

FAMILY
INVESTMENT
ADMINISTRATION



CARES BULLETIN

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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS**

FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA

RE: SPENDDOWN ELIGIBILITY PROCEDURE

PROGRAM AFFECTED: MEDICAL ASSISTANCE

ORIGINATING OFFICE: DIVISION OF PROGRAM AND SYSTEMS SUPPORT

Background

Spenddown eligibility considers those paid or unpaid bills for medical care which are recognized under State law and are or will be the obligation of the applicant. The CARES procedure for MA assistance units requesting spenddown eligibility consideration requires the entry of countable medical expenses and recalculation of spenddown results. It has been brought to our attention that the currently programmed procedure for processing spenddown is not appropriately capturing incurred medical expenses both paid and unpaid so that the system can correctly reduce the spenddown amount.

Action Required

The following is the process for correcting the spenddown procedure. The highlighted portion indicates the current workaround necessary for all bills, paid and unpaid, to be accepted by the system.

- Enter V (*Spendown Med Expense Update*) in the Selection field on AMEN.
- Enter the required medical expense information on the SDME screen.

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- **CODE ALL BILLS ELIGIBLE FOR SPENDDOWN CONSIDERATION AS "U", UNPAID, TO ENSURE THE APPROPRIATE BILLS ARE RECOGNIZED BY THE SYSTEM TO CALCULATE THE SPENDDOWN REDUCTION. USE THIS CODE WHETHER OR NOT THE BILLS ARE, IN FACT, UNPAID OR NOT.**
- Type X (*Spendwn Auth*) in the Selection field on AMEN. Confirm and authorize accurate MA benefits for the spenddown period on the SPAU screen.

Thank you for your patience and assistance in this matter. If you have any questions regarding this memo, please contact Nicole Pyles at (410) 767-7957.

cc: FIA Management Staff
CTF
DHR Help Desk