

.04 MA Representative – MA Emergency Representative

The PI in an active AZTECS MA case may no longer be able to represent the others in the case. The reasons may include, but ARE NOT LIMITED TO, the following:

- Abandonment (VR)
- Death (DH)
- Incarceration (RJ)
- Residing in Arizona State Hospital (RI)

WARNING

DO NOT key a Denial or Closure Reason Code in the CASE CLOSE/DENY field on MADA unless ALL participants in the case are no longer in the home. Other participants in the case MUST be given the opportunity to continue to receive MA benefits.

When the local office becomes aware of such a situation, complete the following:

- On SEPA, key OU in the PT field for the PI.
Key the appropriate Denial or Closure Reason Code in the INELIG RSN field.
Key the date the event occurred in the INELIG DATE field.
Remove all of the income of the PI.
NOTE Removing the income ensures that the PI's income does not cause ineligibility for other participants who remain in the case.
- Update SPRD with the correct Deprivation Code.
- Review MA eligibility for all other budgetary unit participants.
- Key the name of the MA Emergency Representative in the MA AUTHORIZED REP field on ADDR.
- Key the name and address of the MA Emergency Representative in the ATTENTION and MAILING ADDRESS fields on ADDR. (See Example [MA Emergency Representative](#))

- Send the [M006 notice](#) to the MA Emergency Representative. Key the following information to explain what is needed:
"Since (insert the PI's name) is no longer in the home, in order to maintain medical coverage for (insert the names of other participants), we need your help to review the current circumstances of the other participants. I am sending an application to you so you may apply on their behalf.
"Please complete the application and take or mail the application to the FAA local office at (insert the local office address). The local office will schedule an interview for you.
"If you want to be interviewed over the phone, please let us know when you call to schedule an interview.
"Medical coverage will continue through (insert a date 90 days from the first day of next month or when the renewal is due within the 90 days, the last day of the approval period). Medical coverage will stop if an application is not received by this date."

- Document the MA Emergency Representative's name and address on CADO and in the [case file\(g\)](#).
- Set an alert for the tenth calendar day of the month before the date indicated on the M006.

When an application is NOT received by the alert due date, send the [M200 notice](#). Stop MA for the first day of the month after the [NOAA](#) expires by keying FR in the CASE CLOSE/DENY field on MADA.

EXCEPTION

Ensure that eligibility is NOT STOPPED for pregnant women and Deemed Newborns by keying the appropriate Denial or Closure Reason Code in the DEN/CL REASON field on MADA next to each participant who is not a pregnant woman or a Deemed Newborn.

NOTE Changes in income or budgetary unit participants do not affect eligibility of a pregnant woman. A Deemed Newborn loses newborn coverage ONLY when the newborn is no longer living with the mother in Arizona.

When an application is received by the date indicated on the [M006 notice](#), treat it as a [new application](#).

When an ELIGIBLE MA applicant dies on the date of application up to the date the approval is authorized, complete the following:

- DO NOT pre-enroll the deceased applicant in an AHCCCS health plan.
- Approve the MA from the date of eligibility to the date of death.
- Send the appropriate [MA approval notice](#).
- Close the case or stop benefits for the participant using the DH Denial or Closure Reason Code.
- Key the date of death in the INELIG DATE field on MADA.
- Remove the deceased participant for ongoing months when they ARE NOT the only participant in the case. (See [Removing a Participant](#))