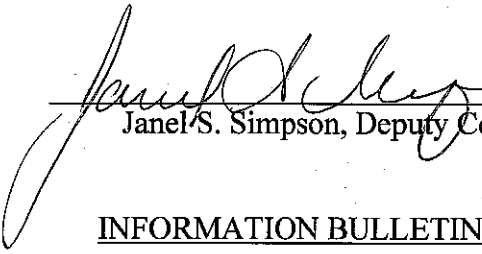# STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
PROGRAM INFORMATION BULLETIN

Janel S. Simpson, Deputy Commissioner

Immediately
Effective Date

INFORMATION BULLETIN NO: 16-07

PROGRAMS: HUSKY A, C and D;
Medicare Savings Program and
MED-Connect

Subject: HUSKY C and Medicare Savings Program Referrals from Access Health CT

Overview	This Program Information Bulletin (PIB) describes a process that facilitates the determination of HUSKY C, MED-Connect and Medicare Savings Program (MSP) eligibility for elderly and disabled individuals who apply for health coverage through the Access Health CT (AHCT) system and who are not eligible for HUSKY A or HUSKY D. This PIB should be used in conjunction with Forms Transmittal 16-24.
Background	Individuals apply for health coverage, including HUSKY A and HUSKY D, through the AHCT shared system. Elderly and disabled individuals may be eligible for HUSKY A. Disabled individuals who are not receiving Medicare may qualify for HUSKY D. Prior to October 2015, elderly and disabled individuals who apply through the AHCT system and who are not eligible for HUSKY A or HUSKY D have had to file separate HUSKY C, MED-Connect and MSP applications. Similarly, elderly and disabled HUSKY A and D clients who lose eligibility have had to apply separately for HUSKY C, MED-Connect and MSP. This referral process, which began October 2015, bridges AHCT HUSKY A and D eligibility determinations and determination of HUSKY C, MED-Connect and MSP eligibility for elderly and disabled individuals. This process is used for ineligible HUSKY A and D applicants, as well as for HUSKY A and D recipients who lose eligibility. The importance of this process is it preserves the original AHCT application date and fulfills our obligation to review eligibility in all appropriate categories of Medicaid.
New Forms to be Used in this Process	Please refer to Forms Transmittal 16-24 for the following forms: • W-1348HUSC (English) Asset Supplement Form • W-HUSCCL (English) Cover Letter • W-1348HUSCS (Spanish) Asset Supplement Form • W-HUSCCLS (Spanish) Cover Letter

The HUSKY C Referral Process	• Each week, AHCT will create a file of individuals who are denied or who lose HUSKY A and HUSKY D assistance but who may qualify for HUSKY C, or MSP. Potential HUSKY C and MSP applicants are any of the following:
	➢ 65 years of age or older;
	➢ Receiving Medicare;
	➢ Receiving Social Security Disability (SSDI) benefits; or
	➢ Indicates a disability on the AHCT application.
	• MED-Connect individuals will need to meet the disability criteria and the employed criteria.
	• AHCT sends this file each week to Sir Speedy, AHCT's printing contractor, and to Xerox, our community partner.
	• Sir Speedy will mail the identified consumer the two DSS forms:
	1) The W-1348HUSC, title "HUSKY C Supplemental Form". Form W-1348HUSC includes questions about assets and non-MAGI income.
	2) The W-HUSCCL form, a HUSKY C cover letter that explains the eligibility requirements for HUSKY C, MED-Connect and MSP (please see Forms Transmittal 16-24). The cover letter advises that the HUSKY C Supplemental Form must be completed and returned within 20 days of the original AHCT application date to the DSS Scanning Center in order to preserve that date as the application date for HUSKY C, MED-Connect and MSP.
	• Xerox will screen (function "J") or Application Register HUSKY C and MSP applications in EMS or ImpaCT, respectively, for the individuals listed in the file.
	• HUSKY C and MSP AUs screened by Xerox will automatically be denied at the appropriate Standard of Promptness (SOP) if no further EMS processing is done. This means that pending HUSKY C and MSP AUs will appropriately close ("D 230") when the individual does not return the W-1348HUSC, HUSKY C Supplemental form.
	• When the W-1348HUSC forms are received in ConneCT, DSS staff will find the associated AHCT application in AHCT, search by AHCT Person ID and application date and complete remaining EMS functions ("O", "P" and "Q") as appropriate.
	• DSS staff will issue a W-1348 if needed for asset verifications, referrals to Social Security to apply for disability benefits etc.
	• Individuals who indicate "having a disability", but do not receive Social Security disability benefits, must be referred to Social Security to apply for these benefits.
	• DSS eligibility staff may need to make referrals to Colonial Cooperative Care to establish a disability.
	• If any HUSKY C or MSP applications remain pending at the Standard of Promptness, DSS staff must enter delay reason codes.
	• Pending HUSKY C and MSP AU's that have an active companion program (such as SNAP) will not automatically be denied on EMS at the program SOP if updates are made on the companion AU. If the applicant is determined ineligible for HUSKY C or MSP, or if the

	applicant fails to complete the application process, these cases will need to be denied manually using code 552.
The AHCT Primary Applicant May Not be the Potential HUSKY C, MED-Connect or MSP Applicant	There are cases where a household member other than the individual who is identified as potentially eligible for HUSKY C, MED-Connect or MSP applied through the AHCT system. The potential HUSKY C, MED-Connect or MSP applicant could be the spouse or adult child of the individual submitting the AHCT application. In the AHCT file, the person who applied is identified as the "subscriber", and the person who has been identified as potentially eligible for HUSKY C,MED-Connect or MSP is the "primary applicant". The HUSKY C and MSP AUs is screened for the "primary applicant" with the subscriber as the Authorized Representative (AREP). W-1348HUSC forms signed by either the "primary applicant" or the "subscriber" (see above) must be accepted. See the examples below for common situations to which this will apply. Example 1 - Mary Jones applied in AHCT for herself and her spouse, Ed Jones. Both are denied, but only Ed Jones is identified as having potential HUSKY C eligibility. The AHCT file lists Mary Jones as the "subscriber" and Ed Jones as the "primary applicant".

Example #1

SUBSCR_FIRST_NAME	SUBSCR_LAST_NAME	APPLIC_FIRST_NA	APPLIC_LAST_NA
Mary Jones	Mary Jones	Ed Jones	Ed Jones

Example 2 - Mary Jones applies for both her and her husband in the AHCT system and both her and her husband are denied. Both are identified as potential HUSKY C clients. The AHCT file lists Mary Jones the "subscriber" two times, and as the "primary applicant" one time with her husband, Ed Jones as "primary applicant" one time.

Example #2

SUBSCR_FIRST_NAME	SUBSCR_LAST_NAME	APPLIC_FIRST_NA	APPLIC_LAST_NA
Mary Jones	Mary Jones	Mary Jones	Mary Jones
Mary Jones	Mary Jones	Ed Jones	Ed Jones

Processing in ConneCT	• The forms used in the process will appear in the following work queues and categorized as the following document types: • Many of these documents will not be indexed with the Client ID when pulled as a work item in ConneCT (much like a new application). • DSS will need to index the forms and all associated documents with the Client ID after DSS either identifies the individual as a known client or after DSS assigns a new Client ID in the EMS application screening process. • When the worker pulls the work item, the worker needs to remember to index the W-1348HUSC form (W-1348HUSCS Spanish version) with the Client ID. • If the client submits associated verifications (i.e. bank statements, income verifications), these items will be coded in ConneCT as document types "assets" or "income verification", and may need to be manually indexed with the Client ID. • The W-HUSCCL form (W-HUSCCLS Spanish version) is a cover sheet that is sent to the client to provide information. • The client does not need to return it to DSS, but if it is sent to Scan-Optics, it will be put into the "Application" task queue and document type ""application".
Processing in EMS	• DSS staff should only take action when the W-1348HUSC is returned (the cover sheet alone is not sufficient to continue the application). W-1348HUSC forms signed by either the "primary applicant" or the "subscriber" (see above) must be accepted. • In almost all cases, Xerox will have screened the HUSKY C and the MSP AU before the client returns the W-1348HUSC. In the event that an AU cannot be identified, DSS eligibility staff will need to screen a HUSKY C and/or Medicare Savings Program application into EMS. • Xerox will not screen a MED-Connect application. DSS must determine when MED-Connect application is appropriate and process it accordingly. • The HUSKY C and MSP AU should be screened with the person who is identified in the AHCT report as potentially eligible for HUSKY C as the head of household. *As described above, this is not always the person who submitted the AHCT application.* • The HUSKY C assistance unit rules apply when building the assistance unit on EMS. For example, legal spouses need to be put on the STAT screen with the appropriate relationship and financial responsibility codes ("AS" when the spouse is applying for or receiving assistance in the same Medicaid category as the applicant

	or "NA" when the spouse is neither an applicant for or recipient of assistance in the same Medicaid category as the applicant.
	• The AHCT applicant will be included in EMS as an AREP if the AHCT applicant is someone other than the potential HUSKY C client (such as the spouse, or parent of an adult child). On the CIRC screen, place a "Y" next to "AUTH REP"
	• DSS eligibility staff will need to search in AHCT for the applicant's associated AHCT application and match the client information with the associated screens in EMS.
	• In addition to updating EMS with information obtained from AHCT such as the applicant's income, eligibility staff should update EMS with the information provided on the W-1348HUSC and the accompanying verifications.
	• If the AHCT record and W-1348HUSC provide enough information the eligibility staff must complete processing the HUSKY C, MED-Connect and MSP applications. If more information is needed, the worker will need to send a W-1348 to request the required information.
	• Enter appropriate application delay reason codes if applications remain pending at the Standard of Promptness.
	• If the client has not provided all the information, but has submitted enough to determine the client doesn't meet the HUSKY C eligibility criteria, such as excess assets, deny the application and do not request further information.
	• If the W-1348HUSC form is not returned, EMS should automatically deny the screened HUSKY C and MSP application for reason code 230 (failure to complete the eligibility process) and the denial notice will be issued from EMS.
	• If a worker sees a pending HUSKY C case on EMS, the worker should search ConneCT by client name to see if the W-1348HUSC form has been returned.
	• If the W-1348HUSC form has not been returned by the 30th day from the AHCT application date DSS eligibility staff should deny the application reason 552.

Processing in ImpaCT	• DSS worker receives an alert code 1006 "data collection has not been completed".
	• DSS worker finds the corresponding application in AHCT.
	• DSS worker completes the data collection for the medical application that was already registered in ImpaCT.
	• DSS worker searches ImpaCT documents and Connect to see if the client has returned the W-1348HUSC.
	• When the W-1348HUSC form has been returned, the DSS worker updates ImpaCT with all information on the W-1348HUSC and any submitted proofs.
	• If verifications are required and not submitted for items such income and assets, a missing verification checklist will be created in ImpaCT.
	• If the applicant does not return the W-1348HUSC, ImpaCT will automatically deny the pending medical application on the 30th day.
	• If the applicant returns the W-1348HUSC, but does not send proofs that have been requested on the verification checklist, deny.
Other Considerations	• Unless the applicant already receives Social Security disability benefits, he or she is required to apply for this potential benefit income with the Social Security Administration. The HUSKY C application should not be kept pending solely waiting for the actual receipt of Social Security disability benefits provided that disability has been established.
	• If the applicant is applying on the basis of a disability, but does not already have an approved disability determination from the Social Security Administration or Colonial Cooperative Care (CCC), DSS eligibility staff should send an email referral to CCC to initiate the disability determination process.
	• CCC will assemble the medical packet and send the packet to the applicant with the instructions for completion and return of the packet to CCC. Refer to the CCC process in the Workers Toolkit.
	• The W-1348HUSC is only to be used as a supplement to an application made thru the AHCT system. **This form does not serve as an application or request for assistance when received alone and there is no record of an application within the prior 30 days made in the AHCT system.** If this occurs, please instruct the applicant to submit an online ConneCT application or a W-1E (or W-1QMB if only applying for MSP) and advise that the application date will be the date the new application is received by the department.
	• If the client drops off a W-1348HUSC in the DSS office, process the form in the office and follow office procedures for sending items for back-scanning to DSS Scanning Center.
	• Although the W-1348HUSC instructs clients to submit within 20 days from the AHCT application date, DSS staff should accept the form through the 30th day following the AHCT application date. DSS staff

	must continue EMS processing (Interview "O" at minimum) to prevent the AU from inappropriately closing.
	• If a W-1348HUSC form is received after the 30th day from the date of application at AHCT, advise the applicant to submit an online ConneCT application or a W-1E (or W-1QMB if only applying for MSP). The W-1348HUSC form cannot serve as a new application or request for assistance. Advise that the application date will be the date the new application is received by the department.

Disposition: Please retain this bulletin for future use
Distribution: DSS Field Office Staff
Responsible Unit: Eligibility Policy and Program Support 860-424-5250

FK   Date Issued: 1/24/17