

January 29, 2013

<NPI>

<Business Entity>
Address1
Address2
City> <State> <Zip>

Dear Provider:

RE: Special Director Exception

Effective January 1, 2013 the Special Director Exception is no longer processed as an exception through the Department of Community Health (DCH). This process is being replaced by a Patient Pay Amount (PPA) income disregard titled the Home Maintenance Disregard.

The Home Maintenance Disregard will be administered by eligibility specialists within the Department of Human Services (DHS). This change will streamline the process for requesting a reduction to the PPA for home maintenance expenses while allowing the disregard itself to be more automated compared to the current manual process. Therefore, the Medicaid beneficiary will now request the disregard through their eligibility specialist instead of DCH. DCH staff will no longer process, approve, or implement deductions to the PPA as all of these functions will be carried out by DHS eligibility specialists.

With this change, it is no longer necessary to provide a DCH-1183, authorization to release protected health information. The criteria for a reduction to the PPA for home maintenance expenses did not change with the implementation of this new process. The reduction to the PPA begins the first month an individual is eligible for and receiving Medicaid as a long term care resident.

The following criteria must still be met to qualify for the disregard:

- A physician certifies that the individual is medically likely to return home from the nursing facility within six months of the date of admission to the facility, if eligible for Medicaid at the time of admission, or within six months of becoming eligible for Medicaid if eligibility is established subsequent to admission.
- The request is being made for an individual who is currently Medicaid eligible and responsible for a patient pay amount.
- The request is being made for an individual who is currently residing in a nursing facility.
- The request is being made by the Medicaid beneficiary or an individual authorized to act on behalf of the beneficiary.
- The individual is not receiving a community spouse or family allowance income disregard.
- The individual has a legal obligation to pay home maintenance expenses and has provided proof of the expenses.

Home maintenance expenses include, rent or mortgage payments, gas, electric, water, home owners or renters insurance and property taxes for the home.

As with current policy and processes, Medical expenses, credit card statements, car payments or insurance, satellite television, and wireless telephone bills are not allowable home maintenance expenses. Proof of these expenses is not necessary for the disregard to be considered so please do not include them in any requests for a home maintenance disregard to the PPA.

Sincerely,

A handwritten signature in black ink that reads "Stephen Fitton". The signature is written in a cursive style with a large, stylized initial 'S'.

Stephen Fitton, Director
Medical Services Administration