



JENNIFER KENT
Director

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



EDMUND G. BROWN JR.
Governor

March 9, 2015

Medi-Cal Eligibility Division Information Letter No.: I 15-07

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE ADMINISTRATIVE OFFICERS
ALL COUNTY MEDI-CAL PROGRAM SPECIALISTS/LIAISONS

SUBJECT: Entering Reported Income

The purpose of this letter is to provide instructions regarding how to process income information when none or both Current Monthly Income (CMI) and Projected Annual Income (PAI) are entered on the paper or electronic Single Streamlined Application and/or reported by the applicant/beneficiary. It also provides direction on what to enter into the Statewide Automated Welfare Systems (SAWS) to send to the California Healthcare Eligibility, Enrollment, and Retention System (CalHEERS) currently, and after CalHEERS and SAWS program the appropriate PAI changes. The following chart depicts what was included in All County Welfare Directors Letter No. 15-06 and what action eligibility workers should currently take:

Projected Annual Income (PAI)	Current Monthly Income (CMI)	Enter Into SAWS
No information provided (Blank)	No information provided (Blank)	Incomplete application information, contact and clarify with applicant/beneficiary
No information provided (Blank)	\$0 or >\$0	Enter CMI
\$0 or >\$0	No information provided (Blank)	Enter PAI divided by 12 as CMI until SAWS coding is complete
\$0	\$0	Enter PAI as CMI until SAWS coding is complete
\$0	>\$0	Incomplete application information, contact and clarify with applicant/beneficiary

Projected Annual Income (PAI)	Current Monthly Income (CMI)	Enter Into SAWS
>\$0	\$0	Enter CMI
>\$0	>\$0	Enter the lesser of the two incomes: The PAI divided by 12 as CMI or CMI

The following chart depicts the action that the eligibility worker should take once CalHEERS and SAWS have programed the appropriate PAI changes.

Projected Annual Income (PAI)	Current Monthly Income (CMI)	Enter Into SAWS
No information provided (Blank)	No information provided (Blank)	Incomplete application information, contact and clarify with applicant/beneficiary
No information provided (Blank)	\$0 or >\$0	Enter CMI
\$0 or >\$0	No information provided (Blank)	Enter PAI
\$0	\$0	Enter both PAI and CMI
\$0	>\$0	Incomplete application information, contact and clarify with applicant/beneficiary
>\$0	\$0	Enter Both PAI and CMI
>\$0	>\$0	Enter Both PAI and CMI

Counties shall work with their SAWS to ensure timely, complete and accurate programming of data entry and transmission of data to and from CalHEERS and utilization of outcomes in SAWS. SAWS shall communicate to counties when they have completed the appropriate PAI programming changes and provide counties with guidance concerning income entry processes. If any of the SAWS Consortia cannot implement the use of PAI immediately, the Department of Health Care Services is requesting SAWS provide to

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Clarissa Wade, Chief of the Policy Development Branch at Clarissa.Wade@dhcs.ca.gov and Harold Higgins, Chief of Policy Operations Branch at Harold.Higgins@dhcs.ca.gov , implementation work plans, which includes any manual workarounds, within 30 days of the release of this letter.

If you have any questions, please contact Sharyl Shanen-Raya at (916) 552-9449 or by email at Sharyl.Shanen-Raya@dhcs.ca.gov .

Original Signed By:

Alice Mak, Acting Chief
Medi-Cal Eligibility Division