NYC HUMAN RESOURCES ADMINISTRATION

Medical Insurance and Community Services Administration (MICSA)

Medicaid Alert

April 26, 2006

Pooled Trust Submissions

Please note the following requirements for consumers with Pooled Trusts who want to receive or retain income and/or resource disregards at either application or renewal:

At Application:

Be sure that the Pooled Trust documents submitted with each application contain proof that deposits of income and/or resources were made into the Pooled Trust from the date the trust was established until the month of application.

At Renewal:

While a consumer who documented a Pooled Trust at either application or prior renewal does not need to re-document the Pooled Trust Joinder Agreement, the consumer will need to send proof that the income/resources disregarded in the prior year were **deposited** into the trust.

Acceptable proof includes the following:

- An annual statement from the Pooled Trust showing the deposits;
- Bank statements showing direct debits or cleared checks to the Pooled Trust;
- Copies of the cancelled checks to the Pooled Trust;
- Copies of deposit receipts or a signed letter from the Pooled Trust Administrator confirming receipt of the deposits.

Applications or renewals that are submitted without this documentation will be deferred. If documentation submitted at application or renewal shows only partial deposits of income/resources in the period of time prior to the consumer's application or last renewal, then only the documented portion of the consumer's income/resources will continue to be exempted.

Reminder: Consumers must submit proof of disability along with their Pooled Trust Joinder Agreement. Provision of any of the following will eliminate the need for a new Disability Determination having to be completed before any budgetary disregard can be applied.

- Continued on reverse -

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For consumers **Under Age 65:**

- A Medicare Card, current SSDI award letter or other letter from the Social Security Administration that confirms current disability status;
- A current disability determination from HRA's Disability Review Division (DRD);
- A current disability determination from the New York State Disability Review Team.

For consumers **Age 65 and Over:**

- An SSDI award letter **or** other letter from the Social Security Administration stating that the consumer was determined to be disabled before reaching her/his 65th birthday and that the disability continued up to her/his 65th birthday;
- A disability determination from HRA's DRD or SDRT indicating that the consumer was found to be "Group I Disabled" before reaching her/his 65th birthday.

PLEASE SHARE THIS ALERT WITH ALL APPROPRIATE STAFF