



OPERATIONAL MEMO

Title: Medical Assistance Reapply function versus Rescinding	Topic: Eligibility Process
Audience: Eligibility Sites	Sub-Topic: Reapplying and Rescinding
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Memo Author: Ana Bordallo	
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Purpose and Audience:

The purpose of this document is to provide eligibility sites with guidance on when to use the Medical Assistance (MA) reapply function versus rescinding a case. Additionally, this document provides timeframes on when an applicant or member needs to resubmit a new application after being denied at application or terminated at ongoing or renewal. Data entry will not be covered in this document.

Information:

When to use the MA Reapply Function for Intake/Ongoing Cases

The reapply process is used for an MA case that remains open because at least one member is active on the case, but other members have failed. The MA reapply function is used to track newly submitted applications within open cases and to reapply for those previously denied at application or members terminated in ongoing mode.

An applicant/member who has been denied(intake)/terminated(ongoing) has 30 calendar days from eligibility authorization date to provide any missing documents needed to be reconsidered for eligibility without submitting a new application. After

30 calendar days, a new application must be submitted for the reapplying applicant/member.

When to use the MA Reapply Function at Renewal

If a case remains open an eligibility worker can use the MA reapply function to redetermine a member's eligibility. If the member requests a redetermination within 90 calendar days after the termination date, they do not need to submit a new application. The reapply function should be used at renewal when all verifications requested at renewal are provided within 90 days of the date of termination.

A member must submit a new application after 90 calendar days. The MA reapply function can be used if the case is in open status due to other members being active on the case. The effective begin date will be the new application date.

When to Apply the Rescind (re-open) Process for Intake/Ongoing Cases

The rescind process is used when a case is closed without active programs. An applicant/member who has been denied for failure to provide supporting documents at intake or terminated in an ongoing case has 30 calendar days to provide any missing documents needed to be reconsidered for eligibility following the date of denial/termination, without having to submit a new application. After 30 calendar days, the applicant/member needs to submit a new application.

When to use the Rescind (re-open) Process at Renewal

This process only applies to closed cases without any active high-level programs. If a renewal form and/or verifications are returned within 90 calendar days from the date of termination, it is sufficient and members will not be required to submit a new application. The rescind process should be used at renewal when the renewal packet, signature page and all verifications requested at renewal are provided within 90 days of date of termination. Once all required documentation is received, the effective date of coverage will be the first day of the month all documentation is received. All required documentation includes the signature page, and any missing verifications. A member must submit a new application after 90 calendar days, and a closed case cannot be rescinded.

Medical Assistance Renewal Timeliness when Rescinding

Renewals will generally be considered untimely if authorized after the renewal due month. Eligibility Sites are encouraged to establish a business process to prioritize renewals that are received near or at the end of the due month. Cases that shut down

due to missing verification or signature at renewal cannot be rescinded if it has been more than 90 calendar days after closure. Eligibility Sites are encouraged to develop a business process where all Eligibility Workers are consistently calculating when a case is/was due and whether a case may or may not be rescinded, i.e., within or outside of the 90-day reconsideration period.

Action To Be Taken:

Eligibility Sites are required to understand the process of when to use the reapply function versus the rescind process and when it is appropriate to have a member submit a new application.

Resources

CO Learn

- RRR/Renewal Process Based Training (PBT) WBTs
- Certification Periods and Changes Process Based Training (PBT) WBTs

Train Colorado

- Completing the Rescind or Reinstate Function in CBMS - Process Manual
- MA Processing Information - Desk aid
- CBMS Medical Assistance Re-Apply - Desk aid

Definition(s):

None

Attachment(s):

None

HCPF Contact:

hcpf_medicaid.eligibility@state.co.us