



Division Guideline #32

Date: **Created March 4, 2013**
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 Revised January 17, 2019
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Title: **MO HealthNet Applications for Youth Approaching
18th Birthday**

Application: **Regional Offices and TCM Providers**

Many youth with developmental disabilities become eligible for MO HealthNet on their 18th birthday. To streamline this process the Division of DD and Family Support Division (FSD) have developed a protocol to enable the MO HealthNet application to be submitted up to 90 days prior to the 18th birthday. This is available to youth turning 18 within 90 days who are not already MO HealthNet eligible under any category.

The following are the steps for applying for MO HealthNet when a youth turns 18:

- At least 120 days prior to the youth's 18th birthday, Support Coordinators should contact the parents or guardian to discuss making application for MO HealthNet and offer to assist in gathering the documentation required for MO HealthNet application. The decision whether to apply for MO HealthNet should be made by the youth and their parent/guardian.
- Should the youth and parents/guardian decide to apply to for MO HealthNet the following information will be required for FSD to make an eligibility determination:
 - Medicaid Application
 - Copy of the youth's birth certificate if not born in Missouri;
 - Information about private insurance, if applicable;
 - Copy of the youth's life insurance policy or information on coverage from a handbook or website, if applicable;
 - Copy of any bank statements in the youth's name, if applicable;
 - Verification of any income received by the youth, if applicable;
 - Copy of any trusts, if applicable to the youth; and
 - If the client is not receiving SSD/SSI:

- Copies of any medical reports, evaluations, etc. that will give the Medical Review Team (MRT) a clear understanding of the youth's physical and mental conditions.
- An application for Supplemental Security Income (SSI) is required before Medicaid can be approved. Even if an application was previously rejected, the individual will need to apply again, as the parental income and resources would have been considered before and may have been part of the rejection consideration.
- The MRT Packet must be completed. Links to those documents and brief explanations of the forms can be found here: [Disability Determinations](#)

DMH staff are requested to use the Guideline #32 coversheet when submitting applications and verification for DMH youth turning 18 within 90 days. The application will be processed by the DMH/FSD liaison for prompt determination. Link to Cover Sheet: [Developmental Disabilities Guideline #32 Coversheet](#) The application will be processed and disability determined as quickly as possible: if the youth qualifies their MO HealthNet eligibility will begin as early as the first day of the month after they turn 18.

The completed application and all documentation should be mailed with the Guideline #32 coversheet to:

DMH Medicaid Unit: DMH.MedicaidEligibility@dmh.mo.gov

- If you cannot email the paperwork please write to this email for additional contact information.

Missouri Children with Developmental Disabilities (MOCDD) Waiver

- A new application is not needed when a youth in the MOCDD waiver is turning 18, as they will transition to the adult MO HealthNet for the Aged, Blind, and Disabled coverage. Current verification of any income and resources (the most recent 30 days of paystubs, bank statements) and proof of application to SSD/SSI should be submitted using the Guideline #32 coversheet.
- FSD may also contact family because there is a need for a new MRT determination; but that should not result in any delays. Whether or not this is needed depends on the client.

As a reminder, other things for youth approaching his or her 18th birthday to consider are:

- Supplemental Security Income (SSI) makes cash assistance payments to aged, blind, and disabled persons (including children) who have limited income and resources. Before applying, it is important to understand earned income and employment may affect SSI, Social Security Disability Insurance (SSDI) or other government benefits. Information about social security benefits and other resources for youth transitioning to adulthood are posted at this link: [Missouri Department of Elementary & Secondary Education](#)
- If a family member is interested in obtaining guardianship, it is helpful to start that process prior to the child turning 18. It is important for the family to understand their guardianship options and alternatives to help make informed decisions. [Missouri Family To Family](#) and [MO Guardianship](#) have information and resources for the family.

This guideline will be reviewed and updated, if needed, within one year of issuance.