

SERVING, EMPOWERING AND  
SUPPORTING **MISSOURIANS**  
TO LIVE THEIR **BEST LIVES.**

MISSOURI DIVISION OF  
DEVELOPMENTAL  
DISABILITIES



# Medicaid Annual Renewals

**June 2024**

# Annual Medicaid Eligibility Renewal



- 👤 Sometimes 'Medicaid Annual Renewal' is referred to as an annual:
  - 👤 review
  - 👤 reinvestigation,
  - 👤 reauthorization, or
  - 👤 re-certification

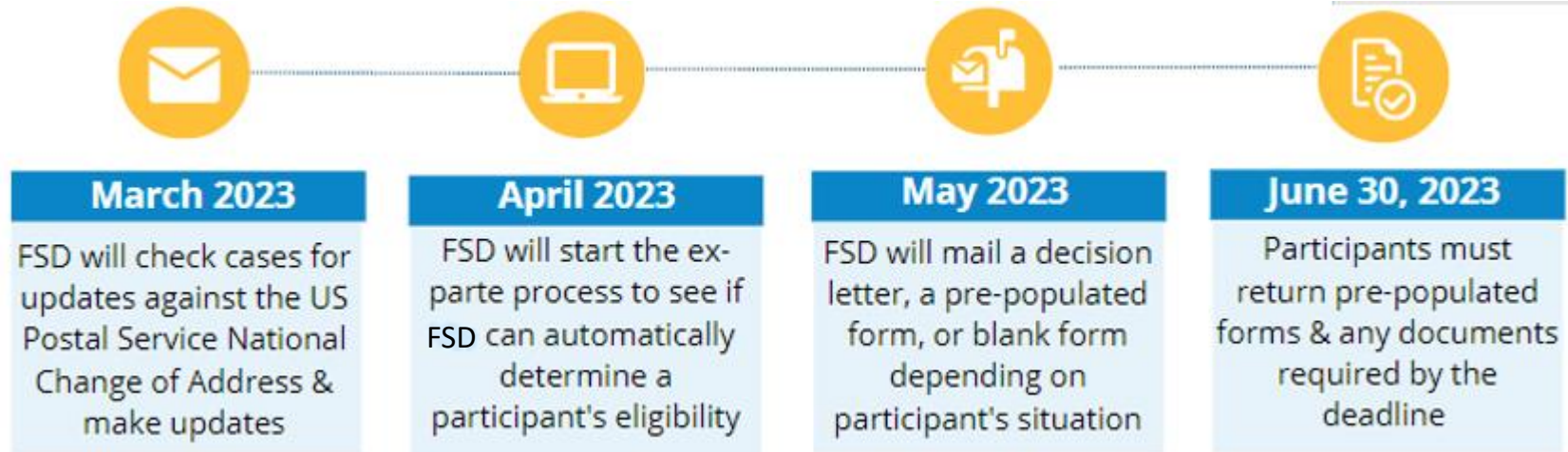
# Annual Medicaid Eligibility Renewal



- 🕒 In the month prior to the renewal month (if not renewed ex-parte), the Family Support Division (FSD) mails an annual renewal form (FA-402 or IM-1U) to the consumer.
- 🕒 The **signed** annual renewal form is due back the first working day of the renewal month.
- 🕒 If the **signed** annual renewal form is received in the renewal month, the consumer will NOT be closed for failure to submit the form.
- 🕒 **For example:** March renewal forms are mailed out in February and due back to FSD on March 1. If the form is received by March 31, eligibility and coverage will continue while on-going eligibility is being determined.

# Annual Medicaid Eligibility Renewal FSD Timeline

June  
Renewal



## Decision Letters

Once FSD determines if a participant is eligible or not, they will get one of the following decision letters:

<b>No Change</b>	We have determined they are still eligible for MO HealthNet coverage. Nothing will change, and there is nothing more they need to do.
<b>Change in Coverage</b>	The participant is still eligible, but a different type of coverage is a better fit. This letter will let them know their new MO HealthNet coverage category and will provide instructions if there is anything they need to do.
<b>Adverse Action</b>	The participant is no longer eligible for MO HealthNet coverage. If they disagree with this decision, they will need to take action by the date listed in the letter.

# Annual Medicaid Eligibility Renewal



- 🕒 When an annual renewal form and verification documents are received within timeline, FSD will make a determination and send a decision letter.
- 🕒 FSD may send a request for current verification of income (other than Social Security and SSI) and resources (if in a non-MAGI category). It is encouraged to include all verification of income, bank balances, etc. with the annual renewal form to avoid issues.
- 🕒 If requested verification is not received by the due date, FSD will send a notice that the Medicaid will close in 10 days for failure to provide verification. The client has 30 days from the final date of closure to provide all needed verification.

# Annual Medicaid Eligibility Renewal



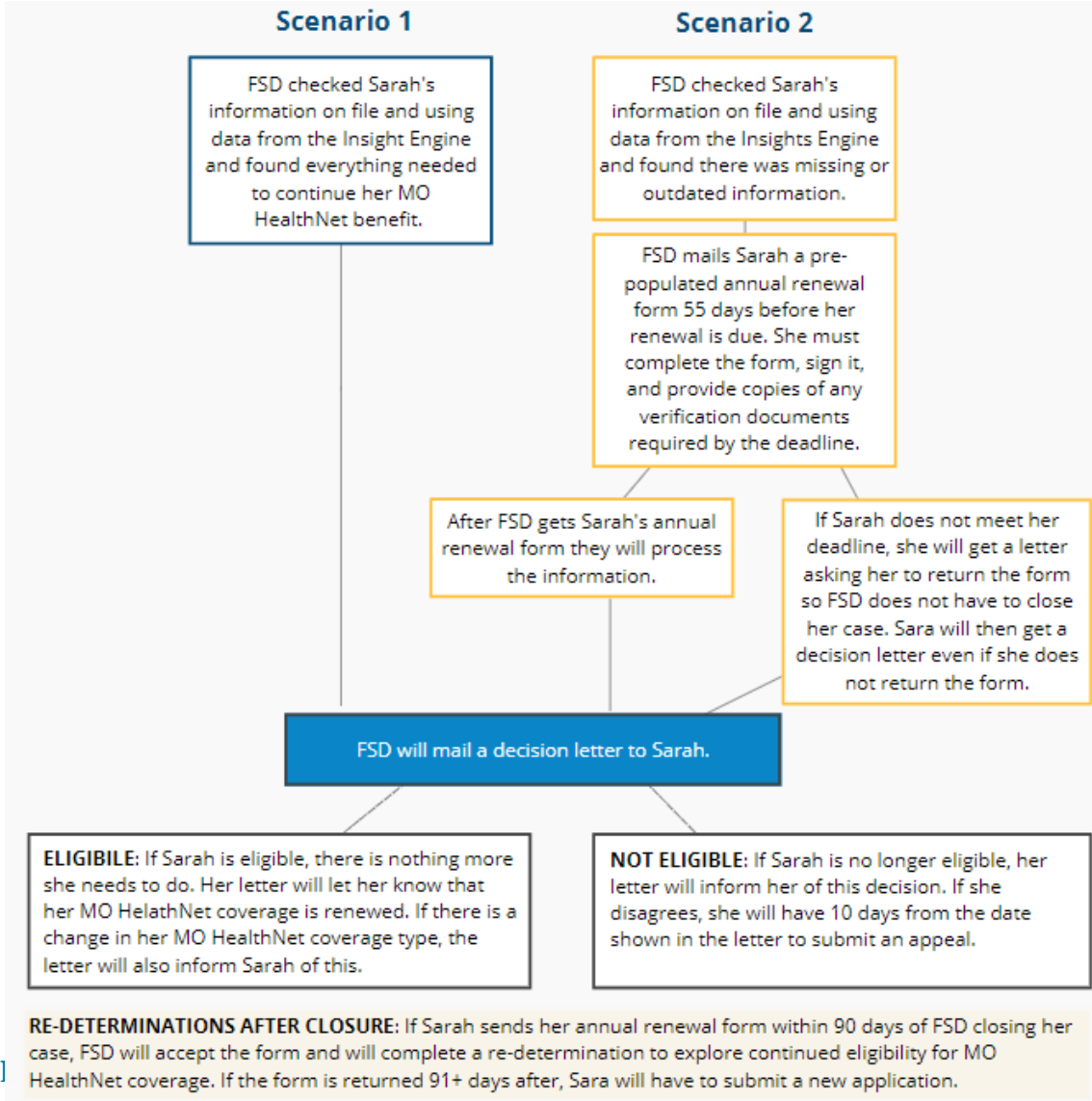
## 👤 Renewal Closures

### Deadlines

- 👤 If the case has been closed for failure to return the renewal form and it is still within 90 days of closure.
  - 👤 Submit a renewal form to FSD by uploading on the [mydss.mo.gov](https://mydss.mo.gov) webpage (an account is recommended).
  - 👤 If the signed form is received within 30 day, the closing will be canceled and processing continued.
  - 👤 If received on days 31-90, the form will be used as an application to re-determine eligibility.
- 👤 If the annual renewal form is submitted **after 90 days** a new MO HealthNet application must be submitted.

# Annual Medicaid Eligibility Renewal

## Scenarios



# Annual Medicaid Eligibility Renewal



## Scenario 1

(renewed ex-parte)

- FSD checked Sarah's information on file and found everything needed to continue her MO HealthNet eligibility and coverage at her current benefit level.
- FSD will mail a decision letter to Sarah letting her know she remains eligible and there is nothing more she needs to do. If there is a change in her MO HealthNet coverage category, the letter will also inform Sarah of this.



# Annual Medicaid Eligibility Renewal



## Scenario 2

(not renewed ex-parte)

1. FSD checked Sarah's information on file and found there was missing or outdated information
2. FSD mails Sarah an annual renewal form 55 days before her renewal is due. She must complete, sign, and submit the form **by the end of the renewal month**.
3. After FSD gets Sarah's annual renewal form they will request needed verification and then process her eligibility determination.
4. If Sarah does not return the renewal form **by the first day of the renewal month**, FSD will send her an adverse action notice that her case will close if she doesn't return the form.
5. FSD will mail a decision letter to Sarah after processing her renewal determination
  - If Sarah remains eligible with no change in benefit level, FSD will mail a decision letter to Sarah letting her know she remains eligible and there is nothing more she needs to do. If there is a change in her MO HealthNet coverage category, the letter will also inform Sarah of this.
  - If Sarah is no longer eligible or remains eligible with a change in benefit level (going to spend down or premium category), the letter will be an adverse action notice letting her know if she disagrees with the decision she has **10 days to appeal** before the decision takes effect.

# Annual Medicaid Eligibility Renewal



Individuals can return their completed annual renewal form in any of the following ways:

**Online:** Visit [mydss.mo.gov](https://mydss.mo.gov) to log in to the FSD Benefit Portal and submit their form or upload their completed, and signed, annual renewal form to [myDSSupload.mo.gov](https://myDSSupload.mo.gov)

**By Mail:** Complete and sign their yellow annual renewal form and send it back to the address provided in the letter

**In-Person:** Return the form to the local FSD Resource Center

**By Phone:** Call 855-373-4636 and select the MO HealthNet option, to speak with a team member

# Annual Medicaid Eligibility Renewal



## Options to Identify Renewal Dates

### 👤 Annual Reinvestigations Report

- 👤 “MedicaidReauths(MEIS)” is a report listing cases for a Medicaid annual renewal the month following the month of the report (for example June 3 report lists cases due July 31). TCM TACs distribute to TCM entities.

### 👤 MyDSS <https://mydss.mo.gov/>

- 👤 User selects ‘Check Your Status’
- 👤 Enter DOB and SSN or DCN





### 👤 eMOMED <https://www.emomed.com/>

- 👤 Requires access to eMOMED
- 👤 User selects ‘eProvider’
- 👤 Select ‘Participant Annual Review Date’
- 👤 Search up to twelve DCNs at a time for renewal date

# Annual Medicaid Eligibility Renewal



## **IM-6AR**

-  If possible, have the individual (parent/caretaker if individual is a child) sign an IM-6AR naming your agency or a staff person as his or her authorized representative.
-  Multiple persons may serve as authorized representative concurrently.
-  FSD will send correspondence to the individual and to the authorized representative.
-  The form IM-6AR is available at:  
<https://dss.mo.gov/fsd/formsmanual/pdf/im-6ar.pdf>

# Annual Medicaid Eligibility Renewal



## **DMH Medicaid Unit:**

 Website: <https://dmh.mo.gov/medicaid-eligibility/annual-renewals>

 Email: [DMH.MedicaidEligibility@dmh.mo.gov](mailto:DMH.MedicaidEligibility@dmh.mo.gov)

## **DMH Annual Renewal Presentation:**

 PPT: <https://dmh.mo.gov/media/pdf/medicaid-annual-review-webinar-presentation-08072019pdf>

## **DSS Renewing Coverage:**

 Website: <https://mydss.mo.gov>

## **DSS Resuming Renewals Plan:**

 <https://mydss.mo.gov/media/pdf/state-plan-resuming-medicaid-renewals>

## **DSS Annual Renewal FAQ:**

 <https://mydss.mo.gov/mhd/renew/faqs>



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