

**Express Lane Eligibility – School Lunch Manual Interim Process
Implementation October 14, 2011
Frequently Asked Questions (FAQs)**

	Question	Answer
1.	Will eligibility sites be cited for untimely processing if the school lunch application was signed in August 2011 and processed in October 2011?	No, eligibility sites (MA Site or County) will not be cited for untimely processing if the school lunch application was signed in August 2011 and processed in October 2011. The Express Lane Eligibility (ELE) School Lunch process should be used and applications should be processed by 11/30/2011 for school lunch applications dated 08/1/2011-10/31/2011.
2.	Are schools required to forward school lunch applications on to Medicaid/CHP+ Sites?	The interim manual process is a voluntary process; no entities are required to participate.
3.	How do we know who is participating?	The Department is in the process of compiling/creating a list of participants.
4.	We process our applications based on the date they are received, we do not track the date the application is signed. What should be the Medicaid application date?	The Department recognizes that various agencies gather Free and Reduced Lunch information differently. If you'd like specific direction about what date to use, please contact HCPF at medicaid.eligibility@hcpf.state.co.us .
5.	What do we do with the information that we received from the school lunch application if there is an existing Family Medicaid (FM)/CHP+ case?	You do not need to create an additional application, you may document in case comments that the school lunch application was received.
6.	Will the ELE process be connected to the Program Eligibility and Application Kit (PEAK)?	At this time, ELE process is not connected to PEAK. We will be adding the Express Lane Eligibility process to PEAK in the future.
7.	What if parents want Medical Assistance as well?	Express Lane Eligibility – School Lunch only applies to children currently receiving Free or Reduced lunch. If additional household members would like to apply for Medical Assistance, they will need to complete the full application process.

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8.	What if a client is denied through ELE application process?	We are requiring eligibility sites to pull a monthly report. This report can be used to complete the processing of an application and/or to send a Medical Assistance application if the client is denied or discontinued with the ELE School Lunch application source.
9.	What if the family has an open FM case and the kids who are receiving Free or Reduced lunch are not on it, can we add them?	At this time, we are unable to track the children added to an existing case. We will be notifying ELE School Lunch participants once this functionality is available in December 2011.
10.	Is there a list of contacts for each school district in each county?	The following link to the Colorado Department of Education website lists the school districts by county including nutrition directors. http://www.cde.state.co.us/edulibdir/directory_03.pdf
11.	Can an ELE Application Source in CBMS be used if a family completes a full application?	No, the ELE Application Sources should only be used when the Express Lane Eligibility process is followed.
12.	Can Presumptive Eligibility (PE) Site give the clients PE if the PE Site wants to complete Presumptive Eligibility using the ELE School Lunch process, but the corresponding Eligibility Site is not participating?	Nutrition Department, Medicaid/CHP+ Partner Sites and Medicaid/CHP+ offices must work together to successfully participate in the ELE School Lunch Manual Interim Process. If all of the necessary agencies are not participating, the process cannot be completed. PE Sites are required to forward applications to an eligibility site, and will need to work with their corresponding eligibility site to ensure that the process can be completed.

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13.	Can those children be included in the ELE application process if a child is too young to be in school, so they're not receiving Free or Reduced Lunch?	ELE – School Lunch only applies to children currently receiving Free or Reduced lunch. If addition household members would like to apply for Medical assistance, they will need to complete the full application process.
14.	Whose responsibility is it to filter the applications if the school lunch applications do not have opt out language?	Clients must have the opportunity to give consent for their information to be shared, which is the purpose of the opt out language on the school lunch application. If an application does not have the opt out language, it cannot be used in the ELE application process. Colorado Department of Education (CDE) has provided direction that the opt out language is optional for school districts.