

TO: Local District Commissioners, Medicaid Directors

FROM: Judith Arnold, Director
Division of Coverage and Enrollment

SUBJECT: Medicaid Buy-In Program for Working People with Disabilities (MBI-WPD) Work Requirement: Documentation Change

EFFECTIVE DATE: May 15, 2009

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The purpose of this General Information System (GIS) message is to inform local Departments of Social Services of a change in acceptable documentation for the Medicaid Buy-In program for Working People with Disabilities (MBI-WPD) work requirement.

For the MBI-WPD Basic Coverage group and the Medical Improvement group, work activity is a requirement of eligibility. Administrative Directive 04 OMM/ADM-5 and GIS 08 MA/027 informed districts that an applicant/recipient (A/R) must be engaged in a work activity for which they receive financial compensation and pay all applicable state and federal income and payroll taxes. Although the individual must document work activity to be eligible for the MBI-WPD program, local districts may no longer require that an individual document payment of applicable taxes in order to demonstrate work activity.

As instructed in the ADM and GIS, acceptable proof of work may include an A/R's current pay stub(s), pay check(s), income tax return, W-2 form, or records of bank deposits. However, if these are not available a written statement from the employer stating the hours worked and wages paid may be accepted as proof of work. A self-employed individual may present a worksheet of hours worked, for whom, and income earned from each client as acceptable proof of the work requirement. If the individual presents a personal check as a "paycheck," a statement from the employer/client is needed to document that the check is for work activity. If the recipient is in the Medical Improvement group, the letter must also include the number of hours worked so that the hourly wage may be calculated.