

TO: Local District Commissioners, Medicaid Directors

FROM: Betty Rice, Director, Division of Consumer and Local District Relations

SUBJECT: Manual Discontinuance Notices for Recipients with Duplicate Client Identification Numbers (CINs)

EFFECTIVE DATE: Immediately

CONTACT PERSON: Local District Liaison
Upstate (518) 474-8887 NYC (212) 417-4500

A Dear Commissioner Letter (DCL), issued May 23, 2005, advised local departments of social services (LDSSs) of the steps they must take to ensure appropriate handling of multiple CINs for the same recipient. The DCL explained the steps to be taken by the LDSS to unduplicate multiple CINs identified by the State or a managed care plan for the same recipient, to ensure enrollment in the appropriate managed care plan for the surviving CIN, and to identify any appropriate amounts for recovery from managed care plans.

The DCL advised that the LDSS shall send a discontinuance notice to the recipient when an existing CIN is being deleted. Initially, these notices will be manual notices; automated notices will be available as soon as they can be programmed.

Attached to this GIS are two manual notices, one to be used when the duplicate CINs are in the same district, and the other to be used when duplicate CINs are in different districts. It is important to use the correct notice, as the recipient's rights differ depending on the notice used.

The "Notice of Decision to Discontinue Your Medical Assistance (Duplicate CIN within Same District)" is an adequate notice with no aid-to-continue language. The "Notice of Decision to Discontinue Your Medical Assistance (Duplicate CIN in Two Different Districts)" is an adequate notice which includes restorative aid-to-continue language. Districts must reproduce these notices locally.

When the LDSS deletes a recipient from a case or closes the case associated with the CIN to be deleted, Upstate LDSSs shall use reason code U66, "already in receipt of Medical Assistance (within the same district)", or reason code U77, "concurrent benefits intra-state", and enter an "N" in the Notice Indicator field on Screen 1 of WMS. It is important that the LDSS enter an "N" in the Notice Indicator field when using these reason codes. Failure to

enter the "N" will result in the recipient also getting a CNS notice which does not contain the appropriate required language. In addition, the LDSS must enter the name of the managed care plan in which the recipient is enrolled, if applicable.

Instructions for New York City will be issued under separate cover.

Any questions about this GIS should be directed to your Local District liaison.