

MEDICAID ALERT

June 10, 2014

Submission of Medicaid Application Reconsideration and Reapplication Requests

The purpose of this ALERT is to notify outside submitters of changes to HRA's process for submitting case reconsideration and reapplication requests. Both processes are being standardized across the Medical Insurance and Community Service Administration's (MICSA's) Divisions, with the exception of the Nursing Home Division. The reconsideration process is also being renamed.

Request for an Agency Conference

MICSA's Reconsideration Request form (MAP-3069b) has been renamed to "Request for an Agency Conference." It replaces forms MAP-751, MAP-751a, MAP-751h and MAP-751j which were previously used by various MICSA divisions to accept requests for case reconsiderations. When an outside submitter who has been approved for centralized submissions believes that an error has been made on a Medicaid case determination, or that consumer demographics were improperly entered, the submitter must complete and submit the MAP-3069b **within 60 days of the case decision** to the MICSA division who handled the Medicaid application initially to request reconsideration/correction. Details regarding the reason for the request for the re-evaluation should be included on the reverse of the form. MICSA staff will re-evaluate the case and annotate the bottom of the form to indicate the action taken/case determination.

This process does not apply to Medicaid cases submitted to the Nursing Home Eligibility Division (NHED). This Division has a separate process for handling Agency Conference requests. To request a conference with NHED, Residential Health Care Facilities, attorneys and consumers must continue to call MICSA Fair Hearing at (718) 637-2426. A conference with NHED may be rescheduled by calling (929) 221-2265 or (929) 221-3526. A notice confirming a Nursing Home conference scheduled and re-scheduled date and time will be mailed to the requestor.

The Home Care Division is instituting a process to accept Requests for Agency Conference. We will publish a separate ALERT with additional details on this new process shortly.

Requests for an Agency Conference are only appropriate when they are based on information already submitted. If an agency would like to submit new or additional information/documents, this is considered a Reapplication, which is detailed further below.

Reapplications

When new or additional information/documentation is available to be submitted **within 30 days** of the initial eligibility determination, this information can be submitted using the MAP-3069c Reapplication Form. The reapplication process allows for the submission of additional information/documentation **without** the completion of new DOH-4220. The application date, however, becomes the date of the submission of the additional information. Reapplications can be submitted to all MICSA divisions, including the Nursing Home Division.

Currently, requests for Agency Conference and Reapplications must be submitted manually. Work is underway to allow these requests to be submitted through EDITS if the initial application was submitted in EDITS. EDITS submitters will notified as soon as electronic submission capability is made available.

PLEASE SHARE THIS ALERT WITH ALL APPROPRIATE STAFF