

Bulletin

November 1, 2011

Minnesota Department of Human Services -- P.O. Box 64941 -- St. Paul, MN 55164-0941

OF INTEREST TO

- County Directors
- MinnesotaCare Operations Managers, Supervisors and Staff
- Financial Assistance Supervisors and Staff
- Mille Lacs Tribal TANF
- Social Services Supervisors and Staff
- Case Managers

ACTION/DUE DATE

Implement with applications processed on or after November 1, 2011.

EXPIRATION DATE

November 1, 2013

MinnesotaCare for Volunteer Firefighters and Ambulance Attendants Begins December 1, 2011

TOPIC

MinnesotaCare for Volunteer Firefighters and Ambulance Attendants

PURPOSE

This bulletin provides policy and instructions for determining eligibility for MinnesotaCare for Volunteer Firefighters and Ambulance Attendants.

CONTACT

MinnesotaCare Operations, counties and tribal agencies should submit policy questions to HealthQuest.

All others direct questions to:

Health Care Eligibility and Access (HCEA) Division
P.O. Box 64989
St. Paul, MN 55164-0989

SIGNED

SCOTT LEITZ
Assistant Commissioner
Health Care Administration

I. Background and Introduction

The 2010 Minnesota Legislature enacted a law that provides Minnesota volunteer firefighters and ambulance attendants the opportunity to purchase MinnesotaCare coverage. The MinnesotaCare for Volunteer Firefighters and Ambulance Attendants (MVFAA) program has very few eligibility and verification requirements and provides the MinnesotaCare Basic Plus One benefit set. The premium for MVFAA for 2011 is \$427.00 per month. Only individuals who are volunteer firefighters and ambulance attendants qualify for this program. A MVFAA Program Fact Sheet ([DHS-5960A](#)) is available for people who express interest in this program.

Application processing and case maintenance for MVFAA will be handled solely by the Department of Human Services (DHS) MinnesotaCare Operations. County and tribal agencies will not administer MVFAA.

This bulletin provides information and instructions for implementing MVFAA.

The bulletin is organized as follows:

- II. Definitions
- III. MinnesotaCare for Volunteer Firefighters and Ambulance Attendants
- IV. MinnesotaCare Operations Action Required
- V. MVFAA Examples
- VI. Legal References
- VII. ADA Advisory

II. Definitions

The following terms are used throughout this bulletin:

- **Volunteer Firefighter:** A person who is regularly charged with the responsibility of providing fire protection with a regularly organized Minnesota fire department, fire protection district, or fire company who has passed his or her probationary period.
- **Volunteer Ambulance Attendant:** A person who provides emergency medical services for a Minnesota licensed ambulance service without the expectation of remuneration and who does not depend in any way upon the provision of these services for the person's livelihood. A person who receives an hourly stipend may still be considered a volunteer as long as such stipends and other nominal fees do not exceed \$6,000 annually.

III. MinnesotaCare for Volunteer Firefighters and Ambulance Attendants

To be eligible for MVFAA, an applicant must:

- Be a Minnesota resident. Follow standard MinnesotaCare guidelines. See [Health Care Programs Manual \(HCPM\) 13.05 - State Residence for MA and MinnesotaCare](#) for more information.
- Be a volunteer firefighter or volunteer ambulance attendant for a service in Minnesota. Verification of this is required.
- Provide a Social Security number unless an exception is met. See [HCPM 10 - Social Security Number](#) for more information.
- Pay a monthly premium that is equal to the average capitation payment for MinnesotaCare adults without children. This amount will be calculated by DHS annually. For 2011, the monthly premium for MVFAA is \$427.00.

Applicants are not required to meet any other MinnesotaCare eligibility requirements.

Individuals who apply for or are enrolled in MVFAA may be pregnant, a child under 21, or a parent or relative caretaker. All MVFAA enrollees are entitled only to the MinnesotaCare benefit set for adults without children. To be determined eligible for MinnesotaCare under another basis, an individual must complete and submit a Minnesota Health Care Programs Application (HCAPP) ([DHS-3417](#)).

A. Applications for MVFAA

To apply for MVFAA, individuals must complete and submit the MinnesotaCare for Volunteer Firefighters and Ambulance Attendants Application ([DHS-5960](#)) to DHS. DHS MinnesotaCare Operations staff will determine eligibility for MVFAA.

MVFAA applications received at a county or tribal agency should be date stamped and faxed to (651) 282-5100 or mailed to:

MinnesotaCare Operations
P.O. Box 64838
St. Paul, MN 55164-0838

The MVFAA application cannot be used to apply for other Minnesota Health Care Programs (MHCP). MVFAA enrollees who wish to apply for other MHCP must complete the Minnesota Health Care Programs Application (HCAPP) (DHS-3417). If the MVFAA application is submitted in error, it can be considered a written request for coverage to set the [date of application](#) for Medical Assistance.

MVFAA applications follow standard MinnesotaCare application processing guidelines. Minnesota Community Application Agents (MNCAs) will not receive payment for assistance with the MVFAA application.

B. Eligibility Begin Date

The eligibility begin date for MVFAA follows standard MinnesotaCare guidelines. See [HCPM 07.20.25 - Eligibility Begin Date](#) for more information. MVFAA applicants may qualify for retroactive MVFAA coverage if they:

- Apply for MVFAA within 30 days after Medical Assistance closure;
- Return the requested verification by the end of the month following the month of the request; and
- Pay the initial and optional (retroactive) premium by the end of the month following the month of premium billing.

Retroactive MVFAA coverage is not available before November 1, 2011. See [HCPM 07.20.30 - Retroactive MinnesotaCare](#) for more information about Retroactive MinnesotaCare.

C. Renewals

MVFAA enrollees are not required to submit annual renewal forms. They are required to report changes in residency or volunteer status within 10 days of the change.

D. Verifications

MVFAA applicants are required to verify their status as volunteer firefighters or ambulance attendants. This is the only required verification for MVFAA. This is a one-time verification. Do not require MVFAA enrollees to submit new verification of their status as volunteer firefighters or ambulance attendants. Individuals who reapply for MVFAA do not need to provide new verification of their status as volunteers, unless they are volunteering for a different fire or ambulance service than during their prior enrollment.

Follow standard MinnesotaCare policies with regard to inconsistent information about Minnesota residency.

E. Citizenship and Immigration Status

Citizenship and immigration status requirements do not apply to MVFAA. Do not request information about citizenship or immigration status from applicants or enrollees.

F. Insurance and Benefit Recovery

MVFAA applicants and enrollees are exempt from all [MinnesotaCare other health care coverage barriers](#). There are no third party liability requirements for MVFAA.

G. Medical Support

MVFAA enrollees are not required to cooperate with medical support.

H. Household Composition

MVFAA applicants are considered a household of one. Coverage through MVFAA is available only for the volunteer firefighter or ambulance attendant. Other family members are not eligible for coverage under MVFAA and must use a HCAPP to apply for coverage. A MVFAA enrollee may be counted as a non-covered MinnesotaCare household member on another MinnesotaCare case.

I. Asset and Income Tests

There is no income or asset test for MVFAA applicants or enrollees. Do not request income or asset information from applicants or enrollees.

J. Premiums

The MVFAA premium is billed and paid separately from other MinnesotaCare premiums paid by other household members.

MVFAA enrollees are exempt from the four-month penalty period for failure to pay the premium or voluntarily requesting closure of MinnesotaCare or MVFAA. Individuals may enroll and re-enroll in MVFAA at any time provided that they pay the required premium to re-initiate coverage. MVFAA enrollees may enroll in other Minnesota Health Care Programs (MHCP) at any time once they apply and are determined eligible.

K. Covered Services and Service Delivery

All MVFAA enrollees will receive the same benefit set available to MinnesotaCare adults without children - Basic Plus One. This benefit set includes co-payments and a \$10,000 annual limit on inpatient hospital services. MVFAA applicants and enrollees will follow standard MinnesotaCare service delivery guidelines including enrollment in a health plan.

L. End of Eligibility in MVFAA

MVFAA eligibility ends when an enrollee is no longer a Minnesota resident, is no longer a volunteer firefighter or ambulance attendant, or is eligible for and enrolled in another MHCP.

IV. MinnesotaCare Operations Action Required

A. Application Processing

Begin processing applications for MVFAA on and after November 1, 2011.

1. Review the application to determine if it is complete.
 - If the application is complete, continue to step 2.
 - If the application is not complete, request additional information/verification needed to determine eligibility.
2. Determine eligibility.

B. Case Maintenance

Act on reported changes. Close eligibility for enrollees who are no longer eligible for MVFAA, or who request voluntary closure.

Renewals will not be mailed to MVFAA enrollees.

C. Systems Instructions

1. Search MAXIS to determine if the volunteer has a Person Master Index (PMI) number. Assign a number as needed.
2. Enter the case in MMIS.
 - Assign a National Provider Identifier (NPI) number to the person paying the premium in Financial Control, if one is not already assigned.
 - Enter only the volunteer on the volunteer's case. A fatal edit will occur if you attempt to add another household member to the case.

Note: For volunteers with other family members applying for or enrolled in MinnesotaCare, include the volunteer as a counted but non-covered member of the family case. Use a D46 (not requesting coverage) code on RELG for the volunteer.
 - Update fields on the Recipient Individual (RIND) screen with known information. Allow the fields to default if information is unknown. If you need to 'PEND' the individual for proof of volunteer status, use RIND code 83 (RTN Vol St).
 - On the following screens, update required fields with 'N'. Do not enter income information:
 - MinnesotaCare Recipient Employment (RJOB).
 - MinnesotaCare Self Employment Income Information (RSLF).
 - Unearned Income Information (RUNE).
 - Go to the RCIP screen.

Enter in the MCRE Special IND field: 'V' (located at the bottom left of screen).
 - Update fields in the Eligibility Factors section of the Immigration Data (RIMG) screen with the following information:
 - Parent: Enter 'N'.
 - Citizenship: Enter either 'Y' (Meets citizenship for FFP) unless you know the client does not meet citizenship requirements for FFP then enter 'N.'
 - Income: Enter 'G'.
 - Incarcerated: Enter 'N' (No).
 - From Date: Enter the first month of eligibility.
 - To Date: Leave blank.

- Update fields on the Citizenship and Identify (RCIT) screen with the following information in the fields listed unless information already exists in the field:
 - U.S. Citizenship/Immigration Verification: Enter a '6' (exempt).
 - Type: 99 (This must be completed if the above field is completed.)
 - Identity Verification Received Y/N: Enter 'N' (no).
- Enter the major program and eligibility type (MPET) of BBM1 on the Recipient Eligibility (RELG) screen and the status and reason code.
 - If you need to 'PEND' an enrollee for proof of Volunteer Status, use status code P and reason code 83 (RTN Vol St).
 - If you are denying coverage for not being eligible as a Volunteer, use status code D and reason code 84 (not qual).
 - If you are closing coverage for no longer being eligible as a Volunteer, use status code C and reason code 84 (not qual).

3. Enter a case note using the following template:

MCRE Volunteer FF/AA Volunteer: <i>{Enter Name}</i> Verified Status: <i>{Y/N}</i> Received Date: <i>{Enter date}</i> Organization: <i>{Enter name of fire department or ambulance service}</i> Eligibility: <i>{Approved/Denial/Pending}</i> Premium Amount: \$ Other information: <i>{Note any other significant information such as an affiliated case, etc.}</i>

4. Save and exit the case.

V. MVFAA Examples

A. Example 1

Devon, age 20, submits an MVFAA application on November 7, 2011, to Goodhue County. Her signed application indicates that she is a Minnesota resident and volunteers as an ambulance attendant for Cannon Falls Health Care Center. Her supervisor at the center has completed the form on the application which confirms Devon meets the requirements for volunteer status. Devon has never applied for MHCP coverage.

Action:

Date stamp the application in Goodhue County and forward it to DHS MinnesotaCare Operations. MinnesotaCare Operations processes Devon's application. Devon's application is complete. Her application was signed and includes proof of her volunteer ambulance attendant status. Enter the application as a new MVFAA case and approve eligibility pending awaiting premium payment.

B. Example 2

Roger, age 54, submits a signed MVFAA application on December 6, 2011, to DHS MinnesotaCare Operations. He is a Minnesota resident and volunteers with the Becker Fire Department, as verified by his fire chief. Roger was previously enrolled in MinnesotaCare with his wife and child. He was the '01' person on the case.

Action:

Process Roger's application following these steps:

1. Roger's application is complete. His application was signed and he provided proof of his volunteer firefighter status.
2. Roger is eligible for MVFAA because he is a Minnesota resident who volunteer's for a Minnesota fire department.
3. Based on a MAXIS search, Roger has a PMI number and a MCRE case number.
4. Update MMIS for MVFAA.

VI. Legal References

Laws of Minnesota 2010, First Special Session, chapter 1, article 16, section 35.

VII. Americans with Disabilities Act (ADA) Advisory

This information is available in alternative formats to individuals with disabilities by calling (651) 431-2283 (voice) or toll free at (888) 938-3224. TTY users can call through Minnesota Relay at (800) 627-3529. For Speech-to-Speech, call (877) 627-3848. For additional assistance with legal rights and protections for equal access to human services programs, contact your agency's ADA coordinator.