



**I. PURPOSE:**

This administrative directive advises social services districts of the correct procedure to reauthorize the CHPlus A cases (i.e., Medicaid cases consisting ONLY of children) whose applications were originally filed through one of the community-based organizations or health plans engaged in conducting facilitated enrollment for the Department.

**II. BACKGROUND:**

Chapter 2 of the Laws of 1998 was enacted to provide statutory authority for the Department to implement the provisions of the federal Balanced Budget Act of 1997 which pertained to children's health insurance. Chapter 2 established the framework for the facilitated enrollment of children into either CHPlus A (children's Medicaid) or CHPlus B (the Child Health Plus Program). It also required a joint application, which prompted the Department to revise the joint application in use only for Medicaid and WIC, and design a new Growing Up Healthy application for all three programs.

Chapter 2 provides that the entities authorized to provide assistance to families in the enrollment process are also authorized to conduct the personal interview required for reauthorization of Child Health Plus A eligibility. (Children found eligible for CHPlus B will continue to reauthorize by mail, directly with their health plan.)

In order to prepare for the time when local districts would have to offer families this reauthorization option, districts were advised in 00 OMM/ADM-2, Section V, Systems Implications, to assign a unique identifier on WMS for all facilitated enrollment cases. It was suggested that this identifier be a unique Unit Identifier or Worker Identifier, in anticipation of a special reauthorization process for these cases.

**III. PROGRAM IMPLICATIONS:**

Each month, districts produce reports of cases due for reauthorization, generally, at least 60 days prior to the date coverage expires. Reauthorizations for facilitated enrollment cases will begin for most districts in June, 2001, or later depending on the date the lead agency received approval to begin processing applications. The procedure described below should be followed for facilitated enrollment cases appearing on the districts' reauthorization reports.

**IV. REQUIRED ACTION:**

A. Local District Responsibilities

Each month, the local district must examine their reauthorization report and identify, by means of their unique identifier, any facilitated enrollment cases due for reauthorization. Three new CNS MA Recertification Batch Reason Codes have been developed for facilitated enrollment cases. When one of these codes is used, CNS will generate a reauthorization packet consisting of:

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1. A Reauthorization Alert Letter that advises the family of the need to reauthorize the child(ren)'s Child Health Plus A coverage, and offers **one** of the following options:
    - a) Attachment A: reauthorization with a facilitated enroller **OR** a scheduled interview with the local department of social services.
    - b) Attachment B: reauthorization with a facilitated enroller by a specified date **OR** instructions to call the local district for an interview date and time.
    - c) Attachment C: reauthorization with a facilitated enroller **OR** a scheduled group recert with the local district.
  2. A DOH-4133: the "Growing Up Healthy" application  
(Note: In the future, a reauthorization form unique to children only reauthorizations may be developed. In the meantime, the Growing Up Healthy application will be used.)
  3. Reauthorization Documentation Checklist (Attachment D)  
(Note: Regardless of where they initially applied, or where they opt to reauthorize, families are required to document only those factors of eligibility which are subject to change, i.e., income, deductions, and the addition of another household member.)
  4. List of Facilitated Enrollment Contacts (Attachment E).

The Reauthorization Alert Letter will advise a family of the requirement to complete the reauthorization process. The date that appears in this letter, either an interview date or a date by which the process must be completed, will be entered by the district, based on the date the child's Child Health Plus A authorization ends. The letter explains that the family must reauthorize to continue the child's coverage, and that the family has the option of scheduling a face-to-face interview with the district or a facilitated enroller.

Local districts are encouraged to work with their lead agencies to ensure that families reauthorize successfully. In situations where the lead agency indicates a capacity to do some outreach of its own, districts may wish to consider sharing lists of children who applied via facilitated enrollment with their lead agency.

**NOTE:** Chapter 2 of the Laws of 1998 provides that facilitated enrollers may assist in the reauthorization of any child-only case. Therefore, even though the process described above pertains only to cases that local districts have identified as "facilitated enrollment" cases, it is possible that a family that receives a standard reauthorization notice for a child-only case may appear at a facilitated enrollment site and request assistance. Local districts should discuss this possibility with their lead agencies and make provisions to accept any completed reauthorization forms and documents.

B. CNS Responsibilities

CNS will send the family one of the above reauthorization packets when the appropriate code is entered in the CNS Subsystem. In addition, fifteen days after the date the reauthorization packet is generated by the district, CNS will automatically produce and mail a Reauthorization Reminder Letter (Attachment F) to these families. This letter will remind the family of the importance of completing the reauthorization process before the child(ren)'s coverage expires.

C. Facilitated Enrollers' Responsibilities

Facilitated enrollers conduct the face-to-face interviews with families that contact them regarding their reauthorizations. Facilitated enrollers must also promptly notify the local social services district that the family has complied with this requirement and ensure that all forms and documentation are forwarded to the local district in a timely manner, to avoid any lapses in coverage. Communication between the lead agencies and the local social services districts is crucial to the smooth operation of this process. Local social services districts that have not assigned a staff person to act as liaison with their lead agency should consider designating staff for this purpose, to ensure appropriate coordination of the reauthorization process.

V. **SYSTEMS IMPLICATIONS:**

A. Upstate:

CNS will support the reauthorization of children who applied for CHPlus A through facilitated enrollment by the following batch recertification codes:

Z40 - Attachment A; reauthorization with a facilitated enroller, or a scheduled interview with the local department of social services. This parallels the current batch reason code Z30.

Z41 - Attachment B; reauthorization with a facilitated enroller by a specified date, or instructions to call the local district for an interview date and time. The worker will enter the date by which the family must make the appointment. The telephone number listed is the MA recertification number or the general MA default number from the CNS contact data. This parallels the current batch reason code Z32.

Z42 - Attachment C; reauthorization with a facilitated enroller, or a scheduled group recert with the local district. This parallels the current batch reason code Z36.

These new reason codes will be processed through the regular CNS Batch Notice entry screen, which is selection 08 on the CNS menu.

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Z43 - Attachment F; Reauthorization Reminder Letter will automatically be produced and mailed 15 days after one of the above recert letters is sent. This letter will remind the family of the importance of completing the reauthorization process before the child(ren)'s coverage expires.

B. New York City:

New York City does not use CNS to schedule reauthorizations at this time. Processes to allow facilitated enrollers to reauthorize CHPlus A eligible children have been provided directly to the lead agencies which serve New York City.

**VI. EFFECTIVE DATE:**

This directive is effective on June 11, 2001, the date that the CNS reauthorization codes described above became available on the WMS Production database.

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