



North Carolina Department of Health and Human Services  
Division of Social Services

Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS  
  
Wayne E. Black  
Division Director

February 25, 2014

Dear County Directors of Social Services:

The purpose of this letter is to provide guidance for processing of Non-MAGI Medicaid applications and reviews and ensure that all cases are processed as quickly as possible. In order to allow both county staff and state staff to concentrate our efforts in NC FAST on achieving processing requirements using MAGI methodology for Family & Children's Medicaid, the following action is being taken. Effective immediately, all counties, with the exception of pilot counties, shall follow the steps below in processing Non-MAGI Medicaid applications and reviews:

- All Long Term Care, Special Assistance, MAABD, IAS, HSF and Refugee applications and recertifications should be entered into EIS.
- Any applications that have been keyed in NC FAST should continue to be processed in NC FAST unless there is a system problem that prevents the case from being activated. Cases that have been activated and receive benefits in NC FAST cannot be moved into EIS.
- For single adults under age 65 and not receiving disability benefits a dual-step process should be followed.
  1. An application should be completed via EIS.
  2. If the application is denied in EIS a streamlined application should be entered into NC FAST and denied so that the denial can be submitted to the Federally Facilitated Marketplace (FFM).

Should your staff have difficulties in completing applications or recertifications in NC FAST please contact your county liaison. **Please note that HIPPA regulations apply to Medicaid; therefore any communication by e-mail must NOT include any client-identifying information. The Income Support case number or PDC number should be used in all correspondence by e-mail.**

Sincerely,

A handwritten signature in black ink that reads "Wayne Black".

Wayne Black

DIR-04-2014

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