



COMMISSIONER
Jon Weizenbaum

Memorandum

To: Community Services Regional Directors
Community Services Program Managers

From: Lisa Akers-Owen
Manager
Community Services Policy and Curriculum Development

Subject: Email Notification to the Centralized Representation Unit (CRU) When
Coordinating Appeals Involving Medicaid

Issuance Date: September 16, 2013 CSPO 13-09-010

Effective Date: October 1, 2013

This memorandum applies to Community Based Alternatives (CBA), Community Care for Aged and Disabled (CCAD), Medically Dependent Children Program (MDCP), and HCBS STAR+PLUS Waiver (SPW).

When DADS staff coordinate appeals involving Medicaid with the Centralized Representation Unit (CRU), current policy requires DADS staff to send an email to the CRU supervisor with a copy to the CRU administrative assistant. The email must contain the following information:

- applicant's or individual's name
- Medicaid number (if available)
- type of service (e.g. CBA)
- specific information requesting the Medicaid for the Elderly and People with Disabilities (MEPD) or Texas Works financial case remain active/open during the appeal if the applicant or individual appealed in a timely manner

Effective with this memorandum, DADS staff will send the above information in an email to the HHSC Office of Eligibility Services (OES) Fair Hearings mailbox, which can be found in the Outlook Global Address List search box by typing HHSC OES Fair Hearings. In the subject line of the email, include the following: Request for Continued Benefits-MEPD Appeal ID-XXXXXXX. In an attachment to the email, DADS staff must also include a copy of the DADS notification form sent to the applicant or individual.

CRU staff monitor the HHSC OES Fair Hearings mailbox. DADS staff will no longer

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send this information directly to the CRU supervisor and CRU administrative assistant.

If you have any questions regarding this memorandum, your regional representative may contact Ginny Grote at 512-438-4208.

LAO:cw