

I. Continuation of Healthcare Coverage (TMA) for MAF and Support Related Closings:

To continue healthcare coverage on support related MAF closings and MAF cases switching to Transitional Medical Assistance, first check Section 0910.000.00 and 0915.000.00 of the Family Healthcare Manual to determine if the case is eligible for continuation of benefits.

If the case has age eligible children eligible for MC+ for Children, enter an application on IAPP and process accordingly.

If eligible for continued healthcare coverage, make the following entries in the IMU5 system:

CASE DATA UPDATES:

Field 5: Enter case action 29. Although this is a closing code, the case remains active at "T" level of care until the date specified in Field 32.

Field 7: Enter the appropriate reason for closing code: 22, 23, 25, 28, 29, 48, 49, or 56 (See Code Sheet).

Field 13G: Change all persons to a "T" level of care. If children are on the MAF case, switch these children to a MC+ for Children case if they qualify for Q level of care. If eligible under MC+ for Children at level of care 1, 2, or 3, the children should be left on the TMA case in order to receive the best benefit package for which they qualify.

Field 13G2: An entry of "T" (Title XIX only, no sanction) is required.

Field 13E: For all persons, enter the first day of the month following the last month MAF was correctly received. For Temporary Assistance, enter the first day of the month following the last month of the last correctly received Temporary Assistance check.

Field 25: Update if source of income changes.

Field 29: Enter "00".

Field 32: When the family became ineligible due to child or spousal support, enter the last day of the fourth month following the last correctly received month of MAF eligibility.

OR

For TMA eligibility, enter the last day of the twelfth month following the month of the last correctly received month of MAF eligibility.

Field 33

Field 34: Update if changed

Field 35

Field 36: Enter "000 00"

Field 38A: Enter "C" for support related closings or "1", "2", "3", or "4" for TMA.

Field 41: Update if entry in Field 34

Field 43: Make no entry

Field 46: Zero out any entry

Field 47: Update if applicable.

INDIVIDUAL UPDATES

Field 13E: Enter the appropriate eligibility date and a "T" level of care for all persons remaining on the TMA case.

Field 13G2: Enter "T" - Title XIX only - no sanction

When the system processes the above IMU5 transaction, the individuals will continue to receive healthcare coverage through the date shown in Field 32. TMA coverage will automatically be terminated unless the worker reactivates the MAF eligibility because of a change in circumstances:

Note: If for some reason an error is made and the claimant's healthcare coverage is not continued for the proper amount of time, the worker may **correct the termination date** in Field 32. The following entries would be made:

Field 5: Re-enter case action 29
 Field 7: Re-enter reason for closing
 Field 32: Enter the correct date
 Field 32a: Review for appropriate code.

If for some reason the claimant was not moved to TMA and it should have been. It is necessary to cancel close to MAF by making the following entries:

Field 5: Enter case action 30 - Cancel Closing
 Field 6: Re-enter reason for opening
 Field 25: Enter income code
 Field 27: Enter "A" (MAF)
 Field 29: Enter "00"
 Field 36: Enter "00000 00"
 Field 41: Make appropriate entry

INDIVIDUAL UPDATES:

Field 13E: Enter the appropriate date
 Field 13G: Enter "T"
 Field 13G2: Enter "T"
 Field 13-03: Enter appropriate code

After this transaction has been processed, enter the transaction to change to TMA following the previous instructions.

If the individual loses employment or suffers a decrease in income before the TMA terminates, reinstate eligibility for MAF (with or without Temporary Assistance).

- Field 5: Enter Case Action 35
- Field 25: Update if there has been a change
- Field 27: An entry of "A" is required if approving for MAF only
- Field 29: Enter the correct number of cash children if also reinstating to Temporary Assistance
- Field 32: Enter "000000"
- Field 33
- Field 34: Update
- Field 35
- Field 36: Enter the new grant amount if also reinstating to Temporary Assistance. Enter "00000 00" if reinstating for MAF only
- Field 37: No entry is required if reinstating for MAF only. Enter the first month a check will be mailed on the regular payroll if reinstating to Temporary Assistance.
- Field 38A: Zero out the code.
- Field 41: Update
- Field 44: If reinstating for Temporary Assistance, complete this field to request a retroactive payment if the payroll closing date cannot be met in time to issue a check for the first month in which the family is eligible for a cash payment.

NOTE: This procedure must be completed prior to the MAF/Temporary Assistance payroll closing date in the month in Field 32. If the worker cannot meet the closing date, a cancel closing will have to be done to reactivate the case.

If, while the case remains open for TMA or extended health care coverage for a support related closing, the family becomes ineligible for healthcare coverage (e.g., they

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leave the state), the worker will discontinue the healthcare coverage by completing the IMU5 transaction with the following entries.

Field 5: Reenter case action 29

Field 7: Enter the new reason for closing code.

II. Retroactive payments for Claimants Going From Category to Category or From Case To Case (Same Category):

A. Category to Category:

When a claimant transfers from one category to another, the retroactive payment, if any, will be difference between the grant recommended for the new category and the old grant, provided that new grant is higher. Keep in mind that this is an application situation and that the "month in which the 30th day falls" rule for retroactive payments does apply. The head count for retroactive payments will include the payee as well as any additional cash persons being approved for the new category of assistance, since no one received a cash payment under the new category.

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