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GENERAL INFORMATION SYSTEM
DIVISION: Office of Medicaid Management

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TO: Local District Commissioners, Medicaid Directors
Income Maintenance Directors, Newborn Liaisons
FROM: Betty Rice, Director
Division of Consumer and Local District Relations
SUBJECT: Newborn Eligibility and Returned Mail

EFFECTIVE DATE: Immediately
CONTACT PERSON: Upstate: Local District Liaison (518) 474-9130
NYC: (212) 268-6855

As districts were advised in a "Dear Commissioner Letter" dated June 22, 2000, New York State is issuing "Dear Parent Letters" to mothers of newborns whom the State is adding to a mother's case or for whom a new case is opened. The letter serves as the notice of acceptance for the newborn's Medicaid. The purpose of this information message is to advise local districts of the procedures to follow if these notices are returned in the mail to the district. Cases should be processed according to the following procedures:

1. If a newborn is added to a mother's existing case on the Welfare Management System (WMS) and the notice ("Dear Parent Letter") sent by the State is subsequently returned to the district, the district should check the case record to see if a more current address is available. The district should review the newborn input form (NIF), sent by the State to the district, to see if it reflects a newer address. If there is a more current address, the system should be updated. A card for the newborn should be reissued and the returned letter re-mailed to the mother at the corrected address. If there is no other known address, the case should be kept open and recertified at the end of the month in which the 60th postpartum day occurs. If the mother fails to recertify, then the mother's case should be closed for failure to recertify. However, the infant should be authorized for continued Medicaid through the first year, assuming that the whereabouts of the infant is known.
2. In certain instances, a separate case will be opened for the newborn even though the mother has active Medicaid, e.g., if the mother receives SSI. In those instances, the procedures in # 1. apply.

3. If a new case is opened for a newborn by the State because the mother's case was closed within the last 3 months, the "Dear Parent Letter" will be sent to the address provided by the hospital. If the correspondence sent to the address provided by the hospital is returned to the district, the district should check the case record for a more current address, and do a WMS inquiry in the event a more current address has been reported. Districts should use the last known address in the case record or on WMS if the hospital address is incorrect. The "Dear Parent Letter" and the card should be resent to the last address on WMS if it is different from the one previously used and appears reliable.
4. If a new Medicaid-only case is opened by the State for a newborn whose mother's case was closed in the previous three months and who has a new address (as received from the hospital via the electronic birth certificate) in a county different from the one in which she previously had an active case, e.g., the mother is currently living in Albany County but her case was last opened in Schenectady County, the case for the infant which was opened by the State will remain open in Schenectady County until the newborn liaisons in each of the counties can determine the district of fiscal responsibility. In other words, the last district in which the mother's case was open will remain the district of fiscal responsibility, despite the current address, as long as the infant resides in New York State. **Please note that the NIF will indicate the address received from the hospital.**

If you have any questions regarding the authorization of Medicaid eligibility for newborns who are in cases that have had correspondence returned to the district, please contact your Local District Liaison at (518) 474-9130 (Upstate) or (212) 268-6855 (NYC).