

**DEPARTMENT OF HEALTH SERVICES**

714/744 P STREET  
P.O. BOX 942732  
SACRAMENTO, CA 94234-7320

(916) 654-0499



November 27, 2000

N.L: 11-1500

Index: Medical Eligibility

TO ALL COUNTY CALIFORNIA CHILDREN'S SERVICES (CCS)  
ADMINISTRATORS, MEDICAL DIRECTORS AND MEDICAL  
CONSULTANTS, AND STATE CHILDREN'S MEDICAL SERVICES  
(CMS) BRANCH STAFF

SUBJECT: VERIFYING RESIDENTIAL ELIGIBILITY FOR CHILDREN WHO  
ARE MEDI-CAL FULL SCOPE OR HEALTHY FAMILIES (HF)  
ELIGIBLE

The purpose of this letter is to communicate a family-friendly policy that allows local CCS programs an alternative method when verifying residential eligibility for children who are currently enrolled in either the Medi-Cal and/or HF programs. This adaptation of policy could streamline the CCS eligibility process, reduce county CCS program workload, and lessen the burden on families to produce additional residential documentation to the CCS program when these children have already met the residential eligibility requirements for either Medi-Cal or HF programs.

The CMS Branch encourages local CCS programs to verify residential eligibility for children eligible for full scope Medi-Cal and/or HF by using the Medi-Cal Eligibility Data System (MEDS) and/or HF Recipient Eligibility File (available to local CCS programs that have access to Electronic Data Systems (EDS) Net system). As you know, the Medi-Cal program's residential verification process is similar to CCS as it requires applicants to produce appropriate documentation (e.g., California rent/mortgage receipt, current and valid motor vehicle driver's license, or identification cards, etc.) to confirm that applicants are California residents.

The HF program residential verification process only requires that an applicant declare that the person for whom they are applying is a resident of California with legal immigration status. The program does not verify the address shown on the application. It is our experience that the residential information taken from the Healthy Families mail-in application has been consistently accurate. County programs are reminded that CCS program residential requirements of the family are not applicable for HF subscribers in accordance with California's "State Child Health Plan under Title XXI of the Social Security Act."

N.L: 11-1500  
Page 2  
November 27, 2000

The CMS Branch is confident that the information contained on MEDS and EDS Net is usually consistent with the information on the application. Each MEDS and/or EDS Net file record contains the child's street address, city, and county and therefore can be considered sufficient for verifying the county of residence for a CCS applicant.

The adaptation of CCS residential eligibility verification policy is recommended to local CCS programs as an alternative to requiring the families to produce the documentation as specified in Chapter 6 of the CCS Procedure Manual. Since the family has already met the residential requirements for Medi-Cal and/or HF, this alternative provides a seamless system for families completing the CCS program eligibility process. However, the CMS Branch is giving county CCS programs the discretion to determine whether to apply this approach. If the county chooses to utilize this process for determining residential eligibility, it should be applied uniformly to all applicants who are Medi-Cal or HF eligible. **In any case, authorization of services for children on full scope Medi-Cal or HF should not be delayed while determining financial and residential eligibility.**

The alternative policy will be included in the next revision of Chapter 6 of the CCS Procedure Manual. It will also be updated and distributed in a replacement to Numbered Letter 01-0299, HF Program Referrals to CCS, and a replacement to Numbered Letter 10-1096, CCS Responsibilities for Case Management of Medi-Cal Eligible Beneficiaries.

If you have any questions, please contact David Jimenez at (916) 654-6039 or e-mail [djimenez@dhs.ca.gov](mailto:djimenez@dhs.ca.gov).

Maridee A. Gregory, M.D., Chief  
Children's Medical Services Branch