



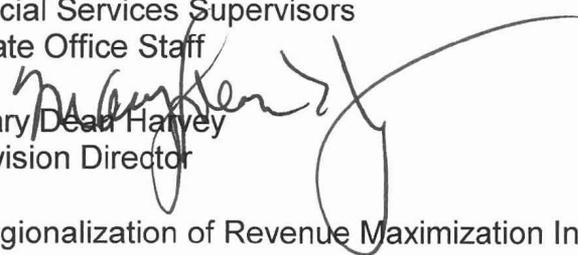
B. J. Walker, Commissioner

Department of Human Resources • Division of Family and Children Services • Mary Dean Harvey, Division Director
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March 3, 2007

SOCIAL SERVICES COUNTY LETTER 2007- 03

TO: County Directors of Family and Children Services
Regional Field Directors
Managers of Field Operations
Field Program Specialists
Social Services Supervisors
State Office Staff

FROM: 
Mary Dean Harvey
Division Director

RE: Regionalization of Revenue Maximization Intake

PURPOSE:

The purpose of this Social Services County letter is to notify you of new procedures for submission of the Title IV-E and Medicaid application for children entering foster care. The intake function for the Revenue Maximization (RevMax) Unit for the IV-E and Medicaid eligibility determination is being moved from a statewide central intake unit to the Regional RevMax Centers.

The Metro Atlanta area (Cobb, DeKalb, Henry, Rockdale, Fayette, Cherokee, Douglas, Fulton and Clayton) will continue to forward applications to the RevMax Central Intake Unit.

A listing of Regional RevMax Center email addresses for counties to send application packets and change forms is contained in this county letter.

The local county office is responsible for submitting complete and accurate information needed for the IV-E and Medicaid applications for Foster Care and Adoption Assistance (Forms 223 and 224) within two (2) days of entering care. This is a change from the current five (5) day requirement. Adherence to the following procedures ensures timely processing of applications and prevention of gaps in Medicaid coverage.

IMPLEMENTATION:

All changes as outlined in this county letter are effective March 1, 2007.

1. Prior to submission of any IV-E and Medicaid application to Regional RevMax Centers, the child should be removed from all pending cases in SUCCESS (Food Stamps, TANF and/or Medicaid). The Client Registration System (CRS) Screen for the child on SUCCESS should not show any cases in pending status upon submission of the application to a RevMax Regional Center.

2. County staff will complete Forms 223, Medicaid and IV-E Application, and Form 224, Removal Home Income and Asset Checklist, as a Word document and send as an email attachment to their respective Regional RevMax Center for all children **within two (2) days of entering care**. This includes those children where DFCS custody is terminated at the 72 hour hearing. Each county will contact its Regional RevMax supervisor for the email address and contact information. (Current Forms 223 and 224 are located in Appendix F of the Medicaid Policy Manual on ODIS.)

3. Fax all court orders at the time of application, or as soon as available to the county, to the Regional RevMax Center.

4. The application will be processed for RSM Medicaid within 24 - 48 hours after receipt.

5. Regional RevMax staff will complete a Form 962, Certification of Medicaid Eligibility, and email/fax a copy to the SSCM or point of contact listed on the application.

6. The IV-E determination will be completed within 45 – 60 days of the receipt of the application packet. Non-receipt of court orders within this time frame will result in a non-IV-E determination.

7. Each Regional RevMax Center will email a completed Form 225, IV-E Eligibility Documentation Sheet, to the SSCM or the point of contact listed on the application with the IV-E and Medicaid determination. RevMax will send Form 529 to accounting and to the county and Form 122 to OCSS.

8. Counties will email Form 227, Notification of Change in Foster Care or Adoption Assistance, to Regional RevMax Centers any time a change occurs.

9. Each Regional RevMax Center will email a completed Form 225, IV-E Eligibility Documentation Sheet, to the SSCM or the point of contact listed on the change form with the IV-E and Medicaid determination based on the change notification. RevMax will send Form 529 to accounting and Form 123 to OCSS for changes that will influence the funding source.

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send Form 529 to accounting and Form 123 to OCSS for changes that will influence the funding source.

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Note: Regions 6 & 7 and Richmond County are handled by other regions as listed below. RevMax Supervisors are the points of contact.

- Region 1 -- "revmax1@dhr.state.ga.us
- Region 2 -- "revmax2@dhr.state.ga.us
- Region 3 -- "revmax3@dhr.state.ga.us
- Region 4 -- "revmax4@dhr.state.ga.us
- Region 5 -- "revmax5@dhr.state.ga.us
- Region 6 -- "revmax8@dhr.state.ga.us
- Region 7 -- "revmax12@dhr.state.ga.us (Exception: Richmond County sends to Region 11)
- Region 8 -- "revmax8@dhr.state.ga.us
- Region 9 -- "revmax9@dhr.state.ga.us
- Region 10 -- "revmax10@dhr.state.ga.us
- Region 11 -- "revmax11@dhr.state.ga.us (Includes Richmond County)
- Region 12 -- "revmax12@dhr.state.ga.us

INSTRUCTIONS:

A portion of the Foster Care and Medicaid Manuals will be revised to reflect the above procedures. Until the revised manual material is received, this County Letter supersedes existing policy as of March 1, 2007, with the details of procedures to be followed.