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EDMUND G. BROWN JR.
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December 23, 2015

Medi-Cal Eligibility Division Information Letter No.: I 15-41

TO: ALL COUNTY AB 82/SB 18 CONTACTS

SUBJECT: Program Extension for Outreach, Enrollment, and Renewal Assistance Allocations

The purpose of this Medi-Cal Eligibility Division Information Letter (MEDIL) is to inform counties of program extensions and provide guidance for outreach, enrollment, and renewal assistance efforts. Senate Bill (SB) 75, Sections 49 through 51 (Chapter 18, Statutes of 2015) authorizes the Department of Health Care Services (DHCS) to distribute allocated funds for the outreach and enrollment efforts authorized pursuant to Assembly Bill (AB) 82, Section 71 (Chapter 23 of Statutes of 2013) and renewal assistance efforts pursuant to SB 18, Section 1 (Chapter 551 of Statutes of 2014) through June 30, 2018, an extension of 24 months.

Counties must maintain compliance with the policy direction provided by DHCS with MEDILs 14-53 titled County Compliance for Medi-Cal Outreach and Enrollment Activities and 15-01 titled County Compliance for Medi-Cal Renewal Assistance Allocations and the terms and conditions of their specific allocations. However, counties may choose to extend the time period for their outreach, enrollment and renewal programs.

Requests for Extensions

Counties opting to extend outreach, enrollment, and renewal assistance efforts will need to provide the following written response to DHCS at DHCSoutreach@dhcs.ca.gov by April 29, 2016. Counties requesting an extension should send separate requests for each outreach and enrollment and renewal allocations.

Program Extension Deliverables

Allocation agreements for participating counties will be revised to reflect program extension dates. A county's Board of Supervisor's approval is not required unless it is the county's prescribed protocol to pursue program extension. New signatures will be required for updated allocation agreements along with updated budget plans and work plans. Additionally, counties are to continue submitting quarterly progress reports, invoices, and annual budget reports during the extended time period. Please refer to MEDIL 14-53 and 15-01 for further details on program guidance and deliverables.

Allocation Agreement Letter

The Allocation Agreement letter outlines the requirements and provisions of program funding, required deliverable templates, and timeframes for submitting deliverables. The Allocation Agreement letter includes the funding amount awarded specifically to each county, a schedule for quarterly invoices, deliverables and payments, and a description of each deliverable.

Budget Plan

The county is required to submit an updated Budget Plan to inform DHCS how allocated funding will be used during the extension period.

Work Plan

The county is required to submit an updated Work Plan and include strategies, milestones, and time frames for outreach, enrollment, and renewal assistance activities completed by the county and their contracted community-based organizations (CBOs).

Quarterly Invoice

The county is required to continue using the Quarterly Invoices during the extension period. Invoices must be submitted by the county on a quarterly basis and include detailed budget activity and expenditures for the specific quarter.

If an extension for a quarterly invoice is needed, or if the county can project a reasonable quarterly invoice report schedule, a written request must be submitted to the DHCS county liaison and the approval will be on a case-by-case basis.

Quarterly Progress Report

The county must provide a progress report to measure and document progress-to-date on the work plan objectives and performance goals during the extension period. DHCS reserves the right to require reports more frequently than on a quarterly basis if necessary, but no more than once a month.

If an extension for a quarterly progress report is needed, a written request must be submitted to the DHCS county liaison and the approval will be on a case-by-case basis.

Annual Budget Report

December 23, 2015

The county is required to submit an Annual Budget Report, at the end of every State fiscal year as outlined in the following schedule:

- Due July 15, 2016 – Report period July 1, 2015 through June 30, 2016
- Due July 15, 2017 – Report period July 1, 2016 through June 30, 2017
- Due July 15, 2018 – Report period July 1, 2017 through June 30, 2018

Federal Funding

The full Allocation Agreement fund amount is contingent upon State dollars being matched with federal funds. If sufficient federal funding for the current year and/or any subsequent year covered under this Agreement is not received to pay for the federally funded portion of the program, DHCS will not be liable for paying the federal portion to the counties under this Agreement and the counties shall not be obligated to perform any provisions of this Agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, DHCS shall have the option to cancel this Agreement with no liability occurring to DHCS, or offer an Agreement amendment to the counties to reflect the reduced amount.

If you have any questions or need further information, please contact Lance LeBlanc at (916) 552-9680 or by email at DHCSoutreach@dhcs.ca.gov.

Original Signed by

Sandra Williams, Chief
Medi-Cal Eligibility Division