

Healthy Families Program Annual Eligibility Review Process for Non-Transitioned Children

Background

Each year, the Healthy Families Program (HFP) sends an Annual Eligibility Review (AER) package to families to determine if their children continue to qualify for another year of HFP coverage. In order to requalify for the HFP during the AER process, a child must meet all the HFP eligibility requirements.

Post Transition HFP Annual Eligibility Reviews

The HFP will continue to send AER packets to families whose children **have not** yet transitioned to Medi-Cal Program. The HFP Transition to Medi-Cal has begun as of January 1, 2013 and HFP cannot enroll new children as of that date (except AIM Linked Infants).

- In the event the HFP receives an AER packet or missing information for a HFP child that **has not** transitioned to Medi-Cal yet, it will be processed as usual per existing HFP Business Rules to see if the existing HFP children qualify for an additional year of coverage.
- If there is an Add A Person application attached to the AER packet, the Add A Person application and supporting documentation will be forwarded to the county for a Medi-Cal eligibility determination for the new child.
- In the event the HFP receives an AER packet or missing information from a family whose children **have** already transitioned to Medi-Cal, the HFP will forward the AER application and supporting documentation to the county for a Medi-Cal eligibility determination.
- The AER process includes the new 1931b Medi-Cal screening process as well the existing Medi-Cal Federal Poverty Level Program determinations.

Current Process

- The AER package is mailed to the applicant between 60 and 75 calendar days prior to the child's HFP anniversary date. HFP must receive the AER form at least 10 calendar days before the end of the anniversary month. However, HFP will process AER forms through the last day of the anniversary month in order to prevent a disenrollment.
- HFP will process a complete AER packet within 7 business days of receipt.
- If a child continues to qualify for the HFP during the AER process, HFP coverage will continue for one additional year or until the child is transitioned to the Medi-Cal Program.
- If the AER packet is incomplete, HFP will attempt to obtain all necessary information to determine eligibility by contacting the applicant by phone and sending a letter requesting the missing information.
- HFP will reinstate an eligible member if the AER was received by the end of the anniversary month but not processed until after the anniversary month.

Immigration Verification at AER

- During the AER process, expired immigration documents that were previously submitted are considered missing information.
- Acceptable and un-expired documentation will be solicited through the AER packets, for all children with immigration documentation on file that is expired or is going to expire on or before the first (1st) of the month immediately following their anniversary month.
- If the child is disenrolled as a result of not providing acceptable immigration documentation, the applicant will need to apply for the Medi-Cal Program because as of January 1, 2013 the HFP cannot enroll new children.
- The immigration documentation must be acceptable and cannot be expired on the date the additional year of HFP coverage begins.

AER Disenrollment Reasons

- The subscriber is enrolled in a no-cost Medi-Cal program during MEDS File Clearance;
- The subscriber is currently enrolled in an Employer Sponsored Insurance;
- The subscriber is no longer a resident of the state;
- The subscriber's household income is above or below the program's income guidelines during the AER process;
- The subscriber is no longer a qualified legal immigrant; or
- The subscriber does not provide the required AER documentation.