows someone to apply for California Work Opportunity and Responsibility to Kids, CalFresh and Medi-Cal. It is important for consumers to continue to be able to apply for all three programs simultaneously so this application form will continue to be used.



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If you have any questions or require additional information, please contact Lisa Jackson at (916) 552-8429 or by email at [Lisa.Jackson@dhcs.ca.gov](mailto:Lisa.Jackson@dhcs.ca.gov).

Original signed by

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Medi-Cal Eligibility Division