



**STATE OF DELAWARE  
DELAWARE HEALTH AND SOCIAL SERVICES  
DIVISION OF MEDICAID & MEDICAL ASSISTANCE  
POLICY, PLANNING & QUALITY**

***M E M O R A N D U M***

REPLY TO  
ATTN. OF: Administrative Notice DMMA -05-2015

TO: All DMMA and DSS Staff

DATE: March 30, 2015

SUBJECT: Disposition of Applications for Medicaid and the Delaware Healthy Children Program

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**BACKGROUND**

The Affordable Care Act (ACA) was signed into law on March 23, 2010. Under the ACA, health reform will make health care more affordable, guarantee choices when purchasing health insurance, expand Medicaid coverage to millions of low-income Americans and make numerous improvements to both Medicaid and the Children's Health Insurance Program (CHIP).

**DISCUSSION**

The agency must dispose of each application by a finding of eligibility or ineligibility unless there is:

- a. an entry in the case record that the applicant voluntarily withdrew the application, and that the agency sent a notice confirming his decision;
- b. a supporting entry in the case record that the applicant has died; or
- c. a supporting entry in the case record that the applicant cannot be located.

All information used in a determination of eligibility or ineligibility must be included in the case record. Case records will include information such as the application, documentation of factors of eligibility, correspondence with and concerning applicants, budget computations, and notices of decisions. The agency will send a notice of approval or denial for each application.

In certain cases, an application will be reinstated effective as of the date the application was first received by the Federally Facilitated Marketplace (FFM). This happens in cases where the individual:

- a. submitted an application via the FFM and is assessed as not potentially eligible;
- b. withdrew the application; and
- c. is assessed as potentially eligible for Medicaid or the Delaware Healthy Children Program by the FFM appeals entity.

The agency must dispose of a reinstated application in accordance with the policy described above.

**ACTION REQUIRED**

Staff who process applications must review and apply policy at DSSM [14100.4](#) *Disposition of Applications* to ensure compliance with Federal and State regulations.

**DIRECT INQUIRIES TO**

Jill Williams  
(302)255-9609

March 30, 1015 \_\_\_\_\_  
DATE

*Glyne Williams*  
Glyne Williams, Chief  
Policy, Planning & Quality  
Division of Medicaid & Medical Assistance