

Update
February 2014

No. 2014-06

Affected Programs: BadgerCare Plus Standard Plan, BadgerCare Plus Benchmark Plan, Medicaid **To:** Presumptive Eligibility Qualified Providers, Family Planning Only Services Providers

Changes to Express Enrollment Policy and Revisions to Express Enrollment Applications and Instructions

Effective February 1, 2014, ForwardHealth has made changes to its policy for express enrollment (EE) of children and pregnant women in BadgerCare Plus and for EE of individuals applying for the Family Planning Only Services benefit. ForwardHealth has also updated the Web-based EE application tool and the paper EE applications and instructions to reflect these policy changes.

Effective February 1, 2014, ForwardHealth has made changes to its policy for express enrollment (EE) of children and pregnant women in BadgerCare Plus and for EE of individuals applying for the Family Planning Only Services benefit. ForwardHealth has also updated the Webbased EE application tool, ACCESS for Providers and Partners (APP), and the paper EE applications and instructions to reflect these policy changes.

Note: This ForwardHealth Update is intended for providers (including hospitals) and partners who are now able to make temporary enrollment (TE) determinations for children and pregnant women, and for individuals applying for Family Planning Only Services. ForwardHealth will issue a separate Update addressing the new federal Affordable Care Act requirement that allows qualified hospitals to make presumptive eligibility (PE) determinations for certain hospital patients.

"Presumptive eligibility" is the federal term used to refer to the temporary enrollment process. In Wisconsin, the term used is either "express enrollment" or "temporary enrollment." Express enrollment is used to refer to the temporary enrollment process for children and pregnant women, while temporary enrollment is used to refer to the process for individuals applying for Family Planning Only Services.

Key Changes to Express Enrollment Policy

Outlined in this *Update* are the key changes to EE policy effective February 1, 2014.

Limit on Number of Express Enrollment Periods for Pregnant Women

Pregnant women will be limited to one EE period per pregnancy. If a pregnant woman already had one EE period for her current pregnancy prior to February 1, 2014, she will not be eligible for another EE period for that same pregnancy.

Verification of Pregnancy No Longer Required

A pregnant woman will no longer be required to have her pregnancy verified by a pregnancy test in order to qualify for EE for Pregnant Women.

Qualifying Non-U.S. Citizens Will Be Eligible for Express Enrollment

Certain qualifying non-U.S. citizens will be eligible for EE. Providers may refer to the revised EE application instructions (see the Revisions to Applications and Instructions section below) and/or the online APP tool, if applicable, for information on the qualifying non-U.S. citizens who are eligible for EE. The online APP tool is located at access.visconsin.gov/.

Changes to Income Types That Are Countable and Noncountable

The list of income types that are countable and noncountable has changed for EE of children and pregnant women in BadgerCare Plus and EE of individuals in the Family Planning Only Services benefit. Providers may refer to the revised EE application instructions (see the Revisions to Applications and Instructions section below) and/or the online APP tool, if applicable, for the updated list of countable and noncountable income types.

Revisions to Applications and Instructions

In addition to updating the online APP tool, ForwardHealth has revised the following paper EE applications and instructions to reflect EE policy changes:

- Temporary Enrollment for Family Planning Only Services application, F-10119 (02/14), and instructions.
- BadgerCare Plus Express Enrollment for Pregnant Women Application, F-10081 (02/14), and instructions.

Refer to Attachments 1-4 of this *Update* for sample copies of the revised applications and instructions. In addition to policy-related changes, the revised forms contain organizational and formatting changes, so providers should review the revised forms carefully.

Note: There is no paper application for EE of children in BadgerCare Plus. Providers are required to use the online APP tool for EE of children.

Ordering/Printing Revised Forms

The revised applications will be available by mid-February 2014. Applications can be ordered through the Department of Health Services (DHS) Web site at *dhs.wisconsin.gov/forms/*. The revised instructions are available in Portable Document Format (PDF) and may be printed directly from the DHS Web site.

Qualified providers who are currently using the online APP tool to submit EE determinations for pregnant women are encouraged to continue to use that tool.

Old Versions of Applications and Instructions

As a result of the EE policy changes, providers are required to follow the new instructions beginning February 1, 2014. Since the new applications will not be available until mid-February 2014, providers should continue using the previous version of the applications until the new applications are available. Providers should answer the questions on the previous version of the applications using the new instructions.

ForwardHealth will *not* accept previous versions of the applications after March 31, 2014, so providers should discard previous versions by that date.

Reminders

Applying for Full BadgerCare Plus or Family Planning Only Services Coverage

Once an application is submitted through EE, the provider or partner is encouraged to assist the applicant or the applicant's parent or guardian with completion of the online application for full BadgerCare Plus coverage or full Family Planning Only Services coverage. This will help ensure that there is no break-in coverage.

If the provider or partner is unable to assist the applicant, the applicant should be referred to the online ACCESS Apply for Benefits tool at *access.wisconsin.gov/* or the local agency to apply for full coverage.

Express Enrollment for Family Planning Only Services

Services and supplies covered under EE for Family Planning Only Services are the same as those covered under the full Family Planning Only Services benefit and must be for routine contraceptive management or related services. For a list of services covered under the Family Planning Only Services benefit, providers may refer to the Family Planning Only Services service area in the Online Handbook on the ForwardHealth Portal at mww.forwardhealth.wi.gov/.

The ForwardHealth Update is the first source of program policy and billing information for providers.

Wisconsin Medicaid, BadgerCare Plus, SeniorCare, and Wisconsin Chronic Disease Program are administered by the Division of Health Care Access and Accountability, Wisconsin Department of Health Services (DHS). The Wisconsin AIDS Drug Assistance Program and the Wisconsin Well Woman Program are administered by the Division of Public Health, Wisconsin DHS.

For questions, call Provider Services at (800) 947-9627 or visit our Web site at www.forwardhealth.wi.gov/.

P-1250

ATTACHMENT 1 Temporary Enrollment for Family Planning Only Services Instructions

(A copy of the "Temporary Enrollment for Family Planning Only Services Instructions" is located on the following pages.)

F-10119A (02/14)

TEMPORARY ENROLLMENT FOR FAMILY PLANNING ONLY SERVICES

This application is only for those persons applying for Temporary Enrollment for Family Planning Only Services. Family Planning Only Services are limited to persons seeking contraceptive management. The Family Planning Only Services qualified provider and applicant should complete the application together.

Please Note: Before completing this application, providers must do the following:

- 1. Check the applicant's BadgerCare Plus/Medicaid enrollment status by using the Wisconsin Enrollment Verification System (EVS). Providers may use any of the EVS methods to check enrollment. Here are three of those methods:
 - Visit the ForwardHealth Portal
 - Call the automated voice response service (WiCall) at 1-800-947-3544
 - Call Provider Services at 1-800-947-9627
- 2. Explain that TE for FPOS is limited to coverage of family planning and family planning-related services. Confirm that the applicant is seeking contraceptive (birth control) services.

Provide a copy of the completed application to the applicant, retain a copy for your files and, within five (5) days, mail or fax a copy to:

Fiscal Agent Temporary Enrollment FPOS 313 Blettner Blvd Madison, WI 53784 Fax: (608) 221-2742

SECTION I —APPLICANT INFORMATION (GENERAL)

Applicant provides information for this Section.

Are you a resident of Wisconsin?

If the applicant answers "Yes" to this question, go to Line 1.

If the applicant answers "No" to this question, go to Section III and check the box indicating that the applicant cannot be enrolled because s/he is not a resident of Wisconsin. Follow the instructions for *Section III – Notice* for an applicant who cannot be temporarily enrolled in Family Planning Only Services.

Line 1: Applicant name, gender, birth date, telephone number.

Provide the applicant's name (Last, First, Middle Initial), gender, birth date and 10-digit telephone number (includes area code).

Determine if the applicant is of childbearing age. While the Department of Health Services is not prescribing an age range, "childbearing age" is generally defined as ages 15 to 45.

If the applicant is of childbearing age, go to Line 2.

If the applicant is not of childbearing age, go to Section III and check the box indicating that the applicant cannot be enrolled because s/he is not of childbearing age. Follow the instructions for *Section III – Notice* for an applicant who cannot be temporarily enrolled in Family Planning Only Services.

Line 2: Applicant's address and county of residence

Provide the applicant's address and county of residence information. The address listed on the form is the address where the applicant will receive correspondence about Temporary Enrollment for Family Planning Only Services, including the ForwardHealth card and all notices. If the applicant is concerned about other household members receiving his/her confidential information regarding this program, inform him/her to indicate a mailing address other than his/her residence address where the applicant can receive Family Planning Only Services information in care of another person.

Note: It is *imperative* that applicants receive all notices in a timely manner. Therefore, if an applicant chooses the provider's mailing address for her/his correspondence the provider must have a reliable way of contacting the member to promptly give her/him all Family Planning Only Services notices and the *ForwardHealth* card.

Line 3: Are you currently receiving Wisconsin Medicaid or BadgerCare Plus?

If the applicant answers "No" on Line 3, check EVS to confirm and go to Line 4.

If the applicant answers "Yes" on Line 3, s/he is already receiving Wisconsin Medicaid or BadgerCare Plus benefits. Explain that s/he already has access to the same benefits through the Wisconsin Medicaid and/or BadgerCare Plus programs. Go to Section III and check the box that the applicant cannot be enrolled because s/he is enrolled in Wisconsin Medicaid or BadgerCare Plus. Follow the instructions for *Section III – Notice* for an applicant who cannot be temporarily enrolled in Family Planning Only Services.

Line 4: Have you been determined temporarily enrolled in Family Planning Services Only in the last 12 months?

If the applicant answers "No" on Line 4, check EVS to confirm and go to Line 5.

If the applicant answers "Yes" on Line 4, s/he cannot be temporarily enrolled. An individual is only allowed to have one period of temporary enrollment in a 12-month period. Go to Section III and check the box indicating that the applicant cannot be enrolled because s/he has been temporarily enrolled in the last 12 months. Follow the instructions for *Section III – Notice* for an applicant who cannot be temporarily enrolled in Family Planning Only Services.

Explain that s/he can only be temporarily enrolled once in a 12-month period. Encourage the applicant to apply for Family Planning Services Only or BadgerCare Plus online at access.wi.gov, by telephone, by mail or in person at the local agency. A list of these agencies can be found at dhs.wi.gov/em/customerhelp or by contacting Member Services at 1-800-362-3002.

Line 5: Are you in need of contraceptive services?

If the applicant answers "Yes" on Line 5, go to Line 6.

If the applicant answers "No" on Line 5, s/he cannot be temporarily enrolled. Go to Section III and check the box indicating that the applicant cannot be enrolled because s/he is not in need of contraceptive services. Follow the instructions for *Section III – Notice* for an applicant who cannot be temporarily enrolled in Family Planning Only Services.

Line 6: U.S. Citizen or Qualifying Immigrant

For Temporary Enrollment for Family Planning Only Services, an applicant who is a "qualifying immigrant" meets one of the following criteria:

- Lawfully residing in the United States for at least 5 years, or
- Lawfully residing in the United States and a refugee or is seeking asylum, or
- From Cuba or Haiti and is lawfully residing in the United States, or
- Under age 19 and lawfully present in the United States, or
- Lawfully residing in the United Status under one of the eligible immigration statuses listed in the BadgerCare Plus Eligibility Handbook, Chapter 4.3.4 at www.emhandbooks.wisconsin.gov/bcplus/policyfiles/2/04/4.3.htm.

If the applicant answers "Yes" on Line 6, go to Line 7.

If an applicant is under age 19, s/he must be a U.S. Citizen or lawfully present in the United States to qualify for Temporary Enrollment for Family Planning Only Services. There is no requirement for the applicant to have been lawfully present in the United States for a certain amount of time.

If an applicant is age 19 or older, s/he must be a U.S. Citizen, lawfully residing in the United States for at least 5 years, lawfully residing in the United States and a refugee or is seeking asylum, from Cuba or Haiti and a lawful resident of the United States, or lawfully residing in the United States under one of the eligible immigration statuses listed in the BadgerCare Plus Eligibility Handbook link above in order to qualify for Temporary Enrollment for Family Planning Only Services.

If the applicant answers "No" on Line 6, s/he has indicated that s/he is not a U.S. citizen or qualifying immigrant. Go to Section III and check the box indicating that the applicant cannot be enrolled because s/he is not a U.S. Citizen or qualifying immigrant. Follow the instructions for *Section III – Notice* for an applicant who cannot be temporarily enrolled in Family Planning Only Services.

Inform the applicant s/he cannot be temporarily enrolled. However, s/he may still be able to enroll for Family Planning Only Services or BadgerCare Plus online at access.wi.gov, by telephone, by mail or in person at the local agency. A list of these agencies can be found at dhs.wi.gov/em/customerhelp or s/he can contact Member Services at 1-800-362-3002.

SECTION II — INCOME INFORMATION (THE APPLICANT PROVIDES THE INCOME INFORMATION)

For determining temporary enrollment, the financial test is based on anticipated income. For this calculation, use the actual income expected during the current month. For example, an individual applying any time in September will use expected income for September. Individuals should only provide income information for themselves, regardless of their age. Verification of income information is not required to temporarily enroll the applicant in Family Planning Only Services. Verification may be required if the applicant applies for Family Planning Only Services beyond the temporary enrollment period or for Wisconsin Medicaid or BadgerCare Plus.

Line 7: Enter ONLY the applicant's total monthly job income and wages.

To be temporarily enrolled the applicant must have income at or below the 2014 income limit. Every applicant's income should be counted, regardless of age. Only count the applicant's income, even if s/he is married or living with his or her parents.

Earned income includes:

Work study for

college students

Wages

- Salaries
- Net self-employment earnings
- Tips

- Commissions
- All other payments resulting from labor or personal service, excluding allowances

Note: Self-employment income is income earned directly from one's own business, rather than earned as an employee with a specified salary or wages from an employer. Deduct self-employment expenses when calculating income to determine the net self-employment amount (use the monthly average of expenses for this calculation).

Do **not** count the following as monthly-earned income:

- Tax refunds, including Earned Income Tax Credits payments.
- Allowances.

Add monthly earned income (amount of money earned before any deductions) for each member of the group to arrive at the total monthly earned income. Enter this amount on Line 7.

Line 8: Enter total monthly other income (Social Security contributions, unemployment compensation, etc.).

Add all monthly other income. Other income includes, but is not limited to:

- Taxable pensions, taxable annuities, insurance benefits, Social Security (use gross amounts).
- Payments received for the rental of rooms, apartments, dwelling units, buildings or land (if not reported as self-employment income). Taxes and the expense of property maintenance may be deducted.
- Income from Tribal Per Capita payments from gaming revenue.

Do **not** count the following as monthly other income:

- Supplemental Security Income (SSI).
- Student loans.
- Student financial aids including grants, scholarships and fellowships.
- Child support income.
- Workers' compensation.
- Veteran's benefits.
- Reimbursement for expenses which the applicant has incurred or paid, except for reimbursement for normal household living expenses such as rent, clothing or food eaten at home.
- Foster care or subsidized adoption payments.
- Life insurance policy dividends.
- Payments made by a third party directly to landlords or other vendors.
- Governmental (federal, state, or local) rent and housing subsidies, including payments made directly to the applicant for housing or utility costs (e.g., U.S. Department of Housing and Urban Development (HUD) utility allowances).
- Nutrition-related benefits, such as FoodShare Wisconsin.

Enter this amount on Line 8.

Line 9: Enter the total monthly income

Add the total monthly income by adding the applicant's monthly-earned income (Line 7) and total monthly other income (Line 8). Enter this amount on Line 9.

Line 10: Does the applicant meet the rules for income limits?

Monthly income must be at or below the 2014 income limit listed below:

Group Size	Monthly Income Limit		
1	\$2,975.85		

If the applicant's total monthly income (Line 9) exceeds the 2014 income limit, the applicant is over the income requirements for Family Planning Only Services. Check "No" on Line 10 and go to Section III. Check the box that that applicant cannot be enrolled because s/he does not qualify under the income guidelines. Follow the instructions for *Section III – Notice* for an applicant who cannot be temporarily enrolled in Family Planning Only Services.

Inform the applicant that s/he may still be able to enroll in the Family Planning Only Services or BadgerCare Plus, but s/he must apply through the local agency or online at access.wi.gov. A list of these agencies can be found at <a href="document-declaration-declar

If the applicant's total monthly income (Line 9) is at or below the 2014 income limit, and all non-financial requirements have been met, s/he is temporarily enrolled. Check "Yes" on Line 10 and go to Section III.

SECTION III — NOTICE

Line 11: Determination of Eligibility for Temporary Enrollment in Family Planning Only Services If the provider determines that the applicant meets the program rules based on the information provided on the application form, check the first box stating that the applicant is able to be temporarily enrolled in Family Planning Only Services. The qualified provider is also required to do *all* of the following:

- 1. Enter the provider's name, address (street, city, state, zip code) and the Medicaid Provider Number. If the provider is a large organization with a number of local sites, *please use the specific local site address where the applicant was served.* The worker filling out the form must enter his/her name as the Provider Representative, sign and date the Temporary Enrollment for Family Planning Only Services application. Do not use an agency's name as the Provider Representative.
- 2. Inform the applicant that his or her temporary enrollment for Family Planning Only Services lasts from the date of application until the end of the month following the month that s/he is temporarily enrolled. Explain to the applicant that to continue receiving family planning benefits after the temporary enrollment end date, s/he must apply for Family Planning Only Services or Wisconsin Medicaid or BadgerCare Plus online at access.wi.gov, by telephone, by mail or in person at the local agency. A list of these agencies can be found on the Department of Health Services' web at dhs.wi.gov/em/customerhelp or by contacting Member Services at 1-800-362-3002.
- 3. Explain to the applicant that a temporary enrollment determination does not guarantee that the local agency will be able to enroll the applicant in Family Planning Only Services, Wisconsin Medicaid or BadgerCare Plus because of other requirements that may apply. S/he will have to provide verification of citizenship/qualifying immigration status and identity as well as any counted income.

- 4. Inform the applicant that the local agency may extend the temporary enrollment period. This may be done only when the applicant files an application on or before the last day of the temporary enrollment period and the application cannot be processed before the temporary enrollment period ends.
- 5. Inform applicants with a child(ren) under age five that they may be able to enroll the child(ren) in the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) and provide the applicant with a copy of the WIC pamphlet. New or breastfeeding mothers may be able to enroll in WIC also.

Go to Line 12.

If the provider determines that the applicant cannot be temporarily enrolled in Family Planning Only Services, check the box stating "Based on the information provided above, I have determined that the applicant cannot be enrolled in Family Planning Only Services because the applicant (check all that apply)." The qualified provider is also required to do all of the following:

- 1. Check the appropriate box in Section III indicating the reason the applicant is not able to enroll.
- 2. Enter the provider's name, address (street, city, state, zip code) and the Medicaid Provider Number. If the provider is a large organization with a number of local sites, *please use the specific local site address where the applicant was served.* The worker filling out the form must enter his/her name as the Provider Representative, sign and date the Temporary Enrollment for Family Planning Only Services application. Do not use an agency's name as the Provider Representative.
- 3. Inform applicants with a child(ren) under age five that they may be able to enroll the child(ren) in the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) and provide the applicant with a copy of the WIC pamphlet. New or breastfeeding mothers may be able to enroll in WIC also.

Go to Line 12.

Line 12: Applicant Attestation and Signature

If the provider determines that the applicant meets the program rules based on the information provided on the application form, the provider is required to do all of the following:

- 1. Have the applicant read the text after the first checkbox, check the box if s/he understands and agrees with this statement, then sign and date the application.
- 2. Give the applicant a copy of the application.
- 3. Fill out the temporary card in Section IV (see instructions on Section IV below).
- 4. Inform the applicant that s/he is only covered for family planning related services, but s/he may be able to enroll in BadgerCare Plus if s/he meets certain other enrollment requirements. Encourage the applicant to apply for BadgerCare Plus online at access.wi.gov, by telephone, by mail or in person at the local agency if s/he would like to receive more than family planning related services.

If the provider determines that the applicant cannot be temporarily enrolled in Family Planning Only Services, the provider is required to do all of the following:

- 1. Have the applicant read the text after the second checkbox, check the box if s/he understands and agrees with this statement and sign and date the application.
- 2. Detach and destroy the temporary card (Section IV) and provide the applicant with a copy of the Temporary Enrollment for Family Planning Only Services application. This will serve as the applicant's notice of denial.

SECTION IV — TEMPORARY IDENTIFICATION CARD

Complete the following items on the temporary card if the applicant is temporarily enrolled:

- 1. **Card Effective Dates:** Temporary enrollment begins on the first day of enrollment and continues through the last day of the month following the month in which temporary enrollment began (e.g., a person who is temporarily enrolled on June 6 is enrolled through the July 31st.)
- 2. **Member ID Number:** The provider must ask if the applicant already has a Medicaid ID number, even if s/he is not currently enrolled in Wisconsin Medicaid or BadgerCare Plus. Enter this number as the Member ID number. If the applicant does not have a Medicaid ID number or know his/her Medicaid ID number, enter the applicant's Social Security Number (SSN) and add a zero to the end of the number, or enter a pseudo-number if the applicant does not have an SSN at the time the Temporary Enrollment application is completed.

If the applicant does not have an SSN or does not know the number, qualified providers are required to call HP at (608) 224-6521 to obtain a pseudo-number. No additional zero is needed if using a pseudo-number.

SSNs and personally identifiable information entered on the Temporary Enrollment for Family Planning Only Services application and temporary identification card will be used only for the direct administration of Temporary Enrollment for Family Planning Only Services.

Note: Providing or applying for a Social Security Number (SSN) is voluntary and is not required in order to determine eligibility for Temporary Enrollment for Family Planning Only Services. Applicants for Wisconsin Medicaid and BadgerCare Plus who do not provide a SSN or apply for one will not be eligible for Wisconsin Medicaid or BadgerCare Plus, unless the individual belongs to a recognized religious sect that conscientiously opposes applying for or using a SSN. An individual who refuses to apply for or use a social security number due to religious beliefs must provide verification from a church elder or other officer that doing so is against the church doctrine.

- 3. **Agency Code:** Enter the agency code number assigned to the qualified provider.
- 4. **Applicant Name and Address:** Print or type the applicant's full name and address in the box provided at the bottom of the card. Use the same address the member indicated for Section I, Line 2.
- 5. Detach the bottom portion of the application for the applicant to use as a temporary Family Planning Only Services ID card. This temporary ID card entitles the applicant to family planning-related services provided by a Family Planning certified provider. Tell the member that they will soon receive a regular ForwardHealth ID card in the mail at the address listed on the application and, at that point they can destroy the temporary ID card.

ATTACHMENT 2 Temporary Enrollment for Family Planning Only Services Application

(A copy of the "Temporary Enrollment for Family Planning Only Services Application" is located on the following pages.)

Division of Health Care Access and Accountability F-10119 (02/14)

TEMPORARY ENROLLMENT FOR FAMILY PLANNING ONLY SERVICES

SECTION I — APPLICANT INFORMATION (GE	NERAL) Are voi	u a resident of Wis	sconsin? (If no, go to Section	on III) \square	Yes 🗌 No	
Name – Applicant (Last, First, MI)	7 10 you	Sex Male	Birth Date (MM/DD/YY)		Phone Numb	
11 (, , , ,		Female	(, = =,)			
2. Address (Street, City, State, Zip Code) County				County of	of Residence	
3. Are you currently receiving Wisconsin Medica	id or BadgerCare Plus? (If yes, go to section	on III.)		☐ Yes	☐ No
4. Have you been temporary enrolled in Family F	Planning Only Services th	e last 12 months?	(If yes, go to section III)		☐ Yes	☐ No
5. Are you in need of contraceptive services? (If	no, go to section III)				☐ Yes	☐ No
6. Are you one of the following (If no, go to Secti	on III):				☐ Yes	□No
 A U.S. Citizen, Lawfully residing in the United States for Lawfully residing in the United States and From Cuba or Haiti and is lawfully resid Under age 19 and lawfully present in the 	nd a refugee or is seeking ing in the United States, o	-				
Lawfully residing in the United Status un Eligibility Handbook (refer to instruction	nder one of the eligible im	nmigration statuse	s listed in the BadgerCare	Plus		
SECTION II – APPLICANT INCOME INFORMAT					•	
7. Enter ONLY the applicant's total monthly job i	ncome and wages.				\$	
8. Enter ONLY the applicant's total monthly other	r income (Social Security	Income, unemplo	syment compensation, etc.)		\$	
9. Add lines 7 and 8. Enter the applicant's total r	nonthly income.				\$	
10. Compare the applicant's total net income (Linapplicant meet the rules for income limits?	e 9) with the federal pove	rty level guideline	for a group size of 1. Does	the	☐ Yes	□No
SECTION III — NOTICE					1	
Family Planning Only Services. I have infoliocal agency by the end of the month following Family Planning Only Services. Based on the information provided above, applicant (check all that apply): Is not in need of contraceptive services. Is not of childbearing age. Is not a U.S. citizen or qualifying immed. Has been determined temporarily end	wing the current month. I I have determined that thes s igrant olled in Family Planning	have informed the OR ne applicant canno Does no Is currer Is not a Only Services with	e applicant of privacy and so to be enrolled in Family Plan of qualify under the income ntly enrolled in Wisconsin M resident of Wisconsin	ervice avai nning Only guidelines ledicaid or	lability issues Services bec BadgerCare	ause the
Name — Provider (Type or Print)	Address — F	Provider		Medicaid	Provider Nur	nber
Name — Provider Representative (Type or	Print) SIGNATURE	— Provider Repr	resentative	Date Sign	ned	
12.	vledge and belief. I under y temporary enrollment for the at access.wi.gov or in pary enrollment and that materials.	stand that I need or Family Planning person with the locy temporary enrol OR y enrollment in Fa	to be determined eligible for g Only Services period. I wi cal agency before the end of lment also ends on that dat mily Planning Only Service	or Family Pl Il need to a of the mont re.	lanning Only apply for Fam h following th	Services ily e month
CECTION IV TEMPORARY ENDOLL MENT FOR	FAMILY DI ANNING O	W V SERVICES I	TEMPORARY IDENTIFICA	TION CAD	.D.	
SECTION IV TEMPORARY ENROLLMENT FOR Card Effective Dates (MM/DD/YY)	Medical Status Code		ember ID Number	TION CAR	Agency Co	ode
From Through	PF	IVI	ember ib ramber		Agency O	Juc
Member Name and Address	ole	you may get the provider. You medical care, so Services benefit	ifies you as being able to go th Temporary Enrollment for these services from any cert must present this card to you thervices or supplies. In order its after the expiration date the mediately. If you have any	or Family Platified Fami our provide our to get Fa of this card	lanning Only ily Planning or <u>BEFORE</u> g mily Planning d, you must a	Services. etting Only pply with



To the Provider

The individual listed has been determined temporarily enrolled in Family Planning Only Services in accordance with §49.465 Wis. Stats. This card entitles this individual to receive certain family planning related services including certain family planning related pharmacy services through Family Planning providers for the time period specified on this card. (See card effective dates.) For additional information, contact Provider Services at (800) 947-9627 or see the online provider handbook on at https://www.forwardhealth.wi.gov/WIPortal/Default.aspx.

NOTE: The applicant may present this card prior to enrollment information being recorded on the Family Planning Only Services file. Providers should keep a photocopy of this card.

WISCONSIN DEPARTMENT OF HEALTH SERVICES

TEMPORARY IDENTIFICATION CARD FOR TEMPORARY ENROLLMENT FOR FAMILY PLANNING ONLY SERVICES



ATTACHMENT 3 BadgerCare Plus Express Enrollment for Pregnant Women Application Instructions

(A copy of the "BadgerCare Plus Express Enrollment for Pregnant Women Application Instructions" is located on the following pages.)

BADGERCARE PLUS EXPRESS ENROLLMENT FOR PREGNANT WOMEN APPLICATION INSTRUCTIONS

This application is only for those women applying for BadgerCare Plus Express Enrollment for Pregnant Women. This benefit provides BadgerCare Plus-covered pregnancy related outpatient services to pregnant women. The qualified provider and applicant should complete the application together.

Please Note: Before completing this application, providers must do the following:

- 1. Check the applicant's BadgerCare Plus/Medicaid enrollment status by using the Wisconsin Enrollment Verification System (EVS). Providers may use any of the EVS methods to check enrollment. Here are three of those methods:
 - Visit the ForwardHealth Portal
 - Call the automated voice response service (WiCall) at 1-800-947-3544
 - Call Provider Services at 1-800-947-9627
- 2. Explain that EE for Pregnant Women is limited to BadgerCare Plus-covered pregnancy related outpatient services to pregnant women. Applicants must apply for Wisconsin Medicaid or BadgerCare Plus benefits in order to receive coverage for pregnancy-related inpatient services, such as labor and delivery services.

Once the application has been completed, provide the applicant with a copy, retain a copy for your files, and mail or fax a copy within five (5) days to:

Wisconsin Medicaid Express Enrollment 313 Blettner Blvd Madison, WI 53784 Fax: (608) 221-8815

Please read and provide all the following information to the applicant.

Section I — Applicant Information (General) (Applicant completes this section)

Are you a resident of Wisconsin?

If the applicant answers "Yes" to this question, go to Line 1.

If the applicant answers "No" to this question, go to Section IV and check the box indicating that the applicant cannot be enrolled because she is not a resident of Wisconsin. Follow the instructions for *Section IV – Notice* for an applicant who is not eligible for BadgerCare Plus Express Enrollment for Pregnant Women.

Line 1: Applicant name, birth date and phone number.

Provide the applicant's name (Last, First, Middle Initial), birth date and 10-digit telephone number (includes area code).

Line 2: Applicant address and county of residence.

Provide the applicant's address and county of residence information. The address listed on the form is the address where the applicant will receive correspondence about BadgerCare Plus Express Enrollment for Pregnant Women, including the ForwardHealth card and all notices. If the applicant is concerned about other household members receiving her confidential information regarding this program, inform her to indicate a mailing address other than her residence address where the applicant can receive BadgerCare Plus Express Enrollment information in care of another person.

Note: It is *imperative* that applicants receive all notices in a timely manner. Therefore, if an applicant chooses the provider's mailing address for her correspondence the provider must have a reliable way of contacting the member to promptly give her all BadgerCare Plus Express Enrollment notices and the *ForwardHealth* card.

Line 3: Are you currently receiving Wisconsin Medicaid or BadgerCare Plus?

If the applicant answers "No" on Line 3, check EVS to confirm and go to Line 4.

If the applicant answers "Yes" on Line 3, she is already receiving Wisconsin Medicaid or BadgerCare Plus benefits. Explain that she already has access to the same benefits through BadgerCare Plus. Go to Section IV – "Notice" and check the box that the applicant is not eligible because she is currently enrolled in Wisconsin Medicaid or BadgerCare Plus. Follow the instructions in Section IV – "Notice" for an applicant who is not eligible for BadgerCare Plus Express Enrollment for Pregnant Women.

Line 4: Have you previously received BadgerCare Plus Express Enrollment for Pregnant Women for this current pregnancy?

If the applicant answers "No" on Line 4, go to Line 5.

If the applicant answers "Yes" on Line 4, she has already received one period of presumptive eligibility for her current pregnancy. She is unable to receive another period of presumptive eligibility benefits for this pregnancy. Go to Section IV – "Notice" and check the box that the applicant is not eligible because she has already received EE for Pregnant Women for this pregnancy. Follow the instructions in Section IV – "Notice" for an applicant who is not eligible for BadgerCare Plus Express Enrollment for Pregnant Women.

Inform the applicant that although you cannot determine her eligibility for Express Enrollment, she may still be eligible for Wisconsin Medicaid or BadgerCare Plus, and she must apply online at access.wi.gov, by mail, telephone or in person through her local agency.

Line 5: Are you a U.S. citizen or lawfully present in the United States?

If the applicant answers "Yes" on Line 5 go to Line 6.

Note: There is no requirement for the applicant to have been lawfully present in the United States for a certain amount of time.

If the applicant answers "No" on Line 5, she is not eligible for Express Enrollment for Pregnant Women because she is not legally present in the United States. Go to Section IV – "Notice" and check the box that the applicant is not eligible because she is not a U.S. Citizen or lawfully present in the United

States. Follow the instructions in Section IV – "Notice" for an applicant who is not eligible for BadgerCare Plus Express Enrollment for Pregnant Women.

Section II – Pregnancy Information

Line 6: Pregnancy Information.

Include the number of fetuses and the expected delivery date. Do not require a pregnancy test or any other form of verification of pregnancy.

Section III — Income Information

To complete Section III, the qualified provider should work with the applicant to answer the questions regarding her finances. Answer all the questions regarding the financial test only for the individuals that are counted as part of the group on Line 7, Section III. Verification of income information is not required for BadgerCare Plus Express Enrollment for Pregnant Women. Verification may be required if the applicant applies for Wisconsin Medicaid or BadgerCare Plus beyond the express enrollment period.

Line 7: When determining the household size, include all family members living with the pregnant woman that meet the criteria listed below:

- For women under age 18: include the pregnant woman, her parents if she has never been married, her minor natural or adopted siblings (full or half) living in the household, her minor natural or adopted children living in the household and the number of unborn fetuses.
- <u>For unmarried women who are age 18 or older</u>: include the pregnant woman, her minor natural or adopted children living in the household and the number of unborn fetuses.
- <u>For married women</u>: include the pregnant woman, her spouse if he is living in the household, her minor natural or adopted children living in the household and the number of unborn fetuses.

Line 8: For Express Enrollment determinations, the financial test is based on anticipated income. For this calculation, use the actual income expected during the month. (For example, a woman applying any time in September will use expected income, such as expected hours of work, for September.)

To be determined eligible for Express Enrollment, the applicant must meet the income limits for the appropriate group size. All income of those individuals in the pregnant woman's household may have to be considered.

Earned income includes:

- Wages.
- Salaries.
- Tips.
- Commissions.
- Work-study for college students.
- All other payments resulting from labor or personal service, excluding allowances.
- Net self-employment earnings.

Note: Self-employment income is income earned directly from one's own business, rather than earned as an employee with a specified salary or wages from an employer. Deduct self-employment expenses when calculating income to determine the net self-employment amount (use the monthly average of expenses for this calculation).

Do **not** count the following as monthly-earned income:

- Tax refunds, including Earned Income Tax Credits payments.
- Allowances.

Add monthly earned income (amount of money earned after any deductions) for each member of the group to arrive at the total monthly earned income. Enter this amount on Line 8.

Line 9: Enter total of all monthly-unearned income. This income includes, but is not limited to:

- Taxable pensions, taxable annuities, insurance benefits, Social Security (use gross amounts).
- Payments received for the rental of rooms, apartments, dwelling units, buildings or land (if not reported as self-employment income). Taxes and the expense of property maintenance may be deducted.
- Income from Tribal Per Capita payments from gaming revenue.

Do **not** count the following as other monthly income:

- Supplemental Security Income (SSI).
- Student loans.
- Student financial aids, including grants, scholarships and fellowships.
- Child support income.
- Workers' compensation.
- Veteran's benefits.
- Reimbursement for expenses which the applicant has incurred or paid, except for reimbursement for normal household living expenses such as rent, clothing or food eaten at home.
- Foster care or subsidized adoption payments.
- Life insurance policy dividends.
- Payments made by a third party directly to landlords or other vendors.
- Governmental (federal, state, or local) rent and housing subsidies, including payments made directly to the applicant for housing or utility costs (e.g., U.S. Department of Housing and Urban Development (HUD) utility allowances).
- Nutrition-related benefits, such as FoodShare Wisconsin.

Enter this amount on Line 9.

Line 10: Add the applicant's total monthly-earned income (Line 8) and total monthly other income (Line 9). Enter this amount on Line 10. Go to Line 11.

Line 11: Compare total monthly income (Line 10) to the income limits for the appropriate group size. Monthly income must be at or below the 2014 income limits for the appropriate group size listed below.

Group Size	200% FPL (for Medical Status Code purposes only)	Monthly Income Limit
1	\$1,945.00	\$2,975.85
2	\$2,621.67	\$4,011.15
3	\$3,298.33	\$5,046.45
4	\$3,975.00	\$6,081.75
5	\$4,651.67	\$7,117.05
6	\$5,328.33	\$8,152.35
7	\$6,005.00	\$9,187.65
8	\$6,681.67	\$10,222.95
9	\$7,358.33	\$11,258.25
10	\$8,035.00	\$12,293.55
For each additional person add	\$676.67	\$1,035.30

If monthly income is at or below the 2014 income limit for the appropriate group size, and all other non-financial eligibility requirements have been met, the applicant is eligible for BadgerCare Plus Express Enrollment for Pregnant Women. Complete Section IV – "Notice".

If monthly income exceeds the 2014 income limit for the appropriate group size, the applicant cannot be temporarily enrolled. Complete Section IV – "Notice" of the application and check the box indicating that the applicant is not eligible because she does not qualify under the income guidelines. Follow the instructions for Section IV – "Notice" for an applicant who is not eligible for BadgerCare Plus Express Enrollment for Pregnant Women.

Inform the applicant that she may still be eligible for Wisconsin Medicaid or BadgerCare Plus, but she must apply online at access.wi.gov, by mail, telephone or in person through her local agency.

Section IV — Notice

<u>Line 12:</u> Determination of Eligibility for BadgerCare Plus Express Enrollment for Pregnant Women

If the applicant is eligible for Express Enrollment, qualified providers are required to do all of the following:

- 1. The qualified provider must check the appropriate box in Section IV and enter the provider's name, address (street, city, state, zip code) and Medicaid Provider Number. If the provider is a large organization with a number of local sites, *please use the specific local site address where the applicant was served*. The worker filling out the form must enter his/her name as the Provider Representative then sign and date the BadgerCare Plus Express Enrollment for Pregnant Women application. Do not use an agency's name as the Provider Representative.
- 2. Inform the applicant that her BadgerCare Plus Express Enrollment for Pregnant Women lasts from the date of application until the end of the first month following the month that temporary eligibility is determined. To continue receiving benefits after the Express Enrollment end date, the applicant must apply for Wisconsin Medicaid or BadgerCare Plus. Encourage the applicant to apply for Wisconsin Medicaid or BadgerCare Plus because BadgerCare Plus Express Enrollment for Pregnant Women is a limited, temporary benefit that does not cover the costs of inpatient labor and delivery.

Encourage the applicant to apply for Wisconsin Medicaid or BadgerCare Plus online at access.wi.gov, by mail, telephone, or in person at her local agency.

- 3. Explain to the applicant that an Express Enrollment eligibility determination does not guarantee that her local agency will find her eligible for Wisconsin Medicaid or BadgerCare Plus because of other requirements that may apply.
- 4. Inform the applicant that her local agency may extend her Express Enrollment. This may be done only when the applicant files an application on or before the last day of the Express Enrollment period and her eligibility cannot be determined before her Express Enrollment period ends.
- 5. Inform applicants who have children under age five that she and/or her children may be eligible for the Special Supplemental Food Program for Women, Infants and Children (WIC) and provide her with a copy of the WIC pamphlet.

Go to Line 13

If the applicant is **not** eligible for Express Enrollment, qualified providers are required to do all of the following:

Check the appropriate box in Section IV indicating the reason for the applicant's ineligibility.

- 1. Enter the provider's name, address (street, city, state, zip code) and Medicaid Provider Number. If the provider is a large organization with a number of local sites, *please use the specific local site address where the applicant was served*. The worker filling out the form must enter his/her name as the Provider Representative then sign and date the BadgerCare Plus Express Enrollment for Pregnant Women application. Do not use an agency's name as the Provider Representative.
- 2. Inform applicants that have children under age five that she and/or her children may be eligible for the Special Supplemental Food Program for Women, Infants, and Children (WIC) and provide her with a copy of the WIC pamphlet.

Go to Line 13

Line 13: Applicant Attestation and Signature

If the provider determines that the applicant meets the Express Enrollment program rules based on the information provided on the application form, the provider is required to do all of the following:

- 1. Have the applicant read the text after the first checkbox, check the box if she understands and agrees with this statement, then sign and date the application.
- 2. Give the applicant a copy of the application.
- 3. Fill out the temporary card in Section V (see instructions on Section V below).

If the provider determines that the applicant is not eligible for Express Enrollment, the provider is required to do all of the following:

- 1. Have the applicant sign and date the application indicating that she understands that, even though the qualified provider has not found her eligible for Express Enrollment, she may still be eligible for full-benefit BadgerCare Plus.
- 2. Detach and destroy the temporary card on the last page of the form. Provide the applicant with a copy of the BadgerCare Plus Express Enrollment for Pregnant Women application. This will serve as the applicant's notice of denial of eligibility.

Section V — Temporary Identification Card

Complete the following items on the temporary card, if the applicant is eligible for Express Enrollment:

- 1. **Card Effective Dates:** Express Enrollment begins on the day eligibility is determined and continues through the last day of the first month following the month in which Express Enrollment eligibility was determined (e.g., a woman whose temporary enrollment begins 6/6/11 is eligible until 7/31/11).
- 2. Medical Status Code: Check the correct code based on the households income:

Medical Status Code	Income Level		
BV	At or below 200% of the Federal Poverty Level		
9E	Above 200% of the Federal Poverty Level and at or below 2014 income limit		

3. **Member ID Number:** The provider must ask if the applicant already has a Medicaid ID number, even if s/he is not currently enrolled in Wisconsin Medicaid or BadgerCare Plus. Enter this number as the Member ID number. If the applicant does not have a Medicaid ID number or know his/her Medicaid ID number, enter the applicant's Social Security Number (SSN) and add a zero to the end of the number, or enter a pseudo-number if the applicant does not have an SSN at the time the Express Enrollment application is completed.

If the applicant does not have an SSN or does not know the number, qualified providers are required to call HP at (608) 224-6521 to obtain a pseudo-number. No additional zero is needed if using a pseudo-number.

SSNs and personally identifiable information entered on the Express Enrollment for Pregnant Women application and temporary identification card will be used only for the direct administration of Express Enrollment for Pregnant Women.

Note: Providing or applying for a Social Security Number (SSN) is voluntary and is not required in order to determine eligibility for Express Enrollment for Pregnant Women. Applicants for Wisconsin Medicaid and BadgerCare Plus who do not provide a SSN or apply for one will not be eligible for Wisconsin Medicaid or BadgerCare Plus, unless the individual belongs to a recognized religious sect that conscientiously opposes applying for or using a SSN. An individual who refuses to apply for or use a social security number due to religious beliefs must provide verification from a church elder or other officer that doing so is against the church doctrine.

- 4. **Agency Code:** Enter the agency code number assigned to the qualified provider.
- 5. **Applicant Information:** Print or type the applicant's full name and address in the box provided at the bottom of the card. Use the same address the member indicated for Section I, Line 2.

6. Detach the bottom portion of the application for the applicant to use as a temporary BadgerCare Plus Express Enrollment ID card. This temporary ID card entitles the applicant to BadgerCare Pluscovered pregnancy related outpatient services provided by a Medicaid certified provider.

Inform the applicant that a plastic Wisconsin Medicaid *ForwardHealth* card will be mailed to her at the address listed on the application. The *ForwardHealth* card is valid only for the Express Enrollment period and will only allow the applicant to receive BadgerCare Plus-covered pregnancy related outpatient services. If the applicant applies for full-benefit BadgerCare Plus and is found eligible, she will continue to use the same *ForwardHealth* card.

ATTACHMENT 4 BadgerCare Plus Express Enrollment for Pregnant Women Application

(A copy of the "BadgerCare Plus Express Enrollment for Pregnant Women Application" is located on the following pages.)

WISCONSIN DEPARTMENT OF HEALTH SERVICES

Division of Health Care Access and Accountability F-10081 (02/14) DHS 103.03(4) Wis. Admin. Code



BADGERCARE PLUS - EXPRESS ENROLLMENT FOR PREGNANT WOMEN APPLICATION

SECTION I – APPLICANT INFORMATION (GENERAL	-) Are you	a resident of Wisconsin? (If no, go to Section IV	/)	□ No		
1. Applicant Name (Last, First, MI)		Birth Date (MM/DD/YY)	10-digit P	hone Number		
2. Address (Street, City, State, Zip Code)			County of	County of Residence		
3. Are you currently receiving Wisconsin Medicaid or E	BadgerCare Plus? (If yo	ou answered Yes, go to Section IV.)		☐ Yes ☐ No		
 Have you previously received BadgerCare Plus for answered Yes, go to Section IV.) 	Pregnant Women throu	ugh Express Enrollment for the current pregnancy?	(If you	☐ Yes ☐ No		
5. Are you a U.S. citizen or lawfully present in the Unit	ted States? (If you answ	wered No, go to Section IV.)		☐ Yes ☐ No		
SECTION II – PREGNANCY INFORMATION						
6. Number of Fetuses		Expected Delivery Date (MM/DD/YY)				
SECTION III – INCOME INFORMATION						
7. How many family members are in the household? fetuses.	(See instructions to det	ermine who must be included.) Include the number	r of			
8. Enter the total monthly earned income. (See instru	ctions to determine wha	at must be included in this calculation.)		\$		
9. Enter total monthly unearned income (See instruct	ions to determine what	must be included in this calculation.).		\$		
10. Enter the total monthly income (add Lines 8 and 9).				\$		
 Compare the total monthly income (Line 10) with th Does the client meet the BadgerCare Plus income I 		guidelines for the appropriate group size.		☐ Yes ☐ No		
SECTION IV - NOTICE 12.						
pregnant women. I have informed her of the require county/tribal human or social services agency by the BadgerCare Plus or have assisted the client in com I have determined that the above-named application is not a Wisconsin resident is currently enrolled in Wisconsin Medicaid Does not qualify under the income guideling	e end of the month follopleting an ACCESS apcant is not eligible for E	owing the current month. I have also provided her wiplication. OR	wing reason	application for (s): States.		
Name – Qualified Provider (Type or Print)	Address – Qualif	ied Provider	Medicaid	Provider Number		
Name — Provider Representative (Type or Print)	SIGNATURE – F	Provider Representative	Date Sig	ned		
13. I certify, under penalty of false swearing, that the according to the best of my knowledge and belief. I benefits beyond the end date of my express enrolling access.wi.gov, by mail, telephone or in person through temporary enrollment and that my temporary enrolling. I understand that I do not meet the requirement me that I may still apply for Wisconsin Medicaid SIGNATURE – Client	I understand that I need nent for pregnant womaugh the local agency be ment also ends on that ts for Wisconsin Badge	d to be determined eligible for Wisconsin Medicaid of an period. I will need to apply for Wisconsin Medicaid efore the end of the month following the month in whate. OR	or BadgerCa d/BadgerCa nich I am de	re Plus to receive re Plus online termined eligible for bove has informed		
SECTION V – WISCONSIN BADGERCARE PLUS EX	DDESS ENDOLLMENT	FOR RECNANT WOMEN IDENTIFICATION CA	NBD			
	Medical Status Code	Member ID Number	Agency Co	 de		
From Through	BV 9E	Weinser is realised	rigority CO	10		
Member Name and Address		TO THE PATIENT				
Samr	ole	This card identifies you as being eligible to receive care through the Wisconsin BadgerCare Plus Examay receive these services from any certified Market present this card to your provider BEFORE receive supplies. In order to qualify for Wisconsin Badge expiration date of this card, you must apply at you other application site) immediately. If you have a 3002.	press Enrolli ledicaid pro iving medica erCare Plus ur local cour	ment program. You vider. You must I care, services or benefits after the hty/tribal agency (or		

Sample

To the Provider

The individual listed has been determined eligible for temporary enrollment in Wisconsin BadgerCare Plus in accordance with $\S49.471(5)$ Wis. Stats. This card entitles this individual to receive outpatient pregnancy-related care including pharmacy services through Wisconsin BadgerCare Plus from any certified Medicaid providers for the time period specified on this card. (See card effective dates.) For additional information, see the All Provider Handbook, Member Information or call Medicaid Provider Services at (800) - 947-9627.

NOTE: The client may present this card prior to eligibility information being recorded on the BadgerCare Plus file. Providers should keep a photocopy of this card.

WISCONSIN DEPARTMENT OF HEALTH SERVICES



WISCONSIN BADGERCARE PLUS TEMPORARY IDENTIFICATION CARD FOR EXPRESS ENROLLMENT FOR PREGNANT WOMEN