



**State of Florida
Department of Children and Families**

Charlie Crist
Governor

**Robert A.
Butterworth**
Secretary

MEMORANDUM

DATE: September 13, 2007 **TRANSMITTAL NO:** I-07-09-0017
TO: ACCESS Florida Operations Managers
ACCESS Florida Program Offices
FROM: Nathan Lewis, Chief, Program Policy (**Signatures on File**)
SUBJECT: Process for Approving Child In Care Medicaid

This informational memorandum is being issued to remind Child In Care (CIC) staff of the processing standards for Child In Care Medicaid.

Florida statute requires that children court ordered into the Department's care have a complete medical evaluation within 72 hours. To help these evaluations take place within the 72 hours, it is important that ACCESS Child in Care staff process applications for Medicaid and verify coverage for these children as quickly as possible.

Policy requires Medicaid eligibility be determined within 48 hours of receipt of a Medicaid application for children court ordered into the Department's care. When CIC staff receive an incomplete application that contains enough information to process, they should approve the child under the MCE (Medicaid for Children in Emergency Shelter) category code for 60 days and request the remaining documentation from the Community Based Care agency.

If the child is on Medicaid, provide the Medicaid number to the Community Based Care agency while taking steps to have the child removed from the active case so the CIC application can be processed.

CIC staff should review the CIC information guide found on the intranet at: <http://www.dcf.state.fl.us/~ess/policy/cicguide.pdf>. The guide details information regarding presumptive eligibility for children in care.

If Program Office staff have any questions please contact Connie Evans at Suncom 291-5548.

cc: ACCESS Director (Lange)
Program Policy (Love, Schilling, Grignon)
FLORIDA Operations (Jenkins, Owens, Poirier)
Office of Appeal Hearings (Pritchard)
Office of General Counsel (Minnis)
Quality Control (Pearce)
FLORIDA Help Desk (Shaw-Johnson)
Agency for Health Care Administration (McAuley, Kidder, Hudson)
Family Safety (Badland, Linton, Wynn)
Florida Legal Services (C. Huddleston)

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