



**STATE OF WASHINGTON  
HEALTH CARE AUTHORITY**

626 8th Avenue, SE • P.O. Box 45502 • Olympia, Washington 98504-5502

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CV-02

**TO:** Health Care Authority Staff  
Home and Community Services Staff  
Aging and Long-Term Support Administration Staff  
Community Services Division Staff  
Developmental Disabilities Administration Staff  
Health Care Partners

**FROM:** Taylor Linke, Division Director  
Medicaid Eligibility and Community Support, HCA

Babs Roberts, Director  
Community Services Division, DSHS

Bea-Alise Rector, Director  
Home and Community Services Division, AL TSA

Shannon Manion, Director, Division of Field Services  
Developmental Disabilities Administration, DSHS

**SUBJECT: Temporary Changes - Classic Apple Health (Medicaid) Eligibility**

In response to the public health emergency surrounding the outbreak of COVID-19, the Health Care Authority (HCA) is taking steps to ensure that individuals maintain continuity of their Classic Apple Health (Medicaid) coverage. This guidance is the second of a series of changes for eligibility that will occur over the coming days and weeks for our clients.

As requests and approvals for additional federal/state authorities are evolving at a rapid pace, so is the correlating regulatory guidance for Medicaid eligibility. It is therefore imperative that you stay up-to-date on the most recent changes, so that we can support continuity of coverage for all our covered lives.

In order to support Apple Health applicants and recipients, HCA and its partners will immediately do the following:

### **Closure for No Renewal**

For individuals who have been closed for no renewal within the last 30 days, reinstate or reopen (for medical needy programs) coverage and attempt to process their renewal per the documentation they have provided or per their attestation of circumstances over the phone with electronic resources. Send a verification notice to the household for verification of any additional items that need verification for the remainder, if necessary. Give clients 30 days to provide proof of verification while coverage remains active.

### **Extensions to Provide Verification**

Individuals who request additional time to provide verification due to circumstances related to COVID-19 may be granted an additional 30 days to provide verification of their circumstances. Individuals who require additional time and keep in contact may request additional time per extenuating circumstances on a case by case basis. As always, we must be flexible with individuals on what types of verification they are able to provide during this time.

### **Self-Attestation**

Individuals can self-attest to their income and resources when applying, renewing, or reporting a change of circumstances for their Apple Health coverage.

Applications can be approved based on attestation of income and resources and available electronic verification and cross match.

Renewals can be processed based on attestation of income and resources and available electronic verification and cross match.

When accepting self-attestation, document actions and narrate in ACES: "Completed per COVID-19 procedures."

For staff using AVS, electronic asset verification requests should be submitted and results can be processed as a change post eligibility. Individuals can be given 30 days to provide documentation, such as insurance policies, post eligibility deductions, and other expenses. Self-attestation that would deny or delay coverage should be verified, such as a transfer of assets or excess home equity for long-term care.

### **Change of Circumstances**

Individuals can call in to report they are not currently receiving income (earned or unearned) or are now receiving unemployment compensation. Individual's cases will be updated based on the individual's attestation.

Eligibility staff have the ability to help individuals check the amount of unemployment compensation benefits in UTAB for ongoing anticipated income. Individuals are required to report any change of income that is anticipated to last longer than 30 days.

Individuals can also call to report changes in resources and cases can be updated based on their attestation.

### **Apple Health for Worker's with Disabilities (HWD) Premiums**

HWD individuals who report they have a reduction in income, lost their job or been furloughed, or can no longer conduct their self-employment work activity due to COVID need to report their change to HWD public benefits specialist. HWD individuals who also receive long term services and supports (LTSS) will need to contact their HCS public benefit specialist (PBS).

All other HWD individuals can report changes at:

Mail: PO Box 45826

Olympia, WA 98504-5826

Fax: 1-855-635-8305

Phone: 1-800-871-9275

Indicate if a reduction or elimination of the HWD premium is needed.

### **Homeless Individuals**

Individuals who are homeless and have been closed for whereabouts unknown will have their coverage reinstated based on their attestation of their current circumstances.

If you have any further questions, please contact [AHeligCovid19@hca.wa.gov](mailto:AHeligCovid19@hca.wa.gov). We appreciate your flexibility and responsiveness to support our Apple Health clients during this time.

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