

# **Medically Needy Case Actions**

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## **Overview**

The purposes of this chapter are:

- ◆ To provide the workers with instructions on the coding necessary for the Automated Benefit Calculation (ABC) System to process worker-initiated Medically Needy case actions.
- ◆ To explain which Medically Needy case actions are system-initiated.

The first section of the chapter covers worker-initiated case actions. The second section of the chapter covers system-initiated case actions. In order for the system to perform these case actions correctly, it is essential that the worker follow all coding instructions and update coding when a change in a case affects system codes, such as aid types.

Use Chapter 14-I, [MMIS Medically Needy Subsystem](#), in conjunction with this chapter for cases that have spenddown obligations.

## **Time Limits**

When working with medical programs, remember these points:

- ◆ Claims can be submitted, paid, or adjusted when the time elapsed between the date of service and receipt of the claim at the Iowa Medicaid Enterprise (IME) does not exceed 365 days. Exceptions are allowed when eligibility on new approvals came late to the system (meaning the new approval went back more than a year).
- ◆ The Medicaid eligibility file (SSNI screens) displays historical data for two years from the current system month. **NOTE:** The SSNI screens show both the eligible and potentially eligible recipients.
- ◆ ELVS (the audio response eligibility verification system) has six months of Medicaid historical data on eligible recipients. Potentially eligible recipients are reported as conditionally eligible and the remaining spenddown amount is given. The spenddown amount is updated nightly. ELVS reports the spenddown amount as zero when the client has met spenddown but information has not been updated on the system.
- ◆ "System months" run from ABC cutoff to ABC cutoff and do not directly correspond to calendar months. The system "next month" could be the second calendar month after the current calendar month, if the current date is after ABC cutoff. (See 14-B, [ABC System's Cyclical Month](#), for information on system months.)

## **Worker-Initiated Actions**

**NOTE:** When instructions for TD03 read "Complete any needed demographic information," check the following screen fields, and make entries, if applicable: (See 14-B-Appendix, [TD03](#).)

STATE ID	PER	HAND	UNB
FIRST NAME	CIT	H W B A I N	UNB/DUE
LAST NAME	US	MN	NWBN
TI	ID	ID GEN	QMB
BIRTH	MAR	RB	POV
ST	REL	SSN	COPAY
SEX	OHP	SSN CLAIM NO	SCR
DSTR	EDU	MP	HEALTH

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Adding a Person to a Closed Case</p> <p>When Case Has <b>Not</b> Met Spenddown</p>	<p>TD01 ENT RSN</p> <p>TD01 MED AID</p>	<p>This section applies when:</p> <ul style="list-style-type: none"> <li>◆ The Medically Needy certification period for which you are adding the person has been closed on the ABC system, and</li> <li>◆ The case has a certification period with a spenddown amount greater than zero, and</li> <li>◆ The case has not met spenddown for that period.</li> </ul> <p><b>Step 1</b></p> <p>Enter H.</p> <p>Enter a different medical aid type. See 14-B-Appendix, <a href="#">TD01 MED AID</a>.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
When Case Has <b>Not</b> Met Spenddown (Cont.)	TD01 MED CHG DT	Enter the first day of the first month of the period.  Make <b>no</b> other entries on the system. This allows the case to be set up for Step 2 and prevents medical edits.  <b>Step 2</b>  When ABC updates, complete the following entries to match entries on the MMIS Medically Needy subsystem.
	TD01 ENT RSN	Enter H.
	TD01 AID TD01 MED AID	Enter 37-E.
	TD01 AID CHG DT TD01 MED CHG DT	Re-enter the date used in Step 1.
	TD05 MED ENTRY	Enter E.
	TD05 MED STATUS	Enter A.
	TD05 MED RSN1	Enter 000. Send a manually prepared <i>Notice of Decision</i> .
	TD05 MED APP DT	Enter the application date. The month must be the same as the MED POS DT month. Use MM/DD/YY format.
	TD05 MED POS DT	Enter the first day of the first month of the prospective certification period for the person to be added. Use MM/DD/YY format.
	TD05 MED AD	Enter the code that indicates the timeliness of any approved medical application. Entry is required when entering an "A" in MED STATUS. If the application is processed timely, use code "A." Use code "H" for day 31 through day 45. If the application is untimely, enter the reason for the processing delay.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
When Case Has <b>Not</b> Met Spenddown (Cont.)	TD05 MED LAST REV	Enter the first month of the prospective certification period for the person to be added. Use MM/YY format.
	TD05 MED NEXT REV	Enter the last month of the prospective certification period for the person to be added. Use MM/YY format.
	TD05 MR	Enter N.
	TD05 RETRO	If the person is being added for the retroactive certification period, enter the applicable retroactive code. See 14-B-Appendix, <a href="#">TD05 RETRO</a> .  If the person is not eligible for the retroactive period, enter zero.
	TD05 SPENDDOWN1	Enter the retroactive spenddown amount originally entered for the period when the case was opened on ABC.  If the spenddown amount has since been changed on the MMIS Medically Needy subsystem via the <i>Eligibility Status Turnaround Document (ESTD)</i> , form 470-1941, use the amount of the spenddown entered on the MMIS Medically Needy subsystem.
	TD05 SPENDDOWN2	Enter the current spenddown amount originally entered for the period when the case opened on ABC.  If the spenddown amount has since been changed on MMIS Medically Needy subsystem via the ESTD, use the amount of the spenddown entered on the MMIS Medically Needy subsystem.



ACTION	SCREEN FIELDS USED	INSTRUCTIONS
When Case Has <b>Not</b> Met Spenddown (Cont.)		<p>If the spenddown amounts must be changed due to adding a person, enter the original amounts on TD05 (as above); then change the spenddown amounts on the MMIS Medically Needy subsystem when the new ESTD is generated.</p> <p><b>NOTE:</b> Until ABC updates, the spenddown amounts will also show in the 1ST CP AMT and ONGO CP fields as a transaction. Do not try to remove the data from the CP fields. They will not appear on the case "Master" displayed.</p>
	TD03	<p>If the new person has the same eligibility date as the case, open all clients originally on the case and add the new person in this step. Otherwise, see <a href="#">Step 3</a>.</p>
	TD03 ENTRY RSN	<p>Enter E for all clients on the case, including the new person.</p>
	TD03	<p>Complete any needed demographic information for the new person. See 14-B-Appendix, <a href="#">TD03</a>, for valid codes.</p>
	TD03 MN	<p>Re-enter codes for all clients previously opened on case. Enter a code for the new person. See 14-B-Appendix, <a href="#">TD03 MN</a>.</p>
	TD03 MED ST	<p>Re-enter the medical status code of all clients previously opened on the case. Enter "A" for the new person.</p>
	TD03 FUND	<p>Re-enter fund codes of S or P for all clients previously opened on the case.  <b>NOTE:</b> Fund codes must match entries on the Medically Needy subsystem.</p> <p>Enter the fund code for the new person. See 14-B-Appendix, <a href="#">TD03 FUND</a>.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
When Case Has <b>Not</b> Met Spenddown (Cont.)		<p>An ESTD is generated when the new person is added. Review the ESTD for correct eligibility and fund codes for all members of the group. If the ESTD is not correct, see 14-I, <a href="#">Changes and Corrections</a>.</p> <p><b>Step 3</b></p> <p>If the new person requires a retroactive period or has a different eligibility date, open only the clients associated with the original certification period in Step 2.</p> <p>Add any new clients with a different eligibility date by following these instructions.</p> <p>Use this step when the new person has a different eligibility date than the original period or requires a retroactive period.</p>
	TD03 ENTRY RSN	Enter E for the new person.
	TD03	Complete any needed demographic information for the new person. See 14-B-Appendix, <a href="#">TD03</a> , for valid codes.
	TD03 MN	Enter a code for the new person. See 14-B-Appendix, <a href="#">TD03 MN</a> .
	TD03 MED ST	Enter A for the new person.
	TD03 MED DATE	Enter the date of the new person's eligibility in MM/DD/YY format.
	TD03 FUND	Enter the fund code for the new person. See 14-B-Appendix, <a href="#">TD03 FUND</a> .

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>When Case <b>Has</b> Met Spenddown</p> <p>State ID Has Been Active for Medicaid</p> <p>State ID Has Not Been Active for Medicaid</p>	<p>TD01 ENTRY RSN</p> <p>TD01 AID</p> <p>TD01 MED AID</p>	<p>These actions apply when:</p> <ul style="list-style-type: none"> <li>◆ The Medically Needy certification period for which the person is being added has been closed on ABC, and</li> <li>◆ The case has already met spenddown or had zero spenddown for that period.</li> </ul> <p>Use this action when the person being added:</p> <ul style="list-style-type: none"> <li>◆ Has a state identification number; and</li> <li>◆ Has previously been active for Medicaid, including situations when spenddown was met after the person's death was recorded on ABC.</li> </ul> <p>Use form <a href="#">470-0397, Request for Special Update</a>, to update the Medicaid eligibility files. (See 6-Appendix.)</p> <p>Complete all fields on the form. Use the codes in 14-I, <a href="#">Eligibility Status Turnaround Document</a>, to complete field 12 for the new person.</p> <p>Use this action when the person being added either:</p> <ul style="list-style-type: none"> <li>◆ Does not have a state ID number or</li> <li>◆ Has a number that has never been open for Medicaid.</li> </ul> <p>Establish a separate Medically Needy case. You may use the same case number as the original case with a separate FBU.</p> <p>Enter A.</p> <p>Enter 37-E.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
State ID Has Not Been Active for Medicaid (Cont.)	TD01 CO RES	Enter two-digit number for the county in which the client resides. A code of 00 indicates out-of-state placement.
	TD01 ENT RSN	Enter A in the Name/Address section.
	TD01 CASE: LAST FIRST INIT TITLE	<p>Enter the case name (or let the system enter it from the CNID entry), unless the payee is someone other than the client. In that case, enter the payee's name in this field but code the PAY/MOD field.</p> <p>For coding information, see <a href="#">14-B Appendix</a>, TD01 CASE: LAST, TD01 CASE: FIRST, TD01 CASE: INIT, and TD01 CASE: TITLE.</p>
	TD01 PAYEE/ADDR	Enter the name of the person to whom the benefit is paid on the household's behalf. Do not include punctuation.
	TD01 PAYEE/MOD	<p>If required for application, enter the payee modifier code. See 14-B-Appendix, <a href="#">TD01 PAYEE/MOD</a>.</p> <p>If the payee modifier code displayed on the screen is no longer valid, remove it. See <a href="#">Removing Data</a> for instructions.</p>
	TD01 CNID	Enter the state ID number of the "case name" person. Entry in this field updates the case name fields. See <a href="#">Case Name ID</a> and 14-B-Appendix, <a href="#">TD01 CNID</a> .
	TD01 ADDRESS 1	<p>If the PAYEE/MOD field is used, enter the CASE NAME.</p> <p>If the PAYEE/MOD field is not used, enter the first line of the client's address (box number, apartment number, etc.). Do not include punctuation. See 14-B-Appendix, <a href="#">TD01 ADDRESS1</a>.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
State ID Has Not Been Active for Medicaid (Cont.)	TD01 ADDRESS 2	Enter the street address. Do not include punctuation.
	TD01 CITY	Enter the name of the city. Do not include punctuation.
	TD01 STATE	Enter the abbreviation for the state. See 14-B-Appendix, <a href="#">TD01 STATE</a> , for codes.
	TD01 ZIP	Enter the ZIP code.
	TD05 MED ENTRY	Enter E.
	TD05 MED STATUS	Enter A.
	TD05 MED RSN	Enter 000. Send a manually prepared <i>Notice of Decision</i> .
	TD05 MED APP DT	Enter the application date. The month must be the same as the POS DT month. Use MM/DD/YY format.
	TD05 MED POS DT	Enter the first day of the first month of the certification period for which the person is being added. Use MM/DD/YY format.
	TD05 MED AD	Enter the code that indicates the timeliness of any approved medical application. Entry is required when entering an "A" MED STATUS. If the application is processed timely, use code "A." Use code "H" for day 31 through day 45. If the application is untimely, enter the reason for the processing delay.
TD05 MED LAST REV	Enter the first month of the certification period for which the person is being added. Use MM/YY format.	
TD05 MED NEXT REV	Enter the last month of the certification period for which the person is being added. Use MM/YY format.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
	TD05 MR  TD05 RETRO    TD05 SPENDDOWN1 TD05 SPENDDOWN2 TD03 ENTRY RSN  TD03  TD03 MN  TD03 MED ST  TD03 FUND	Enter N.  If the person is being added for the retroactive certification period, enter the retroactive code.  If the person is not eligible for the retroactive period, enter zero. See 14-B-Appendix, <a href="#">TD05 RETRO</a> .  Enter zero.  Enter zero.  Enter E for the new person. (Open only the new person on this case.)  Complete any needed demographic information for the new person. See 14-B-Appendix, <a href="#">TD03</a> , for valid codes.  Enter the code for the new person. See 14-B-Appendix, <a href="#">TD03 MN</a> .  Enter A.  Enter the applicable code (A or C).  If the new person reapplies for Medically Needy, move the person to the case that has the rest of the family members.
Adding a Person to an Ongoing Case	TD01  TD01 ENT RSN  TD01 CNID	If the new person you are adding will be the case name, enter the person's state ID number in the TD01 CNID field.  Enter H.  Enter the state ID number of the "case name" person. Entry in this field updates the case name fields. See <a href="#">Case Name ID</a> and 14-B-Appendix, <a href="#">TD01 CNID</a> .

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
	TD03 ENTRY RSN  TD03  TD03 MN  TD03 MP  TD03 MED ST  TD03 MED DATE  TD03 FUND  TD03 FUND	<p>Enter E.</p> <p>Enter data for the new person, including state ID, demographic data, and any codes applicable to program requirements. See 14-B-Appendix, <a href="#">TD03</a>, for valid codes.</p> <p>Enter the applicable code. See 14-B-Appendix, <a href="#">TD03 MN</a>.</p> <p>Make no entry.</p> <p>Enter A.</p> <p>Enter the date the person is eligible, in MM/DD/YY format. <b>NOTE:</b> This date may be no earlier than the first month of retroactive eligibility for the case.</p> <p>Enter the code for the new person. If there is no spenddown, enter one of these codes:</p> <p>A Adult, Medicaid only            C Child, Medicaid only</p> <p>If spenddown has not been met, valid codes are:</p> <p>P Potentially eligible person            S Considered person</p> <p>When the ESTD is generated, make any spenddown changes. Send it by fax to (515) 725-1350 or email the form to <a href="mailto:IMEMedicallyNeedy@dhs.state.ia.us">IMEMedicallyNeedy@dhs.state.ia.us</a>.</p> <p>If spenddown has been met, continue to code "P" and "S." To update the FUND code on SSNI, complete the <i>Request for Special Update</i>, form 470-0397, using a FUND code of A or C.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Approving a Case</p> <p>Case Has Been Pended</p>		<p>These instructions apply to a Medically Needy application that has previously been pended.</p> <p>TD05 MED ENTRY Enter E.</p> <p>TD05 MED STATUS Enter A.</p> <p>TD05 MED RSN Enter 000 if you want to send a manually prepared <i>Notice of Decision</i>.</p> <p>For a system-generated notice, leave this field blank. Complete the remaining entries, then see <a href="#">System-Issued Notice</a>.</p> <p>TD05 MED POS DT Enter the first day of the first month of the prospective certification period. Use MM/DD/YY format.</p> <p>TD05 MED AD Enter the code that indicates the timeliness of any approved medical application. Entry is required when entering an "A" MED STATUS. If the application is processed timely, use code "A." Use code "H" for day 31 through day 45. If the application is untimely, enter the reason for the processing delay.</p> <p>TD05 MED LAST REV Enter the first month of the prospective certification period. Use MM/YY format.</p> <p>TD05 MED NEXT REV Enter the last month of the prospective certification period. Use MM/YY format. If this is a zero-spenddown SSI-related case, enter the date for a 12-month review.</p> <p>TD05 MR Enter N.</p>



ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Has Been Pended (Cont.)	TD05 RETRO	Enter the code for the client's retroactive Medicaid eligibility (if not entered when the case was pended). For codes, see 14-B-Appendix, <a href="#">TD05 RETRO</a> .
		If there is no retroactive eligibility, enter zero.
	TD05 MED CP CD	If this is a zero-spenddown case, enter S. If this is a spenddown case, leave blank. <b>NOTE:</b> If this is a spenddown case and there is already an "S" code in the field, use the spacebar key to remove the code.
	TD05 SPENDDOWN1	Worker-calculated. Enter the amount of spenddown for the retroactive certification period, after deducting premiums for health insurance and Medicare (if not entered when pended or if changed since).
		If there is no spenddown, enter zeros.
	TD05 SPENDDOWN2	Worker-calculated. Enter the amount of spenddown for the current certification period, after deducting premiums for health insurance and Medicare (if not entered when pended or if changed since).
	If there is no spenddown, enter zeros.	
TD05 CNT-UI	For a system-generated notice of decision, enter the total unearned income for the certification period.	
TD05 UI-DED 1	For a system-generated notice of decision:	
	<ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total general income exclusion for the certification period.</li> <li>◆ On FMAP-related cases, enter the remaining balance of paid court-ordered child support for the certification period.</li> </ul>	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Has Been Pended (Cont.)	TD05 UI-DED 2	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total diversion to others for the certification period.</li> <li>◆ On FMAP-related cases, enter the remaining balance of the diversion for ineligible or excluded people for the certification period.</li> </ul>
	TD05 CNT-EI	For a system-generated notice of decision, enter the total amount of earned income for certification period.
	TD05 EI-DED 1	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter any remaining general income exclusion for the certification period.</li> <li>◆ On FMAP-related cases, enter the 20% earned income deduction for the certification period.</li> </ul>
	TD05 EI-DED 2	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total work expense for the certification period.</li> <li>◆ On FMAP-related cases, enter the total dependent care expense for the certification period.</li> </ul>
	TD05 EI-DED 3	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total earned income deduction for the certification period.</li> <li>◆ On FMAP-related cases, enter paid out court-ordered child support for the certification period.</li> </ul>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Has Been Pended (Cont.)	TD05 EI-DED 4	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter total work expense for the blind for the certification period.</li> <li>◆ On FMAP-related cases, enter the total diversion for ineligible or excluded people for the certification period.</li> </ul>
	TD05 A&A	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total aid and attendance amount for the certification period.</li> <li>◆ On FMAP-related cases, leave blank.</li> </ul>
	TD05 UME	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total unmet medical expenses for the certification period.</li> <li>◆ On FMAP-related cases, leave blank.</li> </ul>
	TD05 PASS	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total amount of a plan for self-support for the certification period.</li> <li>◆ On FMAP-related cases, leave blank.</li> </ul>
	TD05 INS PREM	For a system-generated notice, enter the total amount of the health insurance premiums for the certification period.
	TD05 MEDICARE	For a system-generated notice of decision, enter the total amount of Medicare premiums the recipients paid for the certification period.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Has Been Pended (Cont.)	TD05 MNIL AMT	For a system-generated notice of decision, enter the total MNIL for the household size for the certification period.
	TD05 HH SIZE	For a system-generated notice of decision, enter the number of household members.  <b>NOTE:</b> The spenddown amounts show as a transaction in the 1 <sup>ST</sup> CP AMT and ONGO CP fields until the ABC system updates. Do not try to remove the data from these fields. They will not appear on the MASTER display.
	TD03 ENTRY RSN	Enter H.
	TD03	Complete any needed demographic information. See 14-B-Appendix, <a href="#">TD03</a> , for valid codes.
	TD03 HAND	If not entered when pended, enter the applicable codes. See 14-B-Appendix, <a href="#">TD03 HAND</a> .
	TD03 MN	Enter the code that reflects the program relationship, if not entered when pended. Enter the code on a reapplication. See 14-B-Appendix, <a href="#">TD03 MN</a> .
	TD03 SSN CLAIM NO	This field must be completed for people who have Medicare. Buy-in will not occur unless a correct entry is made.
	TD03 FUND	If not entered when pended or changed since pended, enter applicable fund code. This must be entered on a reapplication. See 14-B-Appendix, <a href="#">TD03 FUND</a> .

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Has Been Pended (Cont.)	<p>TD03 QMB</p> <p>TD03 POV</p>	<p>If both spenddown fields are zero, enter the code for each recipient as follows:</p> <p>A Adult, Medicaid only                      C Child, Medicaid only</p> <p>If there is a spenddown for the retroactive or the current certification period, enter the code for each recipient as follows:</p> <p>P Conditionally eligible                      S Spenddown countable</p> <p>Once cases with spenddown are approved, make changes in fund codes only through the MMIS Medically Needy subsystem until spenddown is met.</p> <p>Once spenddown is met, refer to 14-I, <a href="#">Correcting Eligibility for a Period When Spenddown Has Been Met</a>.</p> <p>If the case has a spenddown, leave blank and set up a separate case for QMB, SLMB, or E-SLMB in ELIAS.</p> <p><b>NOTE:</b> If a person is QMB-eligible, Medicaid will pay all Medicare premiums, co-insurance, and deductibles, even if spenddown is not met.</p> <p>Enter the percentage of income compared to the federal poverty level.  <b>NOTE:</b></p> <ul style="list-style-type: none"> <li>◆ When a person is income-eligible for QMB, SLMB, or E-SLMB but not resource-eligible, enter 999%.</li> <li>◆ Enter 998% if the person is over resources for QMB, SLMB, E-SLMB, or QDWP but has income at or below 150% of poverty.</li> </ul>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Has Been Pended (Cont.)	TD03 COPAY	Enter an "F" if the Medically Needy recipient lives in a nursing facility. Otherwise leave blank.
	TD03 SCR	If not entered when pended, enter the applicable code. See 14-B-Appendix, <a href="#">TD03 SCR</a> .
	TD03 HEALTH	If the client is QMB-eligible, show Medicare coding; otherwise enter applicable codes. See 14-B-Appendix, <a href="#">TD03 HEALTH</a> .
Case Has Not Been Pended	TD01	Use a 37 FBU for convenience in identifying Medically Needy cases.
	TD01 ENTRY RSN	Enter for each Medically Needy approval. See 14-B-Appendix, <a href="#">TD01 ENTRY RSN</a> .
	TD01 AID TD01 MED AID	Enter 37-E.
	TD01 AID CHG DT TD01 MED CHG DT	If the aid type is changed, enter a date in MM/DD/YY format.
	TD01 CO RES	Enter two-digit number for the county in which the client resides. A code of 00 indicates out-of-state placement.
	TD01 PHONE	Enter the three-digit area code and the seven-digit telephone number.
	TD01 ENT RSN	Enter A in the Name/Address Section.
	TD01 CASE: LAST FIRST INIT TITLE	Enter the case name (or let the system enter it from the CNID entry), unless the payee is someone other than the client. In that case, enter the payee's name in this field but code the PAY/MOD field.
	TD01 CASE: LAST FIRST INIT TITLE	For coding information, see <a href="#">14-B-Appendix</a> , <i>TD01 CASE: LAST</i> , <i>TD01 CASE: FIRST</i> , <i>TD01 CASE: INIT</i> , and <i>TD01 CASE: TITLE</i> .

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Has Not Been Pended (Cont.)	TD01 PAYEE/ADDR	Enter the name of the person to whom the benefit is paid on the household's behalf. Do not include punctuation.
	TD01 PAYEE/MOD	Enter the payee modifier code, if applicable. For valid codes, see 14-B-Appendix, <a href="#">TD01 PAYEE/MOD</a> .  If the payee modifier code displayed on the screen is no longer valid, remove it. See <a href="#">Removing Data</a> for instructions.
	TD01 CNID	Enter the state ID number of the "case name" person. Entry in this field updates the case name fields. See <a href="#">Case Name ID</a> and 14-B-Appendix, <a href="#">TD01 CNID</a> .
	TD01 ADDRESS 1	If the PAYEE/MOD field is used, enter the case name.  If the PAYEE/MOD field is not used, enter the first line of the client's address (box number, apartment number, etc.). Do not include punctuation. See 14-B-Appendix, <a href="#">TD01 ADDRESS1</a> .
	TD01 ADDRESS 2	Enter the street address. Do not include punctuation.
	TD01 CITY	Enter the name of the city. Do not include punctuation.
	TD01 STATE	Enter the abbreviation for the state. See 14-B-Appendix, <a href="#">TD01 STATE</a> , for codes.
	TD01 ZIP	Enter the ZIP code.
	TD05 MED ENTRY	Enter E.
	TD05 MED STATUS	Enter A.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Has Not Been Pended (Cont.)	TD05 MED RSN1	<p>Enter 000 if you want to send a manually prepared <i>Notice of Decision</i>.</p> <p>For a system-generated notice, leave this field blank. Complete the remaining entries, then see <a href="#">System-Issued Notice</a>.</p>
	TD05 MED APP DT	Enter the application date. The month must be the same as the POS DT month. Use MM/DD/YY format.
	TD05 MED POS DT	Enter the first day of the first month of the prospective certification period. Use MM/DD/YY format.
	TD05 MED AD	Enter the code that indicates the timeliness of any approved medical application. Entry is required when entering an "A" MED STATUS. If the application is processed timely, use code "A." Use code "H" for day 31 through day 45. If the application is untimely, enter the reason for the processing delay.
	TD05 MED LAST REV	Enter the first month of the prospective certification period. Use MM/YY format.
	TD05 MED NEXT REV	Enter the last month of the prospective certification period. Use MM/YY format. If this is an ongoing zero-spenddown case, enter the date for a 12-month review.
	TD05 MR	Enter N.



ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Has Not Been Pended (Cont.)	TD05 RETRO	<p>Enter the code corresponding to the case's retroactive medical eligibility.</p> <p>Use codes 1-7 when current and retroactive periods are approved on ABC.</p> <p>Use codes H-N when <b>only</b> the retroactive MN period is approved on ABC and there is no eligibility in the current period.</p> <p>If there is no retroactive eligibility, you must enter zero.</p>
	TD05 MED CP CD	<p>If this is a zero-spenddown case, enter S. If this is a spenddown case, leave blank.</p> <p><b>NOTE:</b> if this is a spenddown case and there is already an "S" code in the field, use the spacebar key to remove the code.</p>
	TD05 SPENDDOWN1	<p>Worker-calculated. Enter the amount of spenddown for the retroactive certification period, after deducting health insurance premiums.</p> <p>If there is no spenddown, enter zeros.</p>
	TD05 SPENDDOWN2	<p>Worker-calculated. Enter the amount of spenddown for the current certification period, after deducting health insurance premiums.</p> <p>If there is no spenddown, enter zeros.</p>
	TD05 CNT-UI	<p>For a system-generated notice of decision, enter the total unearned income for the certification period.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Has Not Been Pended (Cont.)	TD05 UI-DED 1	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total general income exclusion for the certification period.</li> <li>◆ On FMAP-related cases, enter the remaining balance of paid court-ordered child support for the certification period.</li> </ul>
	TD05 UI-DED 2	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total diversion to others for the certification period.</li> <li>◆ On FMAP-related cases, enter the remaining balance of the diversion for ineligible or excluded people for the certification period.</li> </ul>
	TD05 CNT-EI	For a system-generated notice of decision, enter the total amount of earned income for certification period.
	TD05 EI-DED 1	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter any remaining general income exclusion for the certification period.</li> <li>◆ On FMAP-related cases, enter the 20% earned income deduction for the certification period.</li> </ul>
	TD05 EI-DED 2	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total work expense for the certification period.</li> <li>◆ On FMAP-related cases, enter the total dependent care expense for the certification period.</li> </ul>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Has Not Been Pended (Cont.)	TD05 EI-DED 3	For a system-generated notice of decision:
		<ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total earned income deduction for the certification period.</li> <li>◆ On FMAP-related cases, enter paid out court-ordered child support for the certification period.</li> </ul>
	TD05 EI-DED 4	For a system-generated notice of decision:
		<ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter total work expense for the blind for the certification period.</li> <li>◆ On FMAP-related cases, enter the total diversion for ineligible or excluded people for the certification period.</li> </ul>
	TD05 A&A	For a system-generated notice of decision:
	<ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total aid and attendance amount for the certification period.</li> <li>◆ On FMAP-related cases, leave blank.</li> </ul>	
	TD05 UME	For a system-generated notice of decision:
		<ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total unmet medical expenses for the certification period.</li> <li>◆ On FMAP-related cases, leave blank.</li> </ul>
	TD05 PASS	For a system-generated notice of decision:
		<ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total amount of a plan for self-support for the certification period.</li> <li>◆ On FMAP-related cases, leave blank.</li> </ul>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Has Not Been Pended (Cont.)	TD05 INS PREM	For a system-generated notice of decision, enter the total amount of health insurance premiums for the certification period.
	TD05 MEDICARE	For a system-generated notice of decision, enter the total amount of Medicare premiums the recipients paid for the certification period.
	TD05 MNIL AMT	For a system-generated notice of decision, enter the total MNIL for the household size for the certification period.
	TD05 HH SIZE	For a system-generated notice of decision, enter the number of household members.
	TD03 ENTRY RSN	Enter E.
	TD03	Complete any needed demographic information. See 14-B-Appendix, <a href="#">TD03</a> , for valid codes.
	TD03 MN	Enter the code for the person's program relationship. See 14-B-Appendix, <a href="#">TD03 MN</a> .
	TD03 SSN CLAIM NO	If the person is eligible for Medicare benefits, enter the social security claim number so that buy-in will occur. See 14-B-Appendix, <a href="#">TD03 SSN CLAIM NO</a> .
	TD03 MP	Make no entry.
	TD03 MED ST	Enter A.
TD03 FUND	<p>Enter the applicable fund code for each recipient.</p> <p>If both spenddown fields are zero, enter the fund code as follows:</p> <p>A Adult, Medicaid only            C Child, Medicaid only</p>	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Has Not Been Pended (Cont.)	TD03 FUND (Cont.)	<p>If there is a spenddown amount other than zero for the retroactive certification period or the current certification period, enter the code for each client as follows:</p> <p>P Conditionally eligible            S Spenddown countable</p> <p>Once cases with spenddown are approved, make changes in fund codes only through the MMIS Medically Needy subsystem until spenddown is met.</p> <p>Once spenddown is met, refer to 14-I, <a href="#">Correcting Eligibility for a Period When Spenddown Has Been Met</a>.</p>
	TD03 QMB	<p>If the case has a spenddown, leave blank and set up a separate case for QMB, SLMB, or E-SLMB in ELIAS.</p> <p><b>NOTE:</b> Medicaid will pay all Medicare premiums, co-insurance and deductibles for a QMB-eligible person even if spenddown is not met.</p>
	TD03 POV	<p>Enter the percentage of income compared to federal poverty. <b>NOTE:</b></p> <ul style="list-style-type: none"> <li>◆ Enter 999% when a person is income-eligible for QMB, SLMB, or E-SLMB but is not resource-eligible.</li> <li>◆ Enter 998% if the person is over resources for QMB, SLMB, E-SLMB, or QDWP but has income at or below 150% of poverty.</li> </ul>
	TD03 COPAY	<p>Enter an "F" if the Medically Needy recipient lives in a nursing facility. Otherwise leave blank.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Individual's Eligibility Date is Later Than Program Date	TD05 TD03  TD03	This is a two-step process. (If the case is already active for the period for which the person is to be added, omit Step 1.)  <b>Step 1:</b> Open case as instructed above. Open all individuals who have the same eligibility data as the case.  <b>Step 2:</b> Open the person that has a later eligibility date. See <a href="#">Adding a Person to an Ongoing Case</a> .
Assigning Medicaid Review Due Dates	TD01 ENT RSN  TD01 MR DEMAND 1 OR 2 MO  TD01 MR DEMAND 1 OR 2 CD  TD01 MR DEMAND 1 OR 2 CYC	The ABC system automatically generates form 470-5482, <i>Medicaid/State Supp Review</i> , for zero-spenddown Medically Needy cases that are active at timely notice day of the month before the annual review date. The system assigns the due date and prints it on the form.  Reopening done after timely notice day requires a worker-determined due date on a worker-tracked <i>Medicaid/State Supp Review</i> form. When you need to generate a <i>Medicaid/State Supp Review</i> form on demand, code as follows:  Enter code H.  Enter the month for which the <i>Medicaid/State Supp Review</i> form is required. This cannot be a future month.  Enter the code of M.  Do not enter a CYC code for the <i>Medicaid/State Supp Review</i> form.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
	TD01 MR DEMAND 1 OR 2 DT	Enter the date the <i>Medicaid/State Supp Review</i> form is due.  The worker must track the due date for timely return from the client.
Case Name ID	TD01 CNID	The CNID is the state identification number of the "case name" person. All cases require a CNID.  If appropriate, you can change the CNID by entering a new state identification number in the field, and entering the case name to match this state identification number.
Case Numbering  Assigning Case Numbers	TD00	Use ST01 to search for a case number with which a person's state identification number is associated. Case numbers with all programs in an inactive status can be re-used. If a case number cannot be found, assign a new number.  If a person needs to have a state identification number assigned, see <a href="#">State ID Numbers</a> for instructions.  <b>NOTE:</b> FBUs 18 and 19 are specific for Medicaid foster care and subsidized adoption cases only. An FBU of 17 is specific for Medicaid for independent young adult (MIYA) cases only.  On the main menu screen, enter TD01 for OPTION and the literal "new" for CASE #. The system assigns (left to right) a six- digit serial number, an FBU, a MULT, and a check digit.  If the household is associated with another case number, use a 37 FBU for convenience in identifying the Medically Needy case.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Assigning Case Numbers (Cont.)	TD01 PREP WKR	On a new case, entry reasons must all be "A." (On TD01, the system changes a new case's entry reason to "A" if another code is entered.)
	TD01 ENT RSN	On a new case, enter the worker number of the person making the entries.
	TD01 CO/WKR	Enter A.
Establishing FBUs	TD01 CASE NUMBER	<p>Enter the county number and the worker number of the person who will be assigned (usually the same as PREP WKR).</p> <p>It may be necessary to establish a separate case for various eligible groups in a household.</p> <p>The FBU portion of an existing case number can be changed to assign a case number that is identical to the first six digits of the household's other cases.</p> <p><b>NOTE:</b> FBUs "19" and "18" identify cases in foster care or subsidized adoption that interface with the FACS system.</p> <p>There is no connection between cases with the same first six digits. The numbering is only for worker convenience.</p> <p>Use a 37 FBU for convenience in identifying Medically Needy cases.</p> <p>To establish an additional FBU, enter the case number, consisting of the original six-digit serial number, the new FBU, and zero in the ninth position.</p> <p>The system assigns the tenth position (the check digit).</p>



ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Other Case Number Information		For information on cases dropped from the system, see 14-B(4), <a href="#">Dropped Cases On-Line Display</a> .
Changing Spenddown Amount		<p>After approval of the case, changes in spenddown amounts are not accepted on the ABC system.</p> <p>Enter other data as in any other new case.</p> <p>Enter changes in spenddown on the MMIS Medically Needy subsystem, using form 470-1941, <i>Eligibility Status Turnaround Document (ESTD)</i>.</p> <p>If spenddown has been met, the spenddown amount can be decreased, but spenddown cannot be increased on the ESTD. For instructions, see <a href="#">14-I, Changes and Corrections, Decrease in Spenddown for a Frozen Period, and Increasing Spenddown</a>.</p>
Continuing Benefits When a Timely Appeal Is Filed	TD01 TD05 and TD03	When a timely appeal is filed as the result of an adverse action, enter information to return the program or people to the status that existed before the adverse action.
Closing Case Other Than at End of Certification Period	       TD05 MED ENTRY RSN  TD05 MED STATUS	<p>Use these instructions when the whole household is canceled. See also <a href="#">Removing a Person from an Active Case</a>. See <a href="#">Sanctions</a> for special case actions for these people on zero-spenddown cases only.</p> <p>Enter G or H.</p> <p>Enter N.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Issuing Another Notice Regarding New Information</p> <p>Due to Death</p>	<p>TD05 MED RSN2</p>	<p>Enter the notice reason applicable to the cancellation. If you use 000, send a manually prepared <i>Notice of Decision</i>.</p> <p>To shorten the certification period on the MMIS Medically Needy subsystem, revise the ESTD. Send it to the IME Medically Needy Unit by fax to (515) 725-1350 or email the form to <a href="mailto:IMEMedicallyNeedy@dhs.state.ia.us">IMEMedicallyNeedy@dhs.state.ia.us</a>.</p> <p>If the reason a case was canceled has been resolved, but ineligibility exists for another reason, send a manually prepared <i>Notice of Decision</i>. State that the case remains canceled for the applicable new cancellation reason.</p> <p>If the only person on the case dies, cancel the case and change the address for the <i>Notice of Decision</i>.</p>
	<p>TD01 ENT RSN</p> <p>TD01 PAYEE/ADDR</p> <p>TD01 PAY/MOD</p> <p>TD01 ADDRESS1</p> <p>TD01 ADDRESS2</p> <p>TD05 MED ENTRY</p> <p>TD05 MED STATUS</p> <p>TD05 MED RSN2</p> <p>TD05 MED NEG DT</p>	<p>Enter H.</p> <p>Enter "To the Family."</p> <p>Enter "For."</p> <p>Enter the case name.</p> <p>Enter the family's address.</p> <p>Enter M.</p> <p>Enter N.</p> <p>Enter 613.</p> <p>Enter date of death.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Composite Applications</p> <p>Cases with Considered Medically Needy People</p> <p>Both Cases Have Spenddowns</p>		<p>Enter considered people only on spenddown cases, to count their bills against the spenddown.</p> <p>Do not enter considered people on zero-spenddown cases.</p> <p>When some household members are eligible for Medicaid under another coverage group, approve that case first.</p> <p>After that case is active, open the Medically Needy case with the considered people. See <a href="#">Approving a Case</a>.</p> <p><b>NOTE:</b> The “S” fund code will not overlay the considered people’s active fund codes.</p> <p>See <a href="#">Approving a Case</a>. Follow the instructions according to whether or not the case has been pending.</p> <p>Enter one case on ABC using the applicable Medically Needy (MN) characteristic and fund code for each person on the case.</p> <p>The day after this case has been successfully entered, enter the second case using the appropriate Medically Needy (MN) characteristic and fund code for each person on the case.</p> <p>When a person chooses to be on an SSI-related Medically Needy case and the rest of the household is FMAP-related Medically Needy, show the SSI-related person as a considered person on the FMAP-related case.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Only One Case Has Spenddown</p> <p>Approve Retroactive MN, Then Other Ongoing Eligibility</p> <p>When Ongoing Case Must Be Approved First</p>		<p>When one case has a spenddown and the other case does not, enter the spenddown case on the ABC system first.</p> <p>The day after the spenddown case has been successfully entered, enter the zero-spenddown case.</p> <p>If there is sufficient time during the application process, follow these instructions:</p> <p><b>Step 1</b></p> <p>Submit the Medically Needy entries using instructions for <a href="#">Retroactive Eligibility With Spenddown</a> or <a href="#">Retroactive Eligibility Without Spenddown</a>, as applicable.</p> <p><b>Step 2</b></p> <p>Allow all information to update on ABC. Then approve the ongoing case. Use a different case number if applicable.</p> <p>Follow these instructions if Medically Needy cannot be processed first due to time constraints:</p> <p><b>Step 1</b></p> <p>Submit all entries for the ongoing case.</p> <p><b>Step 2</b></p> <p>Allow all information to update on ABC. Then open Medically Needy on a separate case. Follow the instructions under <a href="#">Retroactive Eligibility With Spenddown</a> or <a href="#">Retroactive Eligibility Without Spenddown</a>, as applicable.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
When Ongoing Case Must Be Approved First (Cont.)	TD03 ENTRY RSN TD03 MED DATE TD03 FUND	<p><b>Step 3</b></p> <p>Allow all information to update on ABC. If the Medically Needy case fund codes are not valid, re-enter the correct fund codes on the ongoing case. See 14-B-Appendix, <a href="#">TD03 FUND</a>.</p> <p>Enter H.</p> <p>Enter the first date of the next system month in MM/DD/YY format.</p> <p>Correct the fund codes for the ongoing case as necessary. See 14-B-Appendix, <a href="#">TD03 FUND</a>.</p>
Denying an Application  Case Has Been Pended  Case Has Not Been Pended	TD05 MED ENTRY TD05 MED STATUS TD05 MED RSN2 TD05 MED APP DT TD01 TD01 ENTRY RSN TD01 AID TD01 MED AID	<p>Enter A.</p> <p>Enter M.</p> <p>These instructions apply to a Medically Needy application that has been pended.</p> <p>Enter applicable notice reason for denial. See 14-B-Appendix, <a href="#">Notice Codes</a>.</p> <p>Enter the date of application or reapplication for Medically Needy. Use MM/DD/YY format.</p> <p>If the program and individuals were pended upon receipt of the application, the denial will roll to TD03.</p> <p>Use a 37 FBU for convenience in identifying Medically Needy cases.</p> <p>Enter for each application for Medically Needy. See 14-B-Appendix, <a href="#">TD01 ENTRY RSN</a>.</p> <p>Enter 37-E.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Has Not Been Pended (Cont.)	TD01 AID CHG DT	If the aid type is changed, enter a date in MM/DD/YY format.
	TD01 MED CHG DT	
	TD01 PHONE	Enter the three-digit area code and the seven-digit telephone number.
	TD01 CO RES	Enter two-digit number for the county in which the client resides. A code of 00 indicates out-of-state placement.
	TD01 ENT RSN	Enter A in the Name/Address Section.
	TD01 CASE: LAST FIRST INIT TITLE	Enter the case name (or let the system enter it from the CNID entry), unless the payee is someone other than the client. In that case, enter the payee's name in this field but code the PAY/MOD field.  For coding information, see <a href="#">14-B-Appendix</a> , <i>TD01 CASE: LAST</i> , <i>TD01 CASE: FIRST</i> , <i>TD01 CASE: INIT</i> , and <i>TD01 CASE: TITLE</i> .
	TD01 PAYEE/ADDR	Enter the name of the person to whom the benefit is paid on the household's behalf. Do not include punctuation.
	TD01 PAYEE/MOD	If required for application, enter the payee modifier code. See <a href="#">14-B-Appendix</a> , <a href="#">TD01 PAYEE/MOD</a> , for valid codes.  If the payee modifier code displayed on the screen is no longer valid, remove it. See <a href="#">Removing Data</a> for instructions.
TD01 CNID	Enter the state ID number of the "case name" person. Entry in this field updates the case name fields. See <a href="#">Case Name ID</a> and <a href="#">14-B-Appendix</a> , <a href="#">TD01 CNID</a> .	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Has Not Been Pended (Cont.)	TD01 ADDRESS 1	<p>If the PAYEE/MOD field is used, enter the CASE NAME.</p> <p>If the PAYEE/MOD field is not used, enter the first line of the client's address (box number, apartment number, etc.). Do not include punctuation. See 14-B-Appendix, <a href="#">TD01 ADDRESS1</a>.</p>
	TD01 ADDRESS 2	Enter the street address. Do not include punctuation.
	TD01 CITY	Enter the name of the city. Do not include punctuation.
	TD01 STATE	Enter the abbreviation for the state. See 14-B-Appendix, <a href="#">TD01 STATE</a> , for codes.
	TD01 ZIP	Enter the ZIP code.
	TD05 MED ENTRY	Enter A.
	TD05 MED STATUS	Enter M.
	TD05 MED RSN2	Enter applicable notice reason for denial. See 14-B-Appendix, <a href="#">Notice Codes</a> .
	TD05 MED APP DT	Enter the date of application or reapplication for Medically Needy. Use MM/DD/YY format.
	TD03 ENTRY RSN	Enter A.
	TD03	Enter any needed demographic information on all household members that has not been entered. See 14-B-Appendix, <a href="#">TD03</a> , for valid codes.
	TD03 MED ST	Enter M.
	TD03 MED RSN	Denials may be recorded for individuals on TD03 when the program approval is coded for the case. See 14-B-Appendix, <a href="#">Notice Codes</a> .

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Establishing a Prior Certification Period</p> <p>Without a Spenddown</p> <p>With a Spenddown</p>		<p>Send form 470-0397, <i>Request for Special Update</i>, to Quality Assurance to update eligibility after establishing an SSNI file for that time.</p> <p>Open a case with a new FBU for the prior certification period. See <a href="#">Approving a Case: Case Has Not Been Pended</a>.</p>
<p>Extending a Certification Period</p>		<p>According to Medically Needy policy, once a client has been sent a <i>Notice of Decision</i> reflecting an assigned certification period, no extension of the certification period is made.</p> <p>Further Medicaid eligibility or conditional eligibility can be assigned only through a recertification application.</p> <p>Use the ESTD form to extend a period when one month was entered in error (such as when a case should have been on a two-month certification).</p>
<p>FMAP-Related Cases</p>		<p>FMAP-related Medically Needy cases are allowed ongoing eligibility if the case has zero spenddown. These cases are then reviewed on an annual basis.</p> <p>Approve these cases as all others (see <a href="#">Approving a Case</a>), except you must enter an "S" in the TD05 MED CP CD field to set up the ongoing eligibility.</p>



ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Case Becomes a Spenddown Case</p> <p>Spenddown Case Becomes a Zero-Spenddown Case</p> <p>Review</p>	     <p>TD05 MED ENTRY</p> <p>TD05 MED LAST REV</p> <p>TD05 MED NEXT REV</p>	<p>When a change in circumstances on an ongoing eligibility case causes the net countable income to exceed the MNIL:</p> <ul style="list-style-type: none"> <li>◆ Redetermine eligibility,</li> <li>◆ Compute the spenddown, and</li> <li>◆ Establish a two-month certification period. See <a href="#">Ongoing Eligibility: Changing from Ongoing Eligibility to a Spenddown</a>.</li> </ul> <p>Remove the “S” from the MED CP CD field on TD05 by using the space bar key.</p> <p>When a change in circumstances on a spenddown case causes the net countable income to fall below the MNIL during the two-month certification period, change the amount of the spenddown on the ESTD to zero. See 14-I, <a href="#">Eligibility Status Turnaround Document</a>.</p> <p><b>NOTE:</b> Allow the two-month certification period to end. Follow the instructions at <a href="#">Approving a Case: Case Has Not Been Pended</a>, to open the case with a 10-month certification period.</p> <p>Enter H.</p> <p>Enter the next system month in MM/YY/DD format.</p> <p>Enter the month of the next required review in MM/YY format.</p>
<p>Ineligible Aliens</p>	<p>TD01 MED AID</p>	<p>For zero-spenddown persons only.</p> <p><b>NOTE: Do not pend an ineligible alien.</b> Do not make ineligible alien children “considered” persons in the household.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Ineligible Alien on a Multi-Person Case	TD03 ENTRY RSN	Enter G.
	TD03 MED ST	Enter F.
	TD03 MED RSN	Enter the notice reason code. See 14-B-Appendix, <a href="#">Notice Codes</a> .
	TD03 FUND	Enter S.
Ineligible Alien on a One-Person Case	TD05 MED ENTRY RSN	Enter G.
	TD05 MED ST	Enter F.
	TD05 RSN2	Enter the case-level notice reason code. See 14-B-Appendix, <a href="#">Notice Codes</a> .
Approving a Case with an Ineligible Alien	TD03 ENTRY RSN	Enter A or C.
	TD03 MED ST	Enter F.
	TD03 MED RSN	Enter the notice reason code. See 14-B-Appendix, <a href="#">Notice Codes</a> .
	TD03 FUND	Enter S.
Canceling an Ineligible Alien	TD03 ENTRY RSN	Enter G.
	TD03 MED ST	Enter N.
	TD03 MED RSN	Enter the notice reason code. See 14-B-Appendix, <a href="#">Notice Codes</a> .
Changing Medical Status		<p><b>NOTE:</b> After these entries update, the MED ST code will update to code "F" and the FUND code will update to "9."</p>
		<p>Check to make sure the medical aid type is correct.</p> <p>Update any needed demographic information. See 14-B-Appendix, <a href="#">TD03</a>, for valid codes.</p>
	TD03 ENTRY RSN	Enter A or C.
	TD03 MED ST	Enter A or C.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Changing Medical Status (Cont.)	TD03 MED RSN	Enter the notice reason code. See 14-B-Appendix, <a href="#">Notice Codes</a> ..
	TD03 FUND	Enter 1, A, S or C (for minor parents only).
		Enter the applicable fund code. See 14-B-Appendix, <a href="#">TD03 FUND</a> .
Reinstating an Ineligible Alien	TD03 ENTRY RSN	Enter B.
	TD03 MED ST	Enter F.
	TD03 MED RSN	Re-enter the notice reason code. See 14-B-Appendix, <a href="#">Notice Codes</a> .
	TD03 FUND	Enter S.
Reopening an Ineligible Alien	TD03 ENTRY RSN	Enter C.
	TD03 MED ST	Enter F.
	TD03 MED RSN	Re-enter the notice reason code. See 14-B-Appendix, <a href="#">Notice Codes</a> .
	TD03 FUND	Enter S.
Ongoing Eligibility		Ongoing eligibility is allowed only if there is no spenddown involved.
Approving a Case With Spenddown in the Retroactive Period		Opening a case with zero ongoing spenddown but a different spenddown in the retroactive period is a three-step process.
		<b>Step 1</b>
		Open the retroactive period. See <a href="#">Retroactive Eligibility With Spenddown: Approving a Case with Retroactive Certification Only</a> .
		<b>Step 2</b>
		After ABC updates:
	TD01 ENT RSN	Enter H.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving a Case With Spenddown in the Retroactive Period (Cont.)	TD01 AID TD01 MED AID  TD01 AID CHG DT TD01 MED CHG DT  TD05  TD01 TD05 and TD03	Enter a different medical aid type.  Enter the first day of the first month of the retroactive period. Use MM/DD/YY format.  Close the case according to instructions at <a href="#">Closing Case Other Than at End of Certification Period</a> . Make <b>no</b> other entries on the system.  <b>Step 3</b> After ABC updates, open the ongoing case, showing ongoing eligibility. See <a href="#">Approving a Case: Case Has Not Been Pended</a> .
Changing from Ongoing Eligibility to a Spenddown	TD01 ENT RSN  TD01 AID TD01 MED AID  TD01 AID CHG DT TD01 MED CHG DT  TD05  TD01 TD05 TD03	If an ongoing recipient provides information that indicates that there is now spenddown, follow these instructions.  <b>Step 1</b> Enter H.  Enter a different medical aid type.  Enter the first of the next month. Use MM/DD/YY format.  Close the case according to instructions at <a href="#">Closing Case Other Than at End of Certification Period</a> .  <b>Step 2</b> After ABC updates, open the case. See <a href="#">Approving a Case: Case Has Not Been Pended</a> , showing a one- or two-month certification period.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Pending a Case		<p>Do not pend sanctioned individuals with medical status of "I" or excluded individuals with medical status of "F."</p> <p>All Medically Needy edits apply when pending a case.</p>
	TD01 ENT RSN	Enter A.
	TD01 AID TD01 MED AID	Enter 37-E for each approval of Medically Needy.
	TD01 AID CHG DT TD01 MED CHG DT	If the aid type is changed, enter the first day of the month in MM/DD/YY format.
	TD01 CO RES	Enter two-digit number for the county in which the client resides. A code of 00 indicates out-of-state placement.
	TD01 PHONE	Enter the three-digit area code and the seven-digit telephone number.
	TD01 ENT RSN	Enter A in the Name/Address Section.
	TD01 CASE: LAST FIRST INIT TITLE	<p>Enter the case name (or let the system enter it from the CNID entry), unless the payee is someone other than the client. In that case, enter the payee's name in this field but code the PAY/MOD field.</p> <p>For coding information, see <a href="#">14-B-Appendix</a>, <i>TD01 CASE: LAST</i>, <i>TD01 CASE: FIRST</i>, <i>TD01 CASE: INIT</i>, and <i>TD01 CASE: TITLE</i>.</p>
	TD01 PAYEE/MOD	<p>Enter the payee modifier code, if applicable. For valid codes, see <a href="#">14-B-Appendix</a>, <i>TD01 PAYEE/MOD</i>.</p> <p>If the payee modifier code displayed on the screen is no longer valid, remove it. See <a href="#">Removing Data</a> for instructions.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Pending a Case (Cont.)	TD01 CNID	Enter the state ID number of the "case name" person. Entry in this field updates the case name fields. See <a href="#">Case Name ID</a> and 14-B-Appendix, <a href="#">TD01 CNID</a> .
	TD01 PAYEE/ ADDRESSEE	Enter the case name, unless the PAYEE/MOD field is entered. If there is a payee, enter that payee's name in this field. Do not include punctuation.
	TD01 ADDRESS 1	If the PAYEE/MOD field is used, enter the CASE NAME.  If the PAYEE/MOD field is not used, enter the first line of the client's address (box number, apartment number, etc.). Do not include punctuation. See 14-B-Appendix, <a href="#">TD01 ADDRESS1</a> .
	TD01 ADDRESS 2	Enter the street address. Do not include punctuation.
	TD01 CITY	Enter the city. Do not include punctuation.
	TD01 STATE	Enter the abbreviation for the state. See 14-B-Appendix, <a href="#">TD01 STATE</a> , for codes.
	TD01 ZIP	Enter the ZIP code.
	TD05 MED ENTRY RSN	Enter A.
	TD05 MED STATUS	Enter D.
	TD05 MED APP DT	Enter the application date in MM/DD/YY format. The month must be the same as the POS DT month will be.
	TD05 MR	Enter N.
TD05 RETRO	This field is optional when you are pending a case.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Pending a Case (Cont.)	TD05 SPENDDOWN1 TD05 SPENDDOWN2  TD03 ENTRY RSN  TD03  TD03 HAND  TD03 MN  TD03 MP  TD03 MED ST  TD03 FUND  TD03 SCR  TD03 HEALTH	Retroactive and current certification period amounts are optional when you are pending a case.  If you enter a spenddown amount, fund codes must be consistent with this entry.  Enter A.  Complete any needed demographic information. See 14-B-Appendix, <a href="#">TD03</a> , for valid codes.  Optional when pending a case.  Coding must be consistent with spenddown fields and the person's fund code See 14-B-Appendix, <a href="#">TD03 MN</a> .  Optional when pending a case.  Enter "D" for each person pending.  Enter for each person. See 14-B-Appendix, <a href="#">TD03 FUND</a> .  Optional when pending a case.  Optional when pending a case.
Reapproving a Case  Case Closed  Case Active	TD01, TD05, TD03      TD05 MED ENTRY RSN  TD05 MED STATUS	To open the program, follow the instructions under <a href="#">Approving a Case</a> .  If the program is active when the reapplication is approved, make these entries during the last month of the current certification period.  Enter E.  Enter A.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Active (Cont.)	TD05 MED RSN1	Enter "000" if you want to send a manually prepared <i>Notice of Decision</i> .  For a system-generated notice, leave this field blank. Complete the remaining entries, then see <a href="#">System-Issued Notice</a> .
	TD05 APP DT	Enter date. Use MM/DD/YY format.
	TD05 MED POS DT	Enter the first day of the first month of the new certification period, in MM/DD/YY format.
	TD05 MED AD	Enter the code that indicates the timeliness of any approved medical application. Entry is required when entering an "A" MED STATUS. If the application is processed timely, use code "A." If the application is untimely, enter the reason for the processing delay.
	TD05 MED LAST REV	Enter the first month of the new certification period. Use MM/YY format.
	TD05 MED NEXT REV	Enter the last month of the new certification period. Use MM/YY format. If this is an ongoing zero-spenddown case, enter for a 12-month review.
	TD05 MR	Enter N.
	TD05 RETRO	Enter zero.
	TD05 SPENDDOWN1	Enter zeros.
	TD05 MED CP CD	If this is a zero-spenddown case, enter S. If this is a spenddown case, leave blank.
TD05 SPENDDOWN2	Worker-calculated. Enter the amount of spenddown for the new certification period after deducting health insurance premiums.  If there is no spenddown, enter zeros.	



ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Active (Cont.)	TD05 CNT-UI	For a system-generated notice of decision, enter the total countable unearned income for the certification period.
	TD05 UI-DED 1	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total general income exclusion for certification period.</li> <li>◆ On FMAP-related cases, enter the remaining balance of paid court-ordered child support for certification period.</li> </ul>
	TD05 UI-DED 2	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total diversion to others for the certification period.</li> <li>◆ On FMAP-related cases, enter the remaining balance of the diversion for ineligible or excluded people for the certification period.</li> </ul>
	TD05 CNT-EI	For a system-generated notice of decision, enter the total countable earned income for certification period.
	TD05 EI-DED 1	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter any remaining general income exclusion for the certification period.</li> <li>◆ On FMAP-related cases, enter the 20% earned income deduction for the certification period.</li> </ul>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Active (Cont.)	TD05 EI-DED 2	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total work expense for the certification period.</li> <li>◆ On FMAP-related cases, enter the total dependent care expense for the certification period.</li> </ul>
	TD05 EI-DED 3	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total earned income deduction for the certification period.</li> <li>◆ On FMAP-related cases, enter the total paid out court-ordered child support for the certification period.</li> </ul>
	TD05 EI-DED 4	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter total work expense for the blind for the certification period.</li> <li>◆ On FMAP-related cases, enter the total diversion for ineligible or excluded people for the certification period.</li> </ul>
	TD05 A&A	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total aid and attendance amount for the certification period.</li> <li>◆ On FMAP-related cases, leave blank.</li> </ul>
	TD05 UME	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total unmet medical expenses for the certification period.</li> <li>◆ On FMAP-related cases, leave blank.</li> </ul>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Case Active (Cont.)	TD05 PASS	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total amount to be deducted for a plan for self-support for the certification period.</li> <li>◆ On FMAP-related cases, leave blank.</li> </ul>
	TD05 INS PREM	For a system-generated notice of decision, enter the total amount of the health insurance premiums for the certification period.
	TD05 MEDICARE	For a system-generated notice of decision, enter the total amount of Medicare premiums the recipients paid for the certification period.
	TD05 MNIL AMT	For a system-generated notice of decision, enter the total MNIL for the household size for the certification period.
	TD05 HH SIZE	For a system-generated notice of decision, enter the number of household members.
	TD03 ENTRY RSN	Enter "E" for all clients who are approved for the new certification period.
	TD03	Enter any changes.
	TD03 MN	Enter applicable code for each client who is approved for a new certification period. See 14-B-Appendix, <a href="#">TD03 MN</a> .
	TD03 MED ST	Enter "A" for all clients active for the new period.
	TD03 FUND	Enter the applicable fund code for each client active for a new period. See 14-B-Appendix, <a href="#">TD03 FUND</a> .

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Removing Data	TD01 TD05           TD03 SSN	These instructions apply only when you must remove data without entering new data.  Use the space bar key to remove the data in a field that allows any alphabetic codes.  For a field that allows only numbers, use zeros to remove other numbers.  <b>Exception:</b> Enter zeros if no application has been made for a social security number. Enter nines if application has been made for a social security number.
Removing a Person From an Active Case	TD03 ENTRY RSN  TD03 MED ST  TD03 MED RSN	If there is only one person on the case, see <a href="#">Closing Case Other Than at End of Certification Period</a> .  If individuals need to be added, those entries should be completed in a separate step.  Enter G or H.  Enter N.  Enter "000" if you want to send a manually prepared <i>Notice of Decision</i> . For automated notice of decisions, enter a notice code. See 14-B-Appendix, <a href="#">Notice Codes</a> .  When a spenddown amount is other than zero in TD05, SPENDDOWN 1 OR 2 fields, entries are also required on the MMIS Medically Needy subsystem to close a person. For further instructions, see 14-I, <a href="#">Changes and Corrections</a> .

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Death of Head of Household		Enter the following address information for the <i>Notice of Decision</i> :
	TD01 ENT RSN	Enter H.
	TD01 PAYEE/ADDR	Enter "To the Family."
	TD01 PAY/MOD	Enter "For."
	TD01 ADDRESS1	Enter case name.
	TD01 ADDRESS2	Enter family's address.
	TD03 ENTRY RSN	Enter M.
	TD03 MED ST	Enter N.
	TD03 MED RSN	Enter 613.
	TD03 MED DATE	Enter date of death. Use MM/DD/YY format.
		Enter the new head of the household the following day or as soon as chosen.
	TD01 ENT RSN	Enter H.
	TD01 CASE: LAST FIRST INIT TITLE	Enter the new case name (or let the system enter it from the CNID entry), unless the payee is someone other than the client. In that case, enter the payee's name in this field but code the PAY/MOD field.
TD01 PAYEE/MOD	Enter the payee modifier code, if applicable. For valid codes, see 14-B-Appendix, <a href="#">TD01 PAYEE/MOD</a> .  If the payee modifier code displayed on the screen is no longer valid, remove it. See <a href="#">Removing Data</a> for instructions.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Death of Head of Household (Cont.)</p> <p>Death of Other Individual</p>	<p>TD01 CNID</p> <p>TD03 ENTRY RSN</p> <p>TD03 MED ST</p> <p>TD03 MED RSN</p> <p>TD03 MED DATE</p>	<p>Enter the state ID number of the "case name" person. Entry in this field updates the case name fields. See <a href="#">Case Name ID</a> and 14-B-Appendix, <a href="#">TD01 CNID</a>.</p> <p>Code death only on one case. The system removes the person from all associated active cases, recalculates benefits, and sends notices when appropriate. WAR message 970 is issued when more than one case exists.</p> <p>Enter M.</p> <p>Enter N.</p> <p>Enter 613.</p> <p>Enter the date of death. Use MM/DD/YY format.</p>
<p>Retroactive Eligibility With Spenddown</p> <p>Approving an Individual for Only the Retroactive Period on an Ongoing Case</p>	<p>TD03 ENTRY RSN</p> <p>TD03</p> <p>TD03 MN</p> <p>TD03 MP</p> <p>TD03 MED ST</p> <p>TD03 MED DATE</p>	<p>Determine potential retroactive eligibility, including financial factors, at initial case approval. Also see 14-I, <a href="#">Establishing Retroactive Eligibility After Initial Approval</a>.</p> <p>Enter E.</p> <p>Enter any needed demographic information. See 14-B-Appendix, <a href="#">TD03</a>, for valid codes.</p> <p>Enter the applicable code for each person. See 14-B-Appendix, <a href="#">TD03 MN</a>.</p> <p>Make no entry.</p> <p>Enter A.</p> <p>Enter the first month of the retroactive period. This date can be no earlier than the initial month of the case retroactive period. Use MM/DD/YY format.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Approving an Individual for Only the Retroactive Period of an Ongoing Case (Cont.)</p> <p>Approving a Case with Retroactive Certification Only</p>	TD03 FUND	<p>Enter the applicable code for clients who are potentially eligible or who are spend-down-countable for the retroactive period.</p> <p>Code the application as an initial approval for a current certification period. Benefits will not be issued for the current period due to entry of RETRO codes. RETRO codes "H" through "N" ensure that this current period is not assigned eligibility.</p>
	TD01	<p>Make entries to approve a case with retroactive certification only. See <a href="#">Approving a Case: Case Has Been Pended</a> or <a href="#">Case Has Not Been Pended</a>, both for completing TD01 information.</p>
	TD05 MED ENTRY	Enter E.
	TD05 MED STATUS	Enter A.
	TD05 MED RSN1	<p>Enter 000 if you want to send a manually prepared <i>Notice of Decision</i>.</p> <p>For a system-generated notice, leave this field blank. Complete the remaining entries, then see <a href="#">System-Issued Notice</a>.</p>
	TD05 MED APP DT	Enter date. The month must be the same as the POS DT months. Use MM/YY/DD format.
	TD05 MED POS DT	Enter the first day of the first month of the denied prospective certification period. Use MM/DD/YY format.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving a Case with Retroactive Certification Only (Cont.)	TD05 MED AD	Enter the code that indicates the timeliness of any approved medical application. Entry is required when entering an "A" MED STATUS. If the application is processed timely, use code "A." Use code "H" for day 31 through day 45. If the application is untimely, enter the reason for the processing delay.
	TD05 MED LAST REV	Enter the first month of the denied prospective certification period. Use MM/YY format.
	TD05 MED NEXT REV	Enter the last month of the denied prospective certification period. Use MM/YY format.
	TD05 MR	Enter N.
	TD05 RETRO	Enter the applicable retroactive code (H-N). Do not use codes 0-7. See 14-B-Appendix, <a href="#">TD05 RETRO</a> .
	TD05 SPENDDOWN1	Enter the amount of spenddown for the retroactive certification period, after deduction of health insurance premium.
	TD05 SPENDDOWN2	Enter zeros.
	TD05 CNT-UI	For a system-generated notice of decision, enter the total unearned income for the certification period.
	TD05 UI-DED 1	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ For SSI-related cases, enter the total general income exclusion for certification period.</li> <li>◆ For FMAP-related cases, enter the remaining balance of paid court-ordered child support for certification period.</li> </ul>



ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving a Case with Retroactive Certification Only (Cont.)	TD05 UI-DED 2	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total diversion to others for the certification period.</li> <li>◆ On FMAP-related cases, enter the remaining balance of the diversion for ineligible or excluded people for the certification period.</li> </ul>
	TD05 CNT-EI	For a system-generated notice of decision, enter the total amount of earned income for certification period.
	TD05 EI-DED 1	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter any remaining general income exclusion for the certification period.</li> <li>◆ On FMAP-related cases, enter the 20% earned income deduction for the certification period.</li> </ul>
	TD05 EI-DED 2	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total work expense for the certification period.</li> <li>◆ On FMAP-related cases, enter the total dependent care expense for the certification period.</li> </ul>
	TD05 EI-DED 3	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total earned income deduction for the certification period.</li> <li>◆ On FMAP-related cases, enter paid out court-ordered child support for the certification period.</li> </ul>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving a Case with Retroactive Certification Only (Cont.)	TD05 EI-DED 4	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter total work expense for the blind for the certification period.</li> <li>◆ On FMAP-related cases, enter the total diversion for ineligible or excluded people for the certification period.</li> </ul>
	TD05 A&A	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total aid and attendance amount for the certification period.</li> <li>◆ On FMAP-related cases, leave blank.</li> </ul>
	TD05 UME	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total unmet medical expenses for the certification period.</li> <li>◆ On FMAP-related cases, leave blank.</li> </ul>
	TD05 PASS	For system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total amount to be deducted for a plan for self-support for the certification period.</li> <li>◆ On FMAP-related cases, leave blank.</li> </ul>
	TD05 INS PREM	For a system-generated notice of decision, enter the total amount of the health insurance premiums for the certification period.
	TD05 MEDICARE	For a system-generated notice of decision, enter the total amount of Medicare premiums paid by the recipient(s) for the certification period.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Approving a Case with Retroactive Certification Only (Cont.)</p>	<p>TD05 MNIL AMT</p> <p>TD05 HH SIZE</p> <p>TD03</p> <p>TD03 ENTRY RSN</p> <p>TD03 MN</p> <p>TD03 MED ST</p> <p>TD03 FUND</p>	<p>For a system-generated notice of decision, enter the total MNIL for the household size for the certification period.</p> <p>For a system-generated notice of decision, enter the number of household members.</p> <p>Complete any needed demographic information for the new person. See 14-B-Appendix, <a href="#">TD03</a>, for valid codes.</p> <p>Enter E.</p> <p>Enter the applicable code for each person. See 14-B-Appendix, <a href="#">TD03 MN</a>.</p> <p>Enter A.</p> <p>Enter the applicable code for each person who is potentially eligible or spenddown-countable for the retroactive period. See 14-B-Appendix, <a href="#">TD03 FUND</a>.</p> <p>The MMIS Medically Needy subsystem generates an ESTD for the retroactive period.</p>
<p>Retroactive Eligibility Without Spenddown</p> <p>Approving an Individual for the Retroactive Period Only</p>		<p>Determine potential retroactive eligibility, including financial factors, at initial case approval.</p> <p>If the person has a state ID number that has been active previously for Medicaid, send form 470-0397, <i>Request for Special Update</i>, to Quality Assurance specifying which months are to be eligible months.</p> <p>If the person has not been active for Medicaid in the past two years, establish a separate case (or FBU). See <a href="#">Case Numbering: Assigning Case Numbers</a>, <a href="#">Establishing FBUs</a> or next instructions.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving a Case with Retroactive Eligibility Only (Cont.)		Code the application as an initial approval for ongoing benefits for the current certification period. Entry of RETRO codes H-N prevents issuance of benefits for the current period.
	TD01	Make entries to approve a case with retroactive certification only. See <a href="#">Approving a Case: Case Has Been Pended</a> or <a href="#">Case Has Not Been Pended</a> , for completing TD01 information.
	TD05 MED ENTRY RSN	Enter E.
	TD05 MED STATUS	Enter A.
	TD05 MED RSN1	Enter "000" if you want to send a manually prepared <i>Notice of Decision</i> regarding the basis of eligibility.  For a system-generated notice, leave this field blank. Complete the remaining entries, then see <a href="#">System-Issued Notice</a> .
	TD05 MED APP DT	Enter date. The month must be the same as the POS DT month. Use MM/DD/YY format.
	TD05 MED POS DT	Enter the first day of the first month of the denied prospective certification period in MM/DD/YY format.
	TD05 MED AD	Enter the code that indicates the timeliness of any approved medical application. Entry is required when entering an "A" MED STATUS. If the application is untimely, enter the reason for the processing delay. If the application is processed timely, use code "A." Use code "H" for day 31 through day 45.
	TD05 MED LAST REV	Enter the first month of the denied prospective certification period. Use MM/YY format.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving a Case with Retroactive Eligibility Only (Cont.)	TD05 MED NEXT REV	Enter the last month of the denied prospective certification period. Use MM/YY format.
	TD05 MR	Enter N.
	TD05 RETRO	Enter the applicable retroactive code (H-N). Do not use codes 0-7. See 14-B-Appendix, <a href="#">TD05 RETRO</a> .
	TD05 SPENDDOWN1	Enter zeros.
	TD05 SPENDDOWN2	Enter zeros.
	TD05 CNT-UI	For a system-generated notice of decision, enter the total countable unearned income for the certification period.
	TD05 UI-DED 1	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ For SSI-related cases, enter the total general income exclusion for the certification period.</li> <li>◆ For FMAP-related cases, enter the remaining balance of paid court-ordered child support for the certification period.</li> </ul>
	TD05 UI-DED 2	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total diversion to others for the certification period.</li> <li>◆ On FMAP-related cases, enter the remaining balance of the diversion for ineligible or excluded people for the certification period.</li> </ul>
TD05 CNT-EI	For a system-generated notice of decision, enter the total countable earned income for the certification period.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving a Case with Retroactive Eligibility Only (Cont.)	TD05 EI-DED 1	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter any remaining general income exclusion for the certification period.</li> <li>◆ On FMAP-related cases, enter the 20% earned income deduction for the certification period.</li> </ul>
	TD05 EI-DED 2	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total work expense for the certification period.</li> <li>◆ On FMAP-related cases, enter the total dependent care expense for the certification period.</li> </ul>
	TD05 EI-DED 3	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total earned income deduction for the certification period.</li> <li>◆ On FMAP-related cases, enter the total paid out court-ordered child support for the certification period.</li> </ul>
	TD05 EI-DED 4	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter total work expense for the blind for the certification period.</li> <li>◆ On FMAP-related cases, enter the total diversion for ineligible or excluded people for the certification period.</li> </ul>
	TD05 A&A	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total aid and attendance amount for the certification period.</li> <li>◆ On FMAP-related cases, leave blank.</li> </ul>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving a Case with Retroactive Eligibility Only (Cont.)	TD05 UME	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total unmet medical expenses for the certification period.</li> <li>◆ On FMAP-related cases, leave blank.</li> </ul>
	TD05 PASS	For a system-generated notice of decision: <ul style="list-style-type: none"> <li>◆ On SSI-related cases, enter the total amount to be deducted for a plan for self-support for the certification period.</li> <li>◆ On FMAP-related cases, leave blank.</li> </ul>
	TD05 INS PREM	For a system-generated notice of decision, enter the total amount of the health insurance premiums for the certification period.
	TD05 MEDICARE	For a system-generated notice of decision, enter the total amount of Medicare premiums the recipients paid for the certification period.
	TD05 MNIL AMT	For a system-generated notice of decision, enter the total MNIL for the household size for the certification period.
	TD05 HH SIZE	For a system-generated notice of decision, enter the number of household members.
	TD03	Complete any needed demographic information for the new person. See 14-B-Appendix, <a href="#">TD03</a> , for valid codes.
	TD03 ENTRY RSN	Enter E.
	TD03 MN	Enter the applicable characteristic code for each person eligible for Medicaid in the retroactive period. (Do not use code 0.) See 14-B-Appendix, <a href="#">TD03 MN</a> .





ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application with a Sanctioned Person for Zero-Spenddown Cases Only (Cont.)	TD03 MED DIS BCW2s	Enter 00.  Enter income for the months in the approval process.
Cancel the Sanctioned Person	TD03 ENTRY RSN TD03 MED ST TD03 MED RSN	Enter G.  Enter N.  Enter the notice reason code to cancel. See 14-B-Appendix, <a href="#">Notice Codes</a> .
Failure to Comply with Third-Party Liability	TD03 ENTRY RSN TD03 MED ST TD03 MED RSN TD03 FUND TD03 MED DIS  TD05 MED ENTRY RSN TD05 MED STATUS	<p><b>NOTE:</b> After these entries update, the system will change the person's medical status to an "I" and the fund code to a "9."</p> <p>If the client with a zero spenddown fails to comply with instructions from the Third-Party Liability Unit, sanction that person's Medicaid eligibility. This action requires timely notice.</p> <p>Enter G.  Enter I.  Enter notice reason code 960.  Enter S.  Enter 00.</p> <p>When there is only one person on the case, use these instructions to close the program line after the individual entries update, then enter the following:</p> <p>Enter G.  Enter N.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Failure to Cooperate with Child Support	TD05 MED RSN2	Enter 000. Do not enter reason notice 960, since notice was previously issued.
		Use the ESTD to shorten the certification period or change the spenddown amount.
		Use for zero-spenddown cases only.
		<b>Program</b>
	TD05 MED ENTRY RSN	Enter G.
	TD05 MED STATUS	Enter I.
	TD05 RSN2	Enter notice reason code 306.
	TD05 MED NEG DATE	Enter the date the case will close.
		<b>Individual</b>
	TD03 ENTRY RSN	Enter G.
TD03 MED ST	Enter I.	
TD03 MED RSN	Enter notice reason code 945.	
TD03 FUND	Enter S.	
TD03 MED DIS	Enter 00.	
Failure to Cooperate with HIPP		Use for zero-spenddown cases only.
	TD03 ENTRY RSN	Enter G.
	TD03 MED ST	Enter I.
	TD03 MED RSN	Enter notice reason code 847.
	TD03 FUND	Enter S.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Failure to Cooperate with HIPP	TD03 MED DIS	Enter 00.
		When there is only one person on the case, use these instructions to close the program line after the individual entries update. Then enter the following:
	TD05 MED ENTRY RSN	Enter G.
	TD05 MED STATUS	Enter N.
Failure to Cooperate with Investigation	TD05 RSN2	Enter 000. Do not use a notice reason code because the notice was previously issued.
		<b>Program</b>
		Use with zero-spenddown cases only.
	TD05 MED ENTRY RSN	Enter G.
Failure to Cooperate with Quality Control	TD05 MED STATUS	Enter I.
	TD05 MED RSN2	Enter notice reason code 203.
	TD05 MED NEG DATE	Enter the date the case will be canceled.
		Use with zero-spenddown cases only.
	TD05 MED ENTRY RSN	Enter G.
	TD05 MED ST	Enter I.
	TD05 MED RSN2	Enter notice reason code 203.
	TD05 MED NEG DATE	Enter the date the case will cancel.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Lifting a Sanction for a Person on a Zero-Spenddown Case	TD03 ENTRY RSN	Enter A or C.
	TD03 MED ST	Enter A or C.
	TD03 MED RSN	Enter the applicable notice reason code. See 14-B-Appendix, <a href="#">Notice Codes</a> .
	TD03 MED DATE	Enter the date the person is eligible. This date is the first of the month that the person cooperated.
	TD03 FUND	Enter A, S or C (for minor parents only).
	TD01 MED AID	Make sure the aid type is correct.
Reinstating a Sanctioned Person on a Zero-spenddown Case	TD03 ENTRY RSN	Enter B.
	TD03 MED ST	Enter I.
	TD03 MED RSN	Re-enter the existing sanction notice reason code. Or, if there is a new sanction, enter that code.
	TD03 FUND	Enter S.
	TD03 MED DIS	Enter 00.
Reopening or Approving a Person with an Existing Sanction on a Zero-Spenddown Case		When reopening or approving a case that includes a sanctioned person, use these instructions to: <ul style="list-style-type: none"> <li>◆ Lift the sanction, or</li> <li>◆ Keep the sanction intact by the choices that you make in medical status and fund code.</li> </ul>
	TD03 ENTRY RSN	Enter A or C.
	TD03	Complete any needed demographic information for the new person. See 14-B-Appendix, <a href="#">TD03</a> , for valid codes.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Reopening or Approving a Person with an Existing Sanction on a Zero-spenddown Case (Cont.)	TD03 MED ST	If the person should be under sanction status, enter "I." <b>Or</b> , if the person is now eligible for Medicaid, enter "A" or "C."
	TD03 MED RSN	If the MED ST is "I," re-enter the sanction notice reason code. <b>Or</b> , if the MED ST is "A" or "C," enter the notice reason code for Medicaid eligibility when only the sanctioned person is being reopened or approved on a multi-person case.
		See 14-B-Appendix, <a href="#">Notice Codes</a> .
	TD03 MED DATE	Enter the date if only the sanctioned person is being approved or reopened to an active case. Do not enter a date if you are approving or reopening an entire case.
	TD03 FUND	If the MED ST is "I," enter "S". <b>Or</b> , if the MED ST is "A" or "C," then enter "1," "A," "S" or "C" (for minor parents only).
	TD03 MED DIS	If the MED ST is "I," enter "00." <b>Or</b> , if the MED ST is "A" or "C," no entry is required in this field.
	BCW2s	Enter income for the applicable months.
TD01 MED AID	Check the medical aid type to make sure it is correct.	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Shortening a Certification Period	<p>TD01 ENT RSN</p> <p>TD01 AID TD01 MED AID</p> <p>TD01 AID CHG DT TD01 MED CHG DT</p> <p>TD05</p> <p>TD01, TD05, and TD03</p>	<p><b>Step 1</b></p> <p>Enter H.</p> <p>Enter a different medical aid type.</p> <p>Enter the first of the next month. Use MM/DD/YY format.</p> <p>Close the case according to instructions at <a href="#">Closing Case Other Than at End of Certification Period</a>.</p> <p><b>Step 2</b></p> <p>After ABC updates, open the case. See <a href="#">Approving a Case: Case Has Not Been Pended</a>, showing the shortened certification period.</p>
SSI-Related Cases		<p>SSI-related Medically Needy cases are allowed ongoing eligibility if all eligible members have a Medically Needy characteristic code of 7, 8, or 9, and the case has zero spenddown. These cases are reviewed on an annual basis.</p> <p>Approve these cases as all others (see <a href="#">Approving a Case</a>), except the TD05 MED CP CD field must have an "S" entered at the time of approval to set up the ongoing eligibility.</p> <p>Do not set up separate QMB, SLMB, or E-SLMB cases for households that have ongoing eligibility. Enter the applicable QMB indicator. See 14-B-Appendix, <a href="#">TD03 QMB</a>, for codes.</p>
Review	<p>TD05 MED ENTRY RSN</p> <p>TD05 MED LAST REV</p> <p>TD05 MED NEXT REV</p>	<p>Enter H.</p> <p>Enter the next system month in MM/YY format.</p> <p>Enter the month of the next required review in MM/YY format.</p>



ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Assigning State IDs		<p>Match the information of the person with the information that appears on the screen. If a match is made, select the state ID.</p> <p>If the information is close, investigate further. The person may have changed a last name or may be using a nickname.</p> <p>If the search does not bring up a state ID, remove all but the first letter in the first name field and enter the last name.</p> <p>The county number tells where a case file was most recently located. The person may have moved, so do not assign a new state ID number solely because the county is different.</p> <p>Be very careful not to assign duplicate state IDs.</p> <p>If there is no match, enter the literal NEW in the STATE ID field, the social security number, religious belief (RB) indicator, (only if the social security number is all zeros), full name, birth date, and sex. Press the ENTER key.</p> <p><b>NOTE:</b> To facilitate IEVS matches, the name should match the name on available Social Security Administration records. For additional information, see 14-G, <a href="#">Requirements Of IEVS Matching</a>.</p> <p>Use the PF4 key to confirm the data. The system will assign a state ID number.</p>
Correcting State IDs		<p>If you make a mistake when assigning the state ID number, you can correct it by making an entry on TD03. Corrections made to TD03 also update ST01.</p>



ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Correcting State IDs (Cont.)</p> <p>Cross-Referencing State IDs</p>		<p>You can correct the name, birth date, and sex. Social security numbers can also be corrected if the number you are entering is not already on the system.</p> <p>If you find that a person has more than one state ID number, send form 470-0271, <i>Quality Assurance Transmittal</i>, to Quality Assurance. Designate the correct state ID number and also the incorrect number to be removed.</p>
<p>System-Issued Notice</p>	<p>TD05 CNT UI</p>	<p>ABC will not calculate the spenddown amount. You can enter income information, deductions, and spenddown amounts on TD05 and ABC will issue a <i>Notice of Decision</i>. Enter the <b>total amounts</b> for the certification period.</p> <p>The <i>Notice of Decision</i> will show:</p> <ul style="list-style-type: none"> <li>◆ The calculation for the certification period based on the information entered.</li> <li>◆ The spenddown amount from the TD05 screen.</li> </ul> <p>Make entries to approve the Medically Needy case. See <a href="#">Approving a Case: Case Has Been Pended</a>, or <a href="#">Approving a Case: Case Has Not Been Pended</a>.</p> <p>Do not enter "000" in the MED ENTRY RSN.</p> <p>In addition to the approval entries, make the following TD05 entries.</p> <p>Enter the total countable unearned income for the certification period.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
	TD05 UI DED1	On SSI-related cases, enter the total general income exclusion for the certification period.
		On FMAP-related cases, enter the remaining balance of paid court-ordered child support for the certification period.
	TD05 UI-DED 2	On SSI-related cases, enter the total diversion to others for the certification period.
		On FMAP-related cases, enter the remaining balance of the diversion for ineligible or excluded people for the certification period.
	TD05 CNT-EI	Enter the total countable earned income for the certification period.
	TD05 EI-DED 1	On SSI-related cases, enter the remaining general income exclusion.
		On FMAP-related cases, enter the 20% dependent expenses for the certification period.
	TD05 EI-DED 2	On SSI-related cases, enter the total work expense for the certification period (\$65 per month).
		On FMAP-related cases, enter the total dependent care expenses for the certification period.
	TD05 EI-DED 3	On SSI-related cases, enter the total earned income deduction (1/2 of the total remaining earned income).
		On FMAP-related cases, enter the total paid court-ordered child support for the certification period.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
	TD05 EI-DED 4	<p>On SSI-related cases, enter total work expense for blind people including impairment-related work expenses.</p> <p>On FMAP-related cases, enter the total diversion for ineligible or excluded people.</p>
	TD05 A&A & UME	<p>On SSI-related cases, enter the total amount to be deducted for the certification period for aid and attendance and unmet medical expenses.</p> <p>On FMAP-related cases, leave blank.</p>
	TD05 PASS	<p>On SSI-related cases, enter the total amount to be deducted for a plan for self-support for the certification period.</p> <p>On FMAP-related cases, leave blank.</p>
	TD05 INS PREM	<p>Enter the total amount of the insurance premiums for the certification period.</p>
	TD05 MEDICARE	<p>Enter the total amount of Medicare premiums paid for the certification period.</p>
	TD05 MNIL AMT	<p>Enter the total MNIL for the household size for the certification period.</p>
	TD05 HH SIZE	<p>Enter the number of household members.</p>

**System-Initiated Actions**

ACTION	EXPLANATION
Automatic Program Closing	The Medically Needy Program is automatically closed when the certification period expires. No notice is sent or required.