



Medicaid Eligibility Procedure Letter No. 136

Effective Date: September 04, 2018

OAC Rules: 5160:1-2-01

To: All Medicaid Eligibility Manual Holders

From: Barbara R. Sears, Director

Subject: Medicaid: Use of Electronic Verifications for Application Processing

Reason for Change: The Ohio Department of Medicaid (ODM) is clarifying its policy regarding administrative agency responsibilities with regard to the use of electronic verifications during initial application processing and at renewal.

Prior Policy: When an individual was applying for Medicaid, or renewing Medicaid coverage, the individual was asked to select a time period for which the administrative agency could use electronic verifications to facilitate the eligibility determination process in future years.

New Policy: Electronic verifications include the use of federal data hub services and the asset verification system (AVS). IRS information received from federal data hub services is not retained and the individual is not required to give special permission for the administrative agency to access the data as long as the individual has been notified during the application or renewal process of the use of his/her information for this purpose. Because an individual does have the ability to revoke permission regarding the use of AVS, this requires additional notification specific to AVS on the application and renewal forms.

When a signed application or renewal is received that has sufficient language to notify the individual of the use of federal data hub services and AVS, as well as the individual's ability to revoke his/her permission for the administrative agency to access AVS, no additional permission is needed to use these electronic verification services in the eligibility determination process. If the signed application or renewal does not include sufficient notification language, additional permission is required from the individual in order to access federal data hub services and/or AVS.

This guidance applies to individuals who have completed an application or renewal via mail, fax, telephone, online, or in person. County agencies should refer to the following chart and required action to aid with processing applications and renewals:

Application Source	Application	Gives Permission to Use Federal Data Hub	Gives Permission to Use AVS
Paper	ODM 07216 (7/2014)	Yes	No
	JFS 07200 (rev. 10/2016)	No	No
Phone	Phone application through County Shared Services (CSS)	Yes	Yes
	Phone application through Medicaid Consumer Hotline (Non-CSS counties)	Yes	Yes
Online	Online application submitted through Ohio Benefits Self Service Portal (OBSSP)	Yes	Yes
	eGateway application	No	No
Renewal	Signed Renewal Form	Yes	Yes
	Phone renewal through CSS	Yes	Yes
	Phone renewal through Medicaid Consumer Hotline (Non-CSS)	Yes	Yes
	Online renewal submitted through OBSSP	Yes	Yes

Action Required: Effective immediately, when a signed application or renewal, as noted above, is received that does not contain sufficient language for the use of federal data hub services and/or AVS (if needed), case workers must contact the individual to notify him or her of the use of his/her information and obtain permission to use these electronic verifications in the eligibility determination process. When an application contains multiple unmarried or unrelated adults and only one individual has signed the application, the administrative agency must contact the other individual(s) to obtain permission to use electronic verifications in the application process. Case workers should accept verbal permission from an individual to use electronic verifications and update the case record accordingly.

An Ohio Benefits Project Website Announcement will be issued with the information contained in this MEPL.

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

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

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