

Q. A student directly certified as Medicaid Reduced now has an income application that qualifies the student for FREE meals.... Now What?

A. Do NOT automatically reduce benefits. The family might have had a change of circumstance. However, because Medicaid Reduced is a means-tested income-based program, the CE will need documentation to support free eligibility.

10-Day Eligibility Determination



- CE determines conflict.
- CE contacts household to explain and request documentation of income to support free eligibility.
- CE documents what happens in this process either on the application or in the automated system with date, action and initials of determining official.



- ✓ **Household provides documentation.**
- ✓ **Eligibility determination is made.**
- CE provides appropriate notification of eligibility to household.
- CE counts the application as an approved application on October 1.

Verification for Cause



- **CE does NOT receive documentation from household.**
1. Assign **FREE** eligibility and send *Verification Notification/Selection Letter for Households* and *Verification of Free and Reduced-Price Eligibility/Information for Households*.
 2. If the household responds, make eligibility determination and send appropriate notification letter to household.



NOTES:

- Do not include application in verification pool.
- Include household application in number of applications reported as Verified for Cause on the Verification Report (742).

Adverse Action: 10 Calendar Days



- **CE does NOT receive documentation from household.**
1. Send a Verification Notification/Results/Adverse Action letter.
 2. If no response in 10 days, send *Letter to Household, Predetermined Reduced-Price Eligibility for Household Application Reported Income* and assign **MEDICAID REDUCED** eligibility.