



OPERATIONAL MEMO

OPERATIONAL MEMO NUMBER: HCPF OM 19-032

TITLE: ENTERING TEMPORARY CENSUS INCOME - MEDICAL ASSISTANCE

SUPERSEDES NUMBER: N/A

ISSUE DATE: JULY 16, 2019

EFFECTIVE DATE: JULY 1, 2019

DIVISION AND OFFICE: HEALTH INFORMATION OFFICE

PROGRAM AREA: ELIGIBILITY POLICY

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KEY WORDS: ENTERING TEMPORARY CENSUS INCOME FOR MEDICAL ASSISTANCE PROGRAMS

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Purpose and Audience:

The purpose of this memo is to advise eligibility sites on how to receive and enter temporary census income related to the 2020 Census Demonstration Project for medical assistance cases. All eligibility sites are requested to follow the procedures outlined below regarding temporary census income for MAGI and Non-MAGI Medical Assistance cases. Please share this memo with staff members as deemed necessary.

Background:

To ensure that income earned from temporary census employees is accurately applied to medical assistance cases, income shall be counted differently based on MAGI and Non-MAGI programs. The earned income for temporary census employees, directly received from Census Bureau earned income, will need to be considered in Medical Assistance eligibility determinations for MAGI programs. For Non-MAGI programs, the income will be exempted. Colorado Benefits Management System (CBMS) changes to implement this policy will occur on July 1, 2019.

The federal regulation gives the Department the authority to implement the annualized income methodology specific to MAGI based programs for temporary census income. This methodology uses an annual amount for self-employment, seasonal employment, and of commission-based employment, as opposed to a monthly amount, to calculate an average monthly amount in CBMS. That average monthly amount is then used in the individual's eligibility determination. The purpose of this policy change is to limit the impact that regular changes in the individual's income have on the member's eligibility. Temporary census income is considered seasonal income.

Based on the guidance the Department received from the Centers for Medicare & Medicaid Services (CMS), an individual's temporary work is usually four to eight weeks and temporary census employees are paid weekly through the Census Bureau.

Below are estimated pay periods for these census employees:

- July 26th through October 11th, 2019
- March 30, 2020 through July 31st, 2020

NOTE: Permanent employees of the Census Bureau, who are employed outside of the 2020 census period, are not included in this demonstration project.

Information/Procedure:

The following information provides a step-by-step guide on how the temporary census income should be entered on the **Income Summary** page in CBMS.

Navigate to the Income Summary page using the Left Navigation Panel or Initiate the Interactive Interview (II) Queue for the case.

In the **Select Income Category** data group:

- 1) Select the **Earned** radio button.
- 2) From the **Name** drop-down menu, select the individual who has the income.
- 3) The **Add Employer** button will be enabled only if there are existing employers listed for the individual. Click this button if you need to add a new employer record.
 - a. If not enabled, it means there are no existing employer records and you can proceed with the data entry without clicking on the "Add Employer" button.

In the **Employment Details** data group:

- 4) **Enter the** Effective Begin Date.
- 5) Select '**Yes**' or '**No**' to indicate whether the individual is self-employed.

a. If 'Yes', the **Self Employment Details** data group is added to this page.

b. If 'no', the Earned Income Details **data group is added to this page.**

The screenshot shows the 'Employment Details' form with the following fields and callouts:

- 4**: * Effective Begin Date: (MM/DD/YYYY)
- 5**: * Self-Employed: (Yes/No radio buttons)
- 6**: * Employment Begin Date: (MM/DD/YYYY)
- 7**: * Employer Name: (Text field)
- 8**: Employment Type: (Drop-down menu)
- 9**: * Date Reported: (MM/DD/YYYY)
- 10**: Address: (Text field)

Other visible fields include: Effective End Date: (MM/DD/YYYY), Telephone #: (Text field), Email Address: (Text field), Termination Reason: (Drop-down menu), Verification: (Drop-down menu), Source: (Drop-down menu), and Date Verified: (MM/DD/YYYY). There are also expandable sections for 'FA Specific Information' and 'MA Specific Information'.

6) Enter the **Employment Begin Date.**

a. This is the date the individual actually began working for the employer.

7) Enter the **Employer Name.**

8) Select the **Employment Type.**

9) **Enter Date Reported.**

10) If available, enter the **Employer's Address.**

In the **Earned Income Details** data group:

11) Enter the **Effective Begin Date.** This date determines when the income will begin to count for the individual.

12) Select the **Income Type** from the drop-down menu.

a. For the Temporary Census income, the **Income Type** to select is 'Other'.

b. When 'Other' is selected, another window will appear for you to select the appropriate **Earned Income Type**, 'Temporary Census'.

Earned Income Details

* Effective Begin Date: MM/DD/YYYY 11

Effective End Date: MM/DD/YYYY

* Income Type: 12
 Wages, Salaries and Tips
 Other

* Frequency:

Subsidized: Yes No

Below is the pop-up screen that will appear when 'Other' is selected.

13) Under **AmeriCorps/Title V/Volunteer**, a new radio button for **Temporary Census** will be added and should be selected.

Earned Income Types

EDMS \$

Programs, RRR Month:12/2019(AF, FS, MA)

Detail

Allowances:

- Depart of Rehab Training Allowance
- Home Care Allowance - Provider Payment
- On the Job Training OJT - WIA
- On the Job Training OJT - Other
- Manpower Training Allowance
- Rehabilitation Training Allow-Government
- Vocational Training Allowance

AmeriCorps/Title V/Volunteer:

- Retired Senior Volunteer
- Senior Citizen Volunteer Program Over 60
- VISTA
- Title V OAA Senior Community Service Employment Program
- AmeriCorps National and Community Service Act (NCSA)
- Temporary Census 13

14) Select the **Frequency** to specify how often the individual is paid.

15) Enter the **Date Reported**.

Earned Income Details

Effective Begin Date: MM/DD/YYYY

Effective End Date: MM/DD/YYYY

Income Type:

Frequency: 14

Subsidized: Yes No

Date Reported: MM/DD/YYYY 15

In the **Paycheck Summary** data group:

16) Enter the **Date Received** as the actual date the individual was paid.

17) Enter the **Total # of Hours Worked** during that pay period.

18) The **Gross Amount** is the amount before any taxes and/or deductions are taken.

- 19) Select the **Paycheck Type**.
 - **'Representative'** means regular anticipated income that is expected to receive. If this is a normal paycheck for the individual, select this option.
 - **'Non-Representative'** means irregular income that is not regularly received. Examples: overtime, fewer hours due to illness, on vacation, etc.
- 20) Select the **Verification** from the drop-down menu.
- 21) Select the **Source** from the drop-down menu.
- 22) Enter the **Date Reported**.
- 23) **Save** the page.

The screenshot shows a 'Paycheck Summary' form with the following fields and callouts:

- 16**: *Date Received: MM/DD/YYYY
- 17**: Total # of Hours Worked: .00
- 18**: *Gross Amount: \$.00
- 19**: *Paycheck Type: (dropdown menu)
- Private Disability Taxable Amount: \$.00
- Housing Allowance for Minister: \$.00
- Income from AI/AN: \$.00
- Taxable Amount: \$.00
- 20**: Verification: (dropdown menu)
- 21**: Source: (dropdown menu)
- FA Use Month: MM/YYYY
- CW Use Month: MM/YYYY
- 22**: *Date Reported: MM/DD/YYYY
- Date Verified: MM/DD/YYYY
- Good Cause Reason: (dropdown menu)
- 23**: (Callout pointing to the bottom right area of the form)

At the bottom of the form, there are tabs for: Employment Info, Voluntary Strikes, Transfer of Income, Income Expenses, and Tax Credit Annual Income.

CBMS Process

It is important to note that income is annualized if it is entered as Temporary Census and CBMS will also annualize income when it is identified as Seasonal.

Effective Date:

July 1, 2019

Attachment:

None

Department Contact:

Medicaid.Eligibility@state.co.us