



[CIV-102439] ACWDL 17-12: Authorized Representative and Additional Correspondence Recipients Information for Forms

Created: 10/09/2018 02:36 PM - Updated: 03/02/2020 01:20 PM

Status:	New
Project:	C-IV
Fix Version/s:	TBD

Type:	SCR	Assignee:	Unassigned
Reporter:	Virginia C. Bernal		
Labels:	None		

Main

SCRB:	Select a value
Designer Contact:	Tiffany Huckaby
Policy/Design Consortium Contact:	Maria Arceo
Team Responsible:	Client Correspondence
Requested By:	Lake
Project Phase (SCR):	Production
Change Type (SCR):	New Policy
Regulation Reference:	ACWDL 17-12
Regulation Letter Issue Date:	03/27/2017
Regulation Effective Date:	03/27/2017
Other Agency Cross Reference:	CA-204087
Current Design:	Notices of Action (NOAs) are generated for Additional Correspondence Representatives and as part of 18.11 release Authorized Representatives with SCR CIV-1383 . SAR 7 and Forms documents are not mailed to Additional Correspondence Recipients or Authorized Representatives, with the exception of LTC Packets.
Request:	Copies of all SAR 7 and other Forms should be mailed to the Additional Correspondence Recipients (ACRs) and/or Authorized Representatives (ARs).
Recommendation:	Mail copies of SAR 7's and other Forms to ARs/ACRs for programs that have an Authorized Representative (AR) and/or an Additional Correspondence Recipient (ACR) designated by the applicant or beneficiary. Allow AR to be searched for by name. Allow AR name to be selected when creating documents such as Receipt for Documents (CW 31 SAR). Allow AR name and address to be selected when creating documents such as Request for Verification Form (CW 2200) and Verification Request List (VER 100 CIV).

Approval

Expedite Changes:	No
SPG Status:	Select a value
Committee:	Correspondence

Impacts

Consortium Management Review:	No
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Translations: N/A
Ticket Number(C-IV): R52352-2019, R81809-2019, R94296-2019
County Validation: Scheduled

Content Revision

Content Revision Description-1:
1. Recommendation Change:
Before:
After:
2. ETC Change:
Before:
After:
3. Release Change:
Before:
After:
4. Funding Source Change:
Before:
After:

Content Revision Description-2:
1. Recommendation Change:
Before:
After:
2. ETC Change:
Before:
After:
3. Release Change:
Before:
After:
4. Funding Source Change:
Before:
After:

Content Revision Description-3:
1. Recommendation Change:
Before:
After:
2. ETC Change:
Before:
After:
3. Release Change:
Before:
After:
4. Funding Source Change:
Before:
After:

Content Revision Description-4:
1. Recommendation Change:
Before:
After:
2. ETC Change:
Before:
After:
3. Release Change:
Before:
After:
4. Funding Source Change:
Before:
After:

Team Impact

Team Impact:	Team	Person	Role
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Attachments
ACWDL 17-12.pdf (105 kB)
CER CIV-103037.pdf (58 kB)
CER-Lake-Request-To-Mail-All-NOAs-To-ARs-And-ACRs-2018-06-29.doc (63 kB)
CalACES Correspondence Committee.msg (292 kB)

Links			
Relates			
<i>relates to</i>	[CIV-101758]	REQUEST TO MAIL ALL NOAS TO AUTHORIZED REPRESENTATIVES (ARs) AND ADDITIONAL CORRESPONDENCE RECIPIENTS (ACRs).	Closed
<i>relates to</i>	[CIV-103037]	Authorized Representative – Person Search and Documents	Closed

Comments
<i>Virginia C. Bernal added a comment - 02/26/2019 01:25 PM</i>
Comment from Shasta County: Regarding CER CIV 101758. (Email attached to SCR.)
Maybe there can be some programming which will allow the worker to check a box or something to say that the County has the information to proceed forward.
We cannot move forward with this CER for Medi-Cal: ACWDL 18-26 Full Authority Exception: It is DHCS' policy that the appointment of an AR with full authority does not include that the AR is authorized to receive a duplicate copy of all notices or other correspondences sent to the applicant/beneficiary. In order for an AR to receive duplicate notices or other correspondence, the applicant/beneficiary must make this request directly to the county via written, telephonic, or electronic contact, or check the appropriate box on the Appointment Form MC 382. The purpose of this policy is to ensure ARs only receive appropriate communications/notices authorized by the applicant/beneficiary.