



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



EDMUND G. BROWN JR.
Governor

November 5, 2014

Medi-Cal Eligibility Division Information Letter No.: I 14-54

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE ADMINISTRATIVE OFFICERS
ALL COUNTY MEDI-CAL PROGRAM SPECIALISTS/LIAISONS

SUBJECT: Materials Required at Application and Renewal

The purpose of this letter is to provide counties with guidelines on the materials that must be offered/made available to all households at application for insurance affordability programs and annual renewal.

Materials Provided for Each New Household

In compliance with federal and state requirements (42 Code of Federal Regulations 435.905, Title 22, California Code of Regulations § § 50157 & 50185, Federal National Voter Registration Act of 1993 (NVRA), All County Welfare Directors Letter (ACWDL) 01-06, and the Medi-Cal Eligibility Procedures Manual Section 4S, the Department of Health Care Services (DHCS) is providing guidance on the required process for providing applicants and beneficiaries with informational materials.

County social services offices are required to provide the publications listed, to all households at the time initial application is submitted to the county directly in person, by phone, by mail or through the Statewide Automated Welfare System portal. For applicants who apply through the Covered California's online application portal, counties must provide the materials at the point in time when the county becomes aware that the application has been forwarded to the Medi-Cal program, whether that application has been approved for Medi-Cal, is conditionally eligible, or is pending a Medi-Cal determination. The required documents are:

- MC 219 - Important Information for Persons Requesting Medi-Cal
- Pub 183 and 184 - Child Health Disability Prevention (CHDP) Information
- Pub 68 - Medi-Cal "What It Means To You" Brochure

- MC 003 - Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Brochure
- Women, Infants, and Children (WIC) Brochure
- California Voter Registration Card (VRC)
- National Voter Registration Act Voter (NVRA) Preference Form
- MC 372 - Breast and Cervical Cancer Treatment Program (BCCTP) Flyer
- MC 4034 or GEN 1365 - Multilingual Notification
- Pub 13 - Your Rights Under California Welfare Programs Pamphlet

In addition to these publications, DHCS is developing a cover letter to be used by counties to accompany these materials at initial application. The cover letter will explain that the materials are being provided because the application submitted for insurance affordability programs was sent to the Medi-Cal program for processing. The cover letter will be translated into the required threshold languages and available on the DHCS website for counties. Counties shall ensure the forms are provided to the beneficiary as prescribed, and shall not delay their release of these forms pending the release of the cover letter. DHCS will notify counties through errata to this Medi-Cal Eligibility Division Information Letter (MEDIL), when the cover letter is finalized and available for use.

Materials Provided to Medicare Savings Program (MSP) Only Applicants

MSP only applicants may use the MC 14-A Qualified Medicare Beneficiary, Specified Low-income Medicare Beneficiary, or Qualifying Individual Application instead of the Application for Insurance Affordability Programs. County social services offices shall send the following publications to MSP only applicants:

- MC 219 - Important Information for Persons Requesting Medi-Cal
- Pub 68 - Medi-Cal "What It Means To You" Brochure
- VRC
- NVRA Preference Form
- MC 372 - BCCTP Flyer
- MC 4037 or GEN 1365 - Multilingual Notification
- Pub 13 - Your Rights Under California Welfare Programs Pamphlet

A MEDIL that provides more information on these applications will be released in the future.

Materials Provided to Certain Medi-Cal Applicants

Effective immediately, the following materials which were previously provided to all Medi-Cal applicants are only to be provided, when necessary, as described below.

Property Information

Prior to the implementation of the Affordable Care Act (ACA), the following notices regarding property/resources were provided to all Medi-Cal households. **Effective immediately, the following notices must only be provided to the non-Modified Adjusted Gross Income (MAGI) Medi-Cal applicants that are subject to a property evaluation for Medi-Cal eligibility.** The notices must be provided to the applicant at the point in time the county becomes aware that the applicant will be evaluated for non-MAGI Medi-Cal eligibility:

- MC 007 - Medi-Cal General Property Limitations
- DHCS 7077 - Notice Regarding Standards for Medi-Cal Eligibility
- DHCS 7077-A - Notice Regarding Transfer of a Home for Both a Married and an Unmarried Applicant/Beneficiary

Citizenship/Immigration Status Declaration

Prior to the implementation of ACA, the Statement of Citizenship, Alienage, and Immigration Status (MC 13) was a required form for all Medi-Cal applicants to make a declaration of citizenship/immigration status (with the exception of United States citizens/nationals who claimed citizenship on a signed application). **The MC 13 is no longer a required form to be provided to all applicants at initial application.** Please refer to MEDIL I 14-21 for additional instructions regarding when to use the MC 13.

Materials Provided at Annual Renewal

Counties must provide the following materials to all Medi-Cal households at annual renewal, regardless of whether eligibility is based on MAGI or non-MAGI methodology:

- MC 219 - Important Information for Persons Requesting Medi-Cal
- VRC
- NVRA Preference Form
- MC 372 - BCCTP Flyer
- MC 4034 or GEN 1365 - Multilingual Notification
- Pub 13 - Your Rights Under California Welfare Programs Pamphlet

Additionally, if there are persons under 21 years of age in the family, the following materials must also be provided at annual renewal:

- Pub 183 and 184 - CHDP Information
- MC 003 - EPSDT Brochure

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Forms Revisions

DHCS is in the process of revising certain materials that are provided at initial application and/or renewal. Counties shall continue to provide the current materials until such time as revised forms are available.

If you have any questions or require additional information, please contact Alison Brown at (916) 319-9565 or by email at Alison.Brown@dhcs.ca.gov.

Original Signed By

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