



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



January 23, 2023

Medi-Cal Eligibility Division Information Letter No.: I 22-43E

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

SUBJECT: ERRATA TO THE MEDI-CAL ELIGIBILITY DIVISION INFORMATION  
LETTER NO. I 22-43 for COVID-19 Public Health Emergency Unwinding  
Period: Adding a Person to an Existing Case  
(References All County Welfare Directors Letter 22-18, Medi-Cal Eligibility  
Division Letter I 22-42)

The purpose of this errata is to provide counties with updated direction on adding a person to an existing case during the Continuous Coverage Unwinding Period.

Corrections to MEDIL I 22-43 are recorded using the following:

- ~~Strikethrough~~ for deleted language; and
- **Underline and bolding** for adding new language.

### **Adding a Person to an Existing Case**

Adding a person to an existing case during the ~~COVID-19 PHE~~ **Continuous Coverage** Unwinding Period is considered a change in circumstance. See MEDIL I 22-42 for guidance to add a person to an existing case. If an individual submits an application for Medi-Cal benefits, and the county adds the applicant to an existing case, the county shall process the application and determine eligibility for the applicant as outlined in MEDIL I 22-42. For the remainder of the household, counties shall only process a change in circumstances if a positive change would result for any member of the original household. See, All County Welfare Directors Letter (ACWDL) 22-18, “Change in Circumstances” requirements. If the individual added to the case is not seeking benefits, the county shall process the addition of the individual as a change in circumstances for the household only if a positive change would result for at least one household member.

**Examples for adding an individual during the PHE Continuous Coverage Unwinding Period who is requesting Medi-Cal benefits**

*Adding an individual with a positive change for the original household prior to the annual renewal*

The individual is applying for Medi-Cal benefits and is requesting to be added to an existing case. The county processes the application and confirms eligibility for the newly added person. The county determines that adding the applicant to the case would result in a positive eligibility result for at least one member of the original household. If the annual renewal had not yet been completed during the PHE Continuous Coverage Unwinding Period, the county will conduct the annual renewal for the entire household at that time. Accordingly, the county will conduct an ex parte review and collect the necessary information to add the individual to the case. If the ex parte redetermination fails to support continued eligibility, the county will send a prepopulated annual renewal form and follow all renewal procedures. If the annual renewal had already been completed during the PHE Continuous Coverage Unwinding Period, the county shall follow the guidance outlined in MEDIL I 22-42.

*Adding an individual with a negative or neutral change for the original household prior to the annual renewal*

The individual is applying for Medi-Cal benefits and is requesting to be added to an existing case. The county processes the application and confirms eligibility for the newly added person. The county determines that adding the individual to the case would result in the household exceeding Medi-Cal's income limits. The county will not conduct the annual renewal for the entire household at that time and ~~the county will delay acting upon the added individual in the existing case until~~ **will conduct** the scheduled annual renewal during the PHE Continuous Coverage Unwinding Period. **However, the county must act timely to approve or deny benefits for the individual applying for Medi-Cal benefits. The county should seek technical assistance from the Statewide Automated Welfare Systems (SAWS) as needed for workarounds such as manual Notices of Actions or system overrides to finalize the eligibility determination for the individual requesting Medi-Cal.**

*Adding an individual to the original household after the annual renewal*

The individual is applying for Medi-Cal benefits and is requesting to be added to an existing case. The county shall follow the guidance outlined in MEDIL I 22-42 and process the change in circumstances.

**Examples for an adding an individual during the PHE Continuous Coverage Unwinding Period who is not requesting Medi-Cal benefits**

*Adding an individual with a positive change for the original household prior to the annual renewal*

An individual is requesting to be added to an existing case and the individual is not applying for Medi-Cal benefits. The county determines that adding the applicant to the case would result in a positive eligibility result for at least one member of the original household. If the annual renewal had not yet been completed during the PHE Continuous Coverage unwinding period, the county will conduct the annual renewal for the entire household at that time. Accordingly, the county will conduct an ex parte review and collect the remaining necessary information to add the individual to the case. If the ex parte redetermination fails to support continued eligibility, the county will send a prepopulated annual renewal form and follow all renewal procedures. If the annual renewal had already been completed during the PHE Continuous Coverage Unwinding Period, the county shall follow the guidance outlined in MEDIL I 22-42.

*Adding an individual with a negative or neutral change for the original household prior to the annual renewal*

An individual is requesting to be added to an existing case and the individual is not applying for Medi-Cal benefits. The county determines that adding the individual to the case would result in the household exceeding Medi-Cal's income limits. The county will not conduct the annual renewal for the entire household at that time and the county will delay acting upon the added individual in the existing case until the scheduled annual renewal during the PHE Continuous Coverage Unwinding Period.

*Adding an individual to the original household after the annual renewal*

An individual is requesting to be added to an existing case and the individual is not applying for Medi-Cal benefits. The county shall follow the guidance outlined in MEDIL I 22-42 and process the change in circumstances.

If you have any questions or require additional information, please contact Derek Soiu by phone at (916) 345-8193 or by email at [derek.soiu@dhcs.ca.gov](mailto:derek.soiu@dhcs.ca.gov).

**Original Signed By**

Yingjia Huang, Acting Chief  
Medi-Cal Eligibility Division