

Implementation Guide: Medicaid State Plan Eligibility General Eligibility Requirements Application

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Application

POLICY CITATION

Regulation: 42 CFR 435.907

BACKGROUND

Overview

This reviewable unit (RU) describes the applications used to determine eligibility for Medicaid, as described at 42 CFR 435.907. The use of both paper and online applications is included, and these are described separately for two populations: individuals applying based on the modified adjusted gross income (MAGI) standard and individuals applying on a basis other than the MAGI standard.

As described in the **Eligibility Process** RU, applicants must have the opportunity to apply online, by telephone, in person or through the mail. Therefore, states need to make available both an online application that can be submitted online or can be completed in person or by phone, as well as a paper application that can be submitted in person or through the mail.

MAGI-based Application

Section 1413 of the Affordable Care Act provides for a streamlined process by which individuals seeking health coverage can receive eligibility determinations and enroll in the coverage for which they are eligible. It provides for the use of a single, streamlined application, which applies to all insurance affordability programs (including Medicaid, the Children's Health Insurance Program (CHIP), and advanced premium tax credits (APTC) for coverage through the Marketplace), for individuals whose income eligibility will be based on MAGI rules.

As described at 42 CFR 435.907(b), the single, streamlined application must be either the application developed by the Secretary, or an alternative developed by the state and approved as part of the **Application** RU. States may also develop alternative applications that can be used to apply for multiple human services programs, provided that the single, streamlined application is readily available for individuals seeking assistance only through insurance affordability programs. Such multi-benefit applications must also be approved with the **Application** RU.

An alternative single, streamlined application can be tailored to accommodate state preferences and policies, while still reflecting the general principles of the model developed by the Secretary. However, it cannot be more burdensome than the model application and may not include questions that are not necessary to determine eligibility for Medicaid, CHIP, and other insurance affordability programs.

Online applications must be structured in a dynamic manner so that questions specific to one insurance affordability program, questions asked only of individuals who appear eligible for that program, and questions that apply only to certain age groups and populations, are asked only when relevant. For example, a multi-benefit application should first ask about the programs for

which an individual is seeking coverage; then those who wish to apply strictly for health coverage will only be asked questions relevant to a Medicaid, CHIP, or APTC determination.

Initial submission of the **Application** RU must contain any alternative single, streamlined applications used by the state. This includes:

- Paper application;
- A comprehensive set of screenshots, a process flow, and/or a questionnaire depicting questions on the online application; and
- Any multi-benefit applications used to apply for MAGI-based Medicaid and other human services programs.

Upon development of a new alternative single, streamlined application or substantive changes to an approved alternative application, a new state plan amendment (SPA) with a revised **Application** RU must be submitted.

Substantive changes that require submission of a new SPA include:

- Adding new questions
- Removing questions (except as described below)
- Revising income counting questions, such as the mechanism for determining reasonably predictable changes in income
- Modifying other types of questions to reflect a change in meaning or a different approach to data collection

Changes that do not require a new SPA submission include:

- Adding or revising state contact information
- Eliminating state-specific eligibility questions that are no longer relevant
- Changing the order or placement of questions, provided that the changes to the order do not increase the number of questions asked of any individual population
- Modifying questions to minimize consumer burden, such as the removal of questions to be addressed post-eligibility

CMS remains available to provide technical assistance to states in development and revision of alternative applications. This includes review of draft materials and participation in discussions and/or interactive demonstrations with states.

Application on a Non-MAGI Basis

For individuals whose eligibility is determined on a basis other than the MAGI income standard, states have greater flexibility. They are not required to use the single, streamlined application, but may do so, in conjunction with supplemental forms to collect additional information needed to determine eligibility. States may also use applications specifically designed to determine eligibility on a basis other than MAGI, applications used to apply for multiple human service programs, or other alternative applications. Any MAGI-exempt applications and supplemental forms in use by the state must be submitted to CMS for review. Such applications are submitted through the **Application** RU, but they are not approved as part of the state plan and do not require approval prior to use.

INSTRUCTIONS

A. MAGI Paper Application

- Select either **A.1.** or **A.2.** to indicate which paper application is used by the state for individuals applying based on the MAGI standard.
 - If **A.2.** is selected, you must upload at least one application. To do this, select the **Add Application** button.
 - A new screen will appear. Provide the name of the application in the text box provided.
 - To upload the document, select the **Choose File** button. Select the document from your computer, and select the **Save Document(s)** button.
 - A **Document(s) Save In Progress** screen will appear.
 - Select the **Refresh** button to return to the upload screen.
 - To upload another document, repeat this process.
 - Select the **Save Application** button to return to the **Application RU**.
 - The name of the application will appear in the RU.
 - Once approved, the uploaded documents will become part of the state plan.
 - To view the uploaded documents associated with an application select the name of the application.
 - A table with the uploaded document(s) will appear.
 - To edit a document, select the document and select the **Edit Application** button.
 - To delete a document, select the document and select the **Delete Application** button.
- Select **A.3.** and/or **A.4.** to describe any alternative applications used for MAGI eligibility determinations. Both of these selections are optional.
 - If either **A.3.** or **A.4.** is selected, you must upload at least one application to accompany each selection. To do this, select the **Add Application** button and follow the instructions listed above for **A.2.**

B. MAGI Online Application

- Select **B.1.** or **B.2.** to indicate which online application is used by the state for individuals applying based on the MAGI standard.
 - If **B.2.** is selected, you must upload at least one set of screen shots or other documentation. To do this, select the **Add Application** button.
 - A new screen will appear. Provide the name of the application in the text box provided.
 - To upload the document, select the **Choose File** button. Select the document from your computer, and select the **Save Document(s)** button.
 - A **Document(s) Save In Progress** screen will appear.
 - Select the **Refresh** button to return to the upload screen.
 - To upload another document, repeat this process.
 - Select the **Save Application** button to return to the **Application RU**.
 - The name of the application will appear in the RU.

- Once approved, the uploaded documents will become part of the state plan.
 - To view the uploaded documents associated with the application select the name of the application.
 - A table with the uploaded document(s) will appear.
 - To edit a document, select the document and select the ***Edit Application*** button.
 - To delete a document, select the document and select the ***Delete Application*** button.
- Select **B.3.** and/or **B.4.** to describe any alternative applications used for MAGI eligibility determinations. Both of these selections are optional.
 - If either **B.3.** or **B.4.** is selected, you must upload at least one set of screen shots or other documentation to accompany each selection. To do this, select the ***Add Application*** button and follow the instructions listed above for **B.2.**

C. Basis Other than MAGI – Paper Application

Select one or more of the four options at **C.1.** through **C.4.** to indicate which paper application is used by the state for individuals applying on a basis other than the MAGI standard.

- If **C.1.** is selected, you must upload at least one supplemental form.
 - To upload the document, select the ***Choose File*** button. Select the document from your computer, and select the ***Save Document(s)*** button.
 - A **Document(s) Save In Progress** screen will appear.
 - Select the ***Refresh*** button to return to the upload screen.
 - To upload another document, repeat this process.
 - The uploaded documents are submitted for reference only and will not become part of the state plan.
 - To view the uploaded documents associated with the application form select the name of the form.
 - To delete a document select the document and select the ***Delete Application*** button.
- If **C.2.** is selected, you must upload at least one application. To do this, select the ***Add Application*** button.
 - A new screen will appear. Provide the name of the application in the text box provided.
 - To upload the document, select the ***Choose File*** button. Select the document from your computer, and select the ***Save Document(s)*** button.
 - A **Document(s) Save In Progress** screen will appear.
 - Select the ***Refresh*** button to return to the upload screen.
 - To upload another document, repeat this process.
 - Select the ***Save Application*** button to return to the **Application RU**.
 - The name of the application will appear in the RU.
 - The uploaded documents are submitted for reference only and will not become part of the state plan.

- To view the uploaded documents associated with the application select the name of the application.
 - A table with the uploaded document(s) will appear.
 - To edit a document, select the document and select the *Edit Application* button.
 - To delete a document, select the document and select the *Delete Application* button.
- If **C.3.** is selected, enter information about one or more applications used to apply for multiple human services programs. To do this, select the *Add Application* button.
 - A new screen will appear. Provide the name of the application in the text box provided.
 - If you had selected **A.3.**, (MAGI Paper Application), indicating that you have a paper application used for multiple human service programs, indicate, *Yes* or *No*, whether the application described at **A.3.** is the same as the one used for individuals applying on a basis other than the applicable MAGI standard.
 - If *Yes*, you do not need to upload the application again. Select the *Save Application* button to save the name of the application and return to the RU.
 - If *No*, you must upload at least one application.
 - If you had not selected **A.3.**, you must upload at least one application.
 - To upload a document, select the *Choose File* button. Select the document from your computer, and select the *Save Document(s)* button.
 - A **Document(s) Save In Progress** screen will appear.
 - Select the *Refresh* button to return to the upload screen.
 - To upload another document, repeat this process.
 - Select the *Save Application* button to return to the **Application RU**.
 - The name of the application will appear in the RU.
 - The uploaded documents are submitted for reference only and will not become part of the state plan.
 - To view the uploaded documents associated with the application select the name of the application.
 - A table with the uploaded document(s) will appear.
 - To edit a document, select the document and select the *Edit Application* button.
 - To delete a document, select the document and select the *Delete Application* button.
- If **C.4.** is selected, you must upload at least one application. To do this, select the *Add Application* button.
 - A new screen will appear. Provide the name of the application in the text box provided.
 - To upload the document, select the *Choose File* button. Select the document from your computer select the *Save Document(s)* button.
 - A **Document(s) Save In Progress** screen will appear.
 - Select the *Refresh* button to return to the upload screen.
 - To upload another document, repeat this process.

- Select the ***Save Application*** button to return to the **Application RU**.
 - The name of the application will appear in the RU.
 - The uploaded documents are submitted for reference only and will not become part of the state plan.
- To view the uploaded documents associated with the application select the name of the application.
 - A table with the uploaded document(s) will appear.
 - To edit a document, select the document and select the ***Edit Application*** button.
 - To delete a document, select the document and select the ***Delete Application*** button.

D. Other than MAGI – Online Application

Select one or more of the four options at **D.1.** through **D.4.** to indicate which online application is used by the state for individuals applying on a basis other than the MAGI standard.

- If **D.1.** is selected, you must upload at least one set of screen shots or other documentation of the supplemental form.
 - To upload the document, select the ***Choose File*** button. Select the document from your computer select the ***Save Document(s)*** button.
 - A **Document(s) Save In Progress** screen will appear.
 - Select the ***Refresh*** button to return to the upload screen.
 - To upload another document, repeat this process.
 - The uploaded documents are submitted for reference only and will not become part of the state plan.
 - To view the uploaded documents associated with the application form select the name of the form.
 - To delete a document select the document and select the ***Delete Application*** button.
- If **D.2.** is selected, you must upload at least one set of screen shots or other documentation. To do this, select the ***Add Application*** button.
 - A new screen will appear. Provide the name of the application in the text box provided.
 - To upload the document, select the ***Choose File*** button. Select the document from your computer select the ***Save Document(s)*** button.
 - A **Document(s) Save In Progress** screen will appear.
 - Select the ***Refresh*** button to return to the upload screen.
 - To upload another document, repeat this process.
 - Select the ***Save Application*** button to return to the **Application RU**.
 - The name of the application will appear in the RU.
 - The uploaded documents are submitted for reference only and will not become part of the state plan.
 - To view the uploaded documents associated with the application select the name of the application.
 - A table with the uploaded document(s) will appear.

- To edit a document, select the document and select the *Edit Application* button.
 - To delete a document, select the document and select the *Delete Application* button.
- If **D.3.** is selected, enter information about one or more applications used to apply for multiple human services programs. To do this, select the *Add Application* button.
 - A new screen will appear. Provide the name of the application in the text box provided.
 - If you had selected **B.3.** (MAGI Online Application), indicating that you have an online application used for multiple human service programs, indicate, *Yes* or *No*, whether the application described in **B.3.** is the same as the one used for individuals applying on a basis other than the applicable MAGI standard.
 - If *Yes*, you do not need to upload the screen shots or other documentation again. Select the *Save Application* button to save the name of the application and return to the RU.
 - If *No*, you must upload at least one set of screen shots or other documentation.
 - If you had not selected **B.3.**, you must upload at least one set of screen shots or other documentation.
 - To upload a document, select the *Choose File* button. Select the document from your computer select the *Save Document(s)* button.
 - A **Document(s) Save In Progress** screen will appear.
 - Select the *Refresh* button to return to the upload screen.
 - To upload another document, repeat this process.
 - Select the *Save Application* button to return to the **Application RU**.
 - The name of the application will appear in the RU.
 - The uploaded documents are submitted for reference only. They will not become part of the state plan amendment.
 - To view the uploaded documents associated with the application select the name of the application.
 - A table with the uploaded document(s) will appear.
 - To edit a document, select the document and select the *Edit Application* button.
 - To delete a document, select the document and select the *Delete Application* button.
- If **D.4.** is selected, you must upload at least one set of screen shots or other documentation. To do this, select the *Add Application* button.
 - A new screen will appear. Provide the name of the application in the text box provided.
 - To upload the document, select the *Choose File* button. Select the document from your computer select the *Save Document(s)* button.
 - A **Document(s) Save In Progress** screen will appear.
 - Select the *Refresh* button to return to the upload screen.
 - To upload another document, repeat this process.
 - Select the *Save Application* button to return to the **Application RU**.

- The name of the application will appear in the RU.
- The uploaded documents are submitted for reference only and will not become part of the state plan.
- To view the uploaded documents associated with the application select the name of the application.
 - A table with the uploaded document(s) will appear.
 - To edit a document, select the document and select the *Edit Application* button.
 - To delete a document, select the document and select the *Delete Application* button.

E. Additional Information (optional)

Except in limited circumstances, this field remains blank. Please consult with CMS before adding any additional information concerning this RU.

REVIEW CRITERIA

CMS assesses content of all single, streamlined applications developed by the state, including alternative applications used to apply for multiple human service programs.

The online single, streamlined application must contain the appropriate logic as it applies to a question so that an applicant is not asked certain questions before answering a triggering question.

For applications used to apply for multiple human service programs, states must provide in conjunction a version of the application that is made available to applicants who wish to only apply for health coverage.

A multi-benefit application should initially provide the opportunity for applicants to indicate which programs they are applying for as those applicants who wish to apply for health coverage are asked questions that are only used to make a Medicaid/CHIP/APTC eligibility determination.