

DEPARTMENT OF HEALTH SERVICES

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August 16, 1994

TO: All County Welfare Directors
All County Administrative Officers
All County Medi-Cal Program Specialists/Liaisons

LETTER NO. 94-64

MC 210 QUESTIONS AND ANSWERS

The purpose of this letter is to provide counties with responses to some of the most commonly asked questions regarding the usage of the revised Statement of Facts (MC 210 8/93 version). These questions were gathered at the advance training classes given by the Department of Health Services and other questions have been received from individual counties since implementation.

USAGE QUESTIONS

QUESTION 1: May counties place all the supplemental forms inside their MC 210 application and redetermination packets?

ANSWER: The supplemental forms should not be given out with the intake packet or in pre-made intake/redetermination packets. The primary purpose of revising the form is to reduce the amount of paperwork required from the applicant/beneficiary and therefore additional information should only be requested on an as needed basis.

However, if a county uses screeners, the screeners may issue the supplemental forms along with the MC 210 packet after reviewing the applicant's particular circumstances. It should be noted that the screeners must be capable of assessing if the supplemental form(s) is/are necessary for the applicant's circumstances.

QUESTION 2: Should counties mail the supplemental forms to the applicant/beneficiary before the face-to-face interview for applications, redeterminations, or when the applicant/beneficiary's circumstances have changed?

ANSWER: As a rule, the supplemental forms should not be mailed to the applicant before the face-to-face interview. However, if the county has set up certain procedures in which the worker has access to, and reviews, the MC 210 (core document) before the face-to-face interview, and enough time is available to mail a needed supplemental form(s) to the applicant for completion in advance, this is permitted.

Additionally, at redetermination, if the worker reviews the existing MC 210 already on file and determines that supplemental forms are likely to be needed, one or more supplemental forms may be mailed to the beneficiary along with the MC 210 (core document).

Also, if it becomes known through the Quarterly Status Report process (or other means) that a beneficiary's circumstances have changed and additional information is required (for example, the absent parent moving back into the household), then the appropriate supplemental(s) may be mailed to the beneficiary to obtain this information.

Under these conditions, the worker should also list the enclosed supplemental forms on a copy of the signature page of the MC 210 in the area below the signature block. The applicant/beneficiary should be instructed to initial and date in this area of the form. It would be helpful for the worker to highlight the area the applicant/beneficiary is to initial and date.

QUESTION 3: Are the counties required to review the supplemental forms in person with the applicant/beneficiary or can the applicant/beneficiary return the supplemental forms by mail?

ANSWER: As stated in Question number 2 above, it is preferable to review the supplemental forms in person with the applicant/beneficiary at the face-to-face interview. However, if necessary, the supplemental forms may be sent and returned by mail. Workers may also clarify answers by phone as long as the phone call is documented in the case file.

QUESTION 4: Should the county deny the application if the applicant/beneficiary fails to complete and/or return one of the supplemental forms?

ANSWER: If the supplemental form was issued to the applicant/beneficiary in order to determine eligibility, the worker should attempt to contact the applicant/beneficiary to obtain the necessary information. If the applicant/beneficiary fails to submit the supplemental form or provide the necessary information when requested, the application may be denied, as required in Section 50165 of Title 22. The case must be well documented to indicate that the supplemental form(s) was/were issued and that the applicant/beneficiary was provided at least one written reminder to submit the necessary information by a specified date.

QUESTION 5: Should the county deny the entire application if the applicant/beneficiary completes but fails to sign one of the supplemental forms?

ANSWER: It is not necessary for the applicant/beneficiary to sign any of the supplemental forms except the MC 210 S-I (Income In-Kind/Housing Verification) Part II when it is being used to verify residency. In all other circumstances it is enough for the applicant/beneficiary to initial and date next to the section on the bottom portion of the signature page where the worker lists which supplemental forms were given to the applicant/beneficiary.

QUESTION 6: If the applicant/beneficiary has only one bank account and/or car and no other property, is the MC 210 S-P (Property/Resources) required?

ANSWER: No. There is room on the MC 210 (core document) to list one bank account and one car.

The standard to follow is, if the worker can get all the necessary information on the MC 210 (core document), there is no need to give the supplemental form. However, the worker must make sure that the information given by the applicant/beneficiary is enough to identify the property and determine eligibility. For example, in addition to the information already requested on the MC 210 (core document), vehicles need to have this additional information listed: make and model, year, registration class, amount owed, and whether or not the vehicle is used for transportation or a home.

QUESTION 7: Whenever issuing a supplemental form, for example the MC 210 S-P, is it necessary for the applicant/beneficiary to answer all the questions on the supplemental form?

ANSWER: No. The applicant/beneficiary need only answer the questions that pertain to his/her circumstances. It may be helpful for the worker to highlight the questions the applicant/beneficiary needs to answer. However, if the applicant/beneficiary fails to provide enough information on the supplemental form to determine eligibility, the worker must attempt to contact the applicant/beneficiary as outlined in number 4 above.

QUESTION 8: May a county choose to use its own version of the MC 210 or another form (such as the Statement of Facts/Cash Aid and Food Stamps-JA 2) instead of the form issued by the Department?

ANSWER: It depends on if the form to be replaced is the MC 210 (core document) or a supplemental form and if the county's version has been approved by the Department. For example, the MC 210 (core document) may not be replaced by any other form except in those counties that are currently participating in the Statewide Automated Welfare System (SAWS) project.

On the other hand, most of the supplemental forms may be replaced as long as the forms have been approved by the Department. The exception is when the MC 210 S-I, Part II is being used to verify residency for an applicant/beneficiary living with a relative. In this instance, no other forms may be substituted for the MC 210 S-I, Part II.

QUESTION 9: There are no questions about the Transitional Child Care program (TCC) on the MC 210 (core document). Are there any questions regarding TCC on any of the supplemental forms?

ANSWER: No. It has been suggested that a question regarding TCC be added to the MC 210 (core document) at the next revision.

Until then, the worker should ask if the applicant/beneficiary has help paying his/her dependent care costs.

QUESTION 10: There is no reference under the property section on the MC 210 (core document) about whether a vehicle is used for transportation or a home. Will the Department change this on the next revision?

ANSWER: Yes, this change will be included in the next revision. Until then, the worker may choose to ask the applicant/beneficiary to state this information on the MC 210 (core document) rather than gathering this information on the MC 210 S-P. In this situation the worker must make sure that the applicant/beneficiary indicates whether or not the vehicle is used for transportation or a home on the MC 210 (core document).

SHELTER EXPENSES AND RESIDENCY QUESTIONS

QUESTION 11: Where do the counties document if a person has shelter expenses other than Income in Kind (IIK) or buying/owning a home?

ANSWER: This information is captured in Question 7. b. of the MC 210 (core document). Even though Question 7. a. requests information about the names and relationships of other persons living in the home, Question 7. b. requests information about the applicant/beneficiary's living arrangements other than IIK or buying/owning a home.

QUESTION 12: If the applicant/beneficiary is receiving IIK, is it mandatory that Part I., Sections A & B of the MC 210 S-I be completed?

ANSWER: The applicant/beneficiary need only complete the MC 210 S-I to verify IIK if he/she disagrees with the income amount given as the chart value.

QUESTION 13: If the MC 210 S-I, Part II replaces the MC 213, why isn't it sufficient evidence of residency?

ANSWER: The MC 210 S-I, Part II is sufficient to meet the evidence requirement for verification of residency, but does not necessarily establish that the applicant is a resident of California. The final determination of residency must be based on a review of all available evidence including, but not limited to, the information provided on the MC 210 S-I.

WORK HISTORY AND EMPLOYMENT

QUESTION 14: Should counties issue the MC 210 S-W (Vocational and Work History) when determining if the applicant has unconditionally available income even though the linkage in the case is other than Aid to Families with Dependent Children (AFDC) Unemployed-Parent (U-Parent) deprivation?

ANSWER: The MC 210 S-W should only be given when determining if there is AFDC U-Parent deprivation. Information needed to determine whether the applicant has access to unconditionally available income is available to the counties through the Income Eligibility Verification System (IEVS).

OTHER FORMS

QUESTION 15: Does the revised MC 210 change the way counties process Edwards v. Kizer cases?

ANSWER: No, the revised MC 210 does not supersede or make obsolete the Determination of Medi-Cal after AFDC Discontinuance (MC 210 E). Edwards v. Kizer cases are to be processed as per current procedures.

QUESTION 16: Will long-term care (LTC) cases continue to use the Redetermination for Medi-Cal Beneficiaries (Long-Term Care in Own MFBU-MC 262) for redeterminations with the Public Guardian or beneficiary representative?

ANSWER: The revised MC 210 does not make the MC 262 obsolete; the MC 262 shall be used as per current procedures.

QUESTION 17: Is the Pickle Property Form (MC 210 B) obsolete now that questions are included on the MC 210 (core Document) and MC 210 S-P?

ANSWER: The MC 210 B is not made obsolete and is still required for Pickle cases at the present time.

QUESTION 18: Is the Property Worksheet (MC 176 P) still required in the case file, now that there are property total lines on page 3 of the MC 210 (core document)?

ANSWER: Yes, the Property Worksheet (MC 176 P) is still required. The property total lines on page 3 of the MC 210 (core document) are a convenience. The MC 176 P has spaces for deductions and deduction calculations that are not on the MC 210 (core document) or MC 210 S-P.

QUALITY CONTROL (QC) QUESTIONS

QUESTION 19: Is there a cutoff date after which a QC error will be charged to the county if a revised MC 210 is not in the case folder at intake or redetermination?

ANSWER: No, since QC only charges errors for differences in share of cost and eligibility factors, an error will not be charged to the county. However, if a pattern is found that indicates the usage of obsolete MC 210 Statement of Facts forms, QC will issue a letter to county management.

QUESTION 20: Will QC charge errors to counties for incomplete forms?

ANSWER: See the policy outlined in number 19 above.

The Department's general policy is that all the questions on the core document need to be completed by the applicant/beneficiary at this time. On the supplemental forms, the applicant/beneficiary need only answer those questions that pertain to his/her circumstances. In other words, if enough information needed to determine eligibility is given on the supplemental form, the rest of the questions can remain unanswered.

MISCELLANEOUS QUESTIONS

QUESTION 21: Will the Department translate the next revision of the Statement of Facts (MC 210) to other languages (for example, Hmong, Chinese, Japanese, Vietnamese, etc.)?

ANSWER: The Department will be working on this in the future, along with the translation of other Medi-Cal forms.

We hope that this set of MC 210 questions and answers covers the areas on which you have asked for clarification. However, if you have further questions that were not answered by this letter, please call Leanna Pierson of my staff at (916) 654-0630.

Sincerely,

ORIGINAL SIGNED BY
RICARDO BUSTAMANTE for

Frank S. Martucci, Chief
Medi-Cal Eligibility Branch