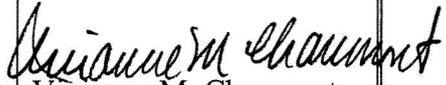


<b>Colorado Department of Health Care Policy and Financing</b> <b>1570 Grant Street, Denver, CO 80203-1818</b>	<b>NUMBER:</b> HCPF 04-003
	<b>CROSS REFERENCE:</b>
<b>DIVISION OR OFFICE:</b> Medical Assistance Office	<b>DATE:</b> January 27, 2004
<b>SUBJECT AREA:</b> Medicaid Eligibility	
<b>SUBJECT:</b> Complete Processing of Medicaid Applications	<b>APPROVED BY:</b>  Vivianne M. Chaumont
<b>TYPE:</b> P - Procedure I - Information	

*Medicaid Agency Letters can be accessed online at:  
[www.chcpf.state.co.us](http://www.chcpf.state.co.us) >>Departmental Reference Material >>Agency Letters*

**Intended Recipients:**

This agency letter is for county Medicaid technicians and their supervisors.

**Purpose:**

This agency letter provides procedural clarification for individuals applying for Medicaid for the sole purpose of obtaining benefits under the Colorado Indigent Care Program (“CICP”), prescription coverage by a private entity, advocacy group, or any other agency requesting Medicaid eligibility verification prior to providing services.

**Background:**

Various CICP providers, private entities, advocacy groups, and agencies throughout the State have established the requirement that applications for their program will not be accepted unless an individual has been denied Medicaid. Due to the workload required to complete a Medicaid application, counties have been issuing Medicaid denial notices without fully processing eligibility criteria.

**Procedure or Information:**

When an individual applies for Medicaid, they must meet all criteria including financial, and in some instances disability and level of care. A determination of eligibility for Medicaid must include a complete application and assessment under all eligibility criteria as stated in 10 CCR 2505-10, sections 8.100, *et seq.* and 8.110. *et seq.*

Additionally, notification of eligibility status can only be provided to an individual who submitted an application and whose eligibility was determined in accordance with state rules. This applies to both computer generated and hand-written notices. Therefore, if a CICP provider,

private entity, advocacy group, or agency requires a denial of Medicaid eligibility prior to accepting an application, all eligibility criteria must be assessed, regardless of the time involved. The mere fact that a person does not appear to Medicaid eligible does not permit the county department to issue a denial without an application and full determination.

**Effective Date:**

January 1, 2004

**Contact Persons:**

Kimberly Shreve  
SSI/Medicaid Eligibility Policy Analyst  
303-866-4475  
[kimberly.shreve@state.co.us](mailto:kimberly.shreve@state.co.us)

Debra Becerra  
Aged, Blind and Disabled Program Specialist  
303-866-5600  
[debra.becerra@state.co.us](mailto:debra.becerra@state.co.us)

Thomas Heimlich  
Family and Children Program Specialist  
303-866-5928  
[thomas.heimlich@state.co.us](mailto:thomas.heimlich@state.co.us)