



Medicaid Eligibility Procedure Letter No. 135

Effective Date: September 1, 2018

To: All Medicaid Eligibility Manual Holders

From: Barbara R. Sears, Director

Subject: Medicaid: Transferring Applications and/or Documentation to an Individual's County of Residence

Reason for Change: To provide guidance regarding transferring applications and/or documentation received by counties that are not the applicant's or recipient's county of residence.

Actions Required: When an application and/or documentation is filed with a county agency that does not serve the county where an individual resides, the following shall occur:

- When submitted in person, the county agency shall provide the individual with the address and telephone number of the county agency that serves the county in which the individual resides and shall forward the application and/or documentation to the county agency that same day. The county agency shall forward the application and/or documentation on the same day or forward it the next day by any means that ensures the application and/or documentation arrives at the county agency the same day it is forwarded.
- When the application and/or documentation is filed by mail or electronically, the county agency shall mail, fax, or electronically send the application and/or documentation to the appropriate county agency on the same day or forward it the next day by any means that ensures the application and/or documentation arrives at the county agency the same day it is forwarded.

As a courtesy, the residential county should be notified when an application has been transferred.

Reminder: No later than the end of the business day after receipt of a signed and dated application for medical assistance on behalf of an individual, the CDJFS must determine, based on the individual's self-declared information, whether an individual is eligible for presumptive coverage under OAC 5160:1-2-13.

The information is also available on the Ohio Department of Medicaid website and may be accessed at:

MEPL #135

**Resources > Publications > ODM Guidance > Medicaid Policy > Medicaid Eligibility
Procedure Letter (MEPL)**

<http://medicaid.ohio.gov/RESOURCES/Publications/ODM-Guidance#161542-medicaid-policy>