



Bulletin

NUMBER

#16-21-03

DATE

June 8, 2016

OF INTEREST TO

County Directors

Social Services Supervisors
and Staff

Financial Assistance
Supervisors and Workers

Mille Lacs Tribal TANF

HealthCare Eligibility
Operations Managers,
Supervisors, and Staff

County and Tribal
Collection Workers

ACTION/DUE DATE

Please read information
and prepare for
implementation.

EXPIRATION DATE

June 8, 2018

DHS Announces MHCP Eligibility Policy Manual

TOPIC

Minnesota Health Care Programs (MHCP) Eligibility Policy Manual.

PURPOSE

Announce the MHCP Eligibility Policy Manual, which replaces the Health Care Programs Manual and the Insurance Affordability Programs Manual.

CONTACT

Health Care Eligibility Operations and county and tribal agencies should submit policy questions to HealthQuest.

All other questions should be directed to the following:

Health Care Eligibility and Access (HCEA) Division
PO Box 64989
540 Cedar Street
St. Paul, MN 55164-0989

SIGNED

NATHAN MORACCO
Assistant Commissioner
Health Care Administration

TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

I. Introduction

This bulletin announces the release of the Minnesota Health Care Programs (MHCP) [Eligibility Policy Manual](#) (EPM). The EPM replaces the Health Care Programs Manual (HCPM) and the Insurance Affordability Programs Manual (IAPM) effective June 1, 2016.

II. About the EPM

The EPM contains the official DHS eligibility policies for MHCP, including Medical Assistance and MinnesotaCare. MHCP policies are based on the state and federal laws and regulations that govern the programs.

The EPM is for use by applicants, enrollees, health care eligibility workers, and other interested parties. It provides accurate and timely information about policy only. The EPM does not provide procedural instructions or systems information for health care eligibility workers.

Note about procedural and system instructions: ONEsource contains procedural instructions, system instructions for the Minnesota Eligibility Technology System (METS), and some of the system instructions for MAXIS. However, some procedural and MAXIS instructions are still found only in the HCPM. Over the next several months, we will move these instructions to ONEsource. Until these instructions are available in ONEsource, please continue to access them in the HCPM.

The EPM incorporates existing eligibility policy content from prior manuals and bulletins, which have been edited for clarity using plain language, per [Minnesota Executive Order 14-7, Implementing Plain Language in the Executive Branch](#). Terminology, sentence structure, and organizational structure may be different in this manual than in the HCPM and IAPM. The EPM is not intended to announce new policy. We will continue to issue information about new health care program eligibility policy via bulletins or other communications before including it in the EPM.

A. EPM Organization

The EPM is organized by health care program. It consists of four chapters and six appendices:

- Chapter 1. Minnesota Health Care Programs
- Chapter 2. Medical Assistance
 - 2.1 MA Overview
 - 2.2 MA for Families with Children and Adults
 - 2.3 MA for People Who Are Age 65 or Older and People Who Are Blind or Have a Disability
 - 2.4 MA for Long-Term Care Services

- 2.5 MA for Certain Populations
- Chapter 3. MinnesotaCare
- Chapter 4. Other Health Care Programs
 - 4.1 Minnesota Family Planning Program
 - 4.2 Medicare Savings Programs
- Appendices
 - A. Types of Assets
 - B. Types of Income
 - C. Types of Other Health Care
 - D. Community Living Arrangements
 - E. Institutions for Mental Diseases
 - F. Standards and Guidelines
 - G. Life Estate Mortality Table
 - H. Lawfully Present Noncitizens

Each program chapter or subchapter (with the exception of the subchapter about MA for long-term care services) includes four parts:

- General Requirements, which includes information about the following:
 - rights
 - responsibilities
 - mandatory verifications
- Non-Financial Eligibility, which includes information about the following eligibility factors not related to income or assets:
 - bases of eligibility
 - citizenship and immigration status
 - county and state residency
 - living arrangement
 - Social Security number
- Financial Eligibility, which includes information about the following:
 - assets
 - income
 - household composition and family size
- Post-Eligibility, which includes policies that apply to people after they are enrolled in an MHCP, on the following topics:
 - begin and end dates
 - responsibilities
 - health care delivery
 - renewals

B. EPM Formatting

The EPM is designed as a web manual. Generally, a policy is stated once, and links to the policy are included in other related topics. Each program has a main landing page and a landing page for each of the four parts. Landing pages include links to topics within the chapter or subchapter as well as to topics in other parts of the manual that apply to the program. Readers should review landing pages to see which policies apply to a program.

Applicable legal citations are provided at the bottom of each topic page. We have made every effort to include all applicable statutes, laws, regulations, and other presiding authorities; however, erroneous citations or the absence of citations does not imply that no applicable legal citations exist.

III. Action Required

This section is addressed to county, tribal, and state agency workers.

Effective upon receipt of this bulletin, begin using the EPM as your primary resource for health care eligibility policy. Please note that the EPM does not yet include some changes from the 2016 legislative session, such as for estate recovery. We will update the affected sections as soon as possible.

The HCPM and IAPM are archived. The HCPM and IAPM remain available online; however, current health care program policy information is found in the EPM. You can access relevant procedures outlining implementation of MHCPs in ONEsource.

IV. Legal Authority

Code of Federal Regulations, title 42, section 431.18

Code of Federal Regulations, title 42, section 435.905

Code of Federal Regulations, title 42, section 435.1200(f)

Code of Federal Regulations, title 42, section 457.110

Code of Federal Regulations, title 42, section 457.340

Code of Federal Regulations, title 42, section 600.150

V. Americans with Disabilities Act (ADA) Advisory



For accessible formats of this publication or assistance with additional equal access to human services, write to DHS.info@state.mn.us, call 800-657-3739, or use your preferred relay service. (ADA1 [9-15])