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Director

State of California—Health and Human Services Agency  
**Department of Health Services**



**Governor**

June 5, 2006

MEDI-CAL ELIGIBILITY PROCEDURES MANUAL LETTER NO.: 302

TO: All Holders of the Medi-Cal Eligibility Procedures Manual

SUBJECT: ARTICLE 22C-6 ASSEMBLING AND SENDING STATE  
PROGRAMS-DISABILITY AND ADULT PROGRAMS DIVISION  
PACKETS

Enclosed is the most recent update to Article 22C-6 regarding sending Limited Packets to State Programs-Disability and Adult Programs Division (SP-DAPD). The changes and additions are marked with a black line in the right hand margin

**Filing Instructions:**

Remove Pages

Article 22

Pages 22C-6.1 and 22C-6.2

Insert Pages

Article 22

Pages 22C-6.1 & 22C-6.2

All questions pertaining to packet referrals to SP-DAPD should be directed to Mr. Terry Durham at (916) 552-9483.

**Original signed by**

Tameron Mitchell, R.D., M.P.H., Chief  
Medi-Cal Eligibility Branch

Enclosures

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## MEDI-CAL ELIGIBILITY PROCEDURES MANUAL

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### 22C-6 – ASSEMBLING AND SENDING SP-DAPD PACKETS

Disability packets containing forms filled out by client or CWD will initiate a disability referral. SP-DAPD uses these forms and other information in its disability evaluation process.

#### 1. PREPARING THE PACKET

##### A. LIMITED REFERRAL

*A limited referral packet contains  
The following forms:*

MC 221

Disability Determination and Transmittal, and the reason for limited referral shown in "Remarks" section.

1. Copy of prior MC 221, if available.

*Submit Only Under These  
Circumstances:*

1. When packet is sent within 30 days of SP-DAPD's decision for a reevaluation and no new treating sources are alleged.

2. When an earlier onset date on an approved case is needed, if within 12 months of application, and no new treating sources are alleged for earlier onset date.

NOTE: If SP-DAPD is unable to establish an earlier onset date with information available, it may return the case as a Z56 to request additional information.

3. When client is discontinued from Title XVI due to income or resources and not in receipt of Title II benefits. CWD must make a diligent search with SSA, MEDS or IEVS to verify reason client was discontinued from SSI, which could eliminate the need for a Limited Packet being sent to SP-DAPD for verification. This includes those who were entitled to IHSS prior to being discontinued from SSI due to earnings.

NOTE: Before sending packet to SP-DAPD to verify SSI status, CWD must annotate on the MC 221 why the information was unobtainable. Packets without this information will be returned as a Z56 to CWD.

4. When application is made on behalf of a deceased client and a retroactive onset date is not requested and appropriate documentation of death is sent.

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## MEDI-CAL ELIGIBILITY PROCEDURES MANUAL

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NOTE: When a retroactive onset date of disability is requested, counties must submit a full-disability packet to SP-DAPD because the requested onset date of disability cannot be established based on the death certificate. In this instance, follow MEPM procedures (22C-6.2) for submitting a full-disability packet.

NOTE: If death certificate is not available, MC 220 signed by appropriate next-of-kin should be sent.

5. When after a diligent search attempt with SSA, MEDS or IEVS to obtain SSI case status, and the CWD still is unable to verify receipt of SSI benefits, CWD may request only verification of SSI benefits for IHSS purposes from SP-DAPD.

NOTE: Before sending packet to SP-DAPD, CWD must annotate on the MC 221 why information was unobtainable. Packets without this information will be returned as a Z56 to CWD.

### **B. FULL REFERRAL**

*A full referral packet contains  
The following forms:*

MC 179

90 Day Status Letter

1. For applicant: sent at 80 days after application date (SAWS 1), if packet has not yet been sent to SP-DAPD for any reason.
2. For beneficiary: sent at 80 days from date MC 223 was signed.

(MC 179 box on MC 221 must be checked, if applicable.)

MC 220

Authorization for Release of Medical information for each treating source (plus three extra releases with signatures and date.)

MC 221

Disability Determination and Transmittal

MC 223

Applicant's Supplemental Statement of Facts for Medi-Cal based on disability.

*Appointment of Representative,  
if Applicable*

Allows SP-DAPD to discuss specific case issues with Authorized Representative.