

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance



Office of the Senior Deputy Director/Medicaid Director

Transmittal # 15-41

TO: All Long Term Care Providers and Case Managers

FROM: Claudia Schlosberg, J.D. 
Senior Deputy Director and State Medicaid Director

DATE: October 30, 2015

SUBJECT: **Application Requirements Changes for Long Term Care Medicaid Beneficiaries**

The District of Columbia implemented new Long Term Care Financial Eligibility policies and rules in July 2015. In addition, the Department and Health Care Finance (DHCF) and Department of Human Services' Economic Security Administration (ESA) revised the Long Term Care application to capture information needed to ensure compliance with federal regulations. The information asked on the initial application for Medical Assistance must be asked at all subsequent renewals. To capture this information, the beneficiary and or their authorized representative must submit Long Term Care application as part of their Medicaid renewal.

Effective November 1, 2015, Long Term Care Medicaid beneficiaries who receive notification to renew their Medicaid coverage must submit a complete and signed Long Term Care Application as part of their renewal packet. This policy applies to beneficiaries in an institutional setting and in the Home and Community Based Services waiver programs. Providers and case managers should work with beneficiaries and their authorized representatives to submit the Long Term Care application along with other required documents needed to complete the Medicaid renewal process. Renewals submitted without the completed Long Term Care Medicaid Application will not be processed.

A copy of the Long Term Care Medical Assistance Application can be downloaded from the Department of Health Care Finance website at www.dhcf.dc.gov under the Provider Information and Forms tab or go to the direct link at <http://dhcf.dc.gov/page/provider-information-and-forms>. Please call ESA on (202)727-5355 to request a mailed application.

Long Term Care Applications are available at the following locations:

H Street Service Center 645 H St., NE Washington, DC 20002 Phone: (202) 698-4350	Congress Heights Service Center 4001 South Capitol St., SW Washington, DC 20032 Phone: (202) 645-4546	Anacostia Service Center 2100 Martin Luther King Ave, SE Washington, DC 20020 Phone: (202) 645-4614
Taylor Street Service Center 1207 Taylor St., NW Washington, DC 20011 Phone: (202) 576-8000	Fort Davis Service Center 3851 Alabama Ave., SE Washington, DC 20020 (202) 645-4500	DHCF Front Desk 441 4 th St., NW, Suite 900S Washington, DC 20001 (202) 442-5988

Should you have any questions regarding this policy, please email Araceli Simbulan, Program Analyst at Araceli.Simbulan@dc.gov or by phone at 202.727.2058 or Associate Director, Danielle Lewis at Danielle.Lewis@dc.gov or by phone 202.442.9052.