



State of New Jersey

**DEPARTMENT OF HUMAN SERVICES
DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES**

ADMINISTRATIVE OFFICES
QUAKERBRIDGE PLAZA—BUILDING 5 & 7 & 12
QUAKERBRIDGE ROAD
TRENTON, NEW JERSEY 08619

ADDRESS REPLY TO:
CN-712
TRENTON, NEW JERSEY 08625

MEDICAID COMMUNICATION: 87-28

DATE: October 13, 1987

TO: County Welfare Agency Directors
County Welfare Agency Fiscal Officers

SUBJECT: Payment for Distribution of Medicaid Eligibility
Cards

The Division of Medical Assistance and Health Services (DMA&HS) has revised the method for reimbursing the County Welfare Agencies (CWA) for Medicaid eligibility card distribution. This revision modifies those sections of Medicaid Communications 87-3 and 87-9 pertaining to the reporting of the number of cards distributed by each CWA.

As previously established, the reimbursement for Medicaid eligibility card distribution is calculated by multiplying the number of cards distributed by either \$0.05 or \$0.25. Those CWAs which insert the Medicaid eligibility card in the envelope with an assistance payment are reimbursed \$0.05 per mailing. Those CWAs which separately mail the Medicaid eligibility cards are reimbursed \$0.25 per mailing. These reimbursement rates will apply to all cards distributed by the CWA.

The CWAs will no longer be required to complete the "Request for Reimbursement Form" established in Medicaid Communication 87-9. This Division will now calculate the number of cards distributed by referring to reports produced for the Division of Public Welfare (DPW) by the Office of Telecommunications and Informations Systems (OTIS). The number of eligibility cards distributed is calculated by taking the number of assistance payments issued as of the first of the month from the "State Warrant Register" report (no. FC036/PA071.01) and subtracting the number of warrants cancelled from the "Monthly Cancellation Warrant Register - Segment Totals" report (no. FM430-08) which is run during the second week of the month.

Additional checks which are accompanied by Medicaid eligibility cards are included on the "Monthly I & A Warrant Register - AFDC Segment Totals by County" (no. FM430-05). However, this report also includes checks sent to recipients which do not include eligibility cards as well as duplicates from the "State Warrant Register." Therefore, the "I & A Warrant Register" is an inappropriate source for the identification of Medicaid eligibility cards distributed and it will be ignored in our calculations. Instead, it is the responsibility of each CWA to document this additional number of Medicaid eligibility cards distributed and report this information to DMA&HS. This information should be reported in correspondence to:

Ronald J. Kavas, Assistant Director
 Administrative and Fiscal Affairs
 Division of Medical Assistance and Health Services
 CN 712
 Trenton, New Jersey 08625

The following payment for the distribution of eligibility cards will include an adjustment for this item.

If you have any questions, contact Michael Dziubas at (609) 588-2821.

Sincerely yours,


 Thomas M. Russo, Director
 Division of Medical Assistance
 and Health Services

TMR:md

c: Odella T. Welch, Deputy Commissioner

Marion Reitz, Acting Director
 Division of Public Welfare

William Waldman, Acting Director
 Division of Youth and Family Services

Bernice Smith, Director
 Office of Auditing