



## State of New Jersey

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES

P.O. Box 712  
Trenton, NJ 08625-0712

CHRIS CHRISTIE  
*Governor*

JENNIFER VELEZ  
*Commissioner*

KIM GUADAGNO  
*Lt. Governor*

VALERIE HARR  
*Director*

**MEDICAID COMMUNICATION NO. 11-08**

**DATE: August 10, 2011**

**TO:** County Welfare Agency Directors  
Medicaid Only Liaisons  
NJ FamilyCare Liaisons  
Institutional Services Section (ISS) Supervisors  
Statewide Eligibility Determination Agency

**SUBJECT:** Proper Medical Assistance Notices

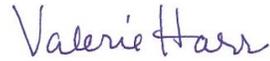
This Medicaid Communication serves as a reminder that the eligibility agency must provide applicants/recipients timely and adequate written notice of any proposed eligibility action. Please note that in order for a notice to be proper and adequate, it must include a thorough explanation of the reason for eligibility or ineligibility as well as the effective date the action is being taken.

When noticing a client about an eligibility decision relative to income standards, a copy of the calculation worksheet is required as an attachment to the notice. Additionally, when noticing about an eligibility decision relative to resource standards, the program specific resource standard must be stated in the notice. For cases involving institutional Medicaid applications for long term care facilities or home and community-based services (HCBS), the calculations for the spousal resource assessment and/or the transfer of resources determinations must also be attached to the notice.

Notices are required to include the program applicable right to a fair hearing or a grievance. The notices are mandated to state the reason for the action in addition to citing the specific program applicable regulations.

If you have any questions regarding this Medicaid Communication, please refer them to the Division's Office of Eligibility Policy field service staff for your agency, at 609-588-2556.

Sincerely,



Valerie Harr  
Director

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c: Jennifer Velez, Commissioner  
Department of Human Services

Lynn Kovich, Assistant Commissioner  
Division of Mental Health and Addiction Services

Dawn Apgar, Deputy Commissioner  
Division of Developmental Disabilities

Jeanette Page-Hawkins, Director  
Division of Family Development

Joseph Amoroso, Director  
Division of Disability Services

Raquel Jeffers, Deputy Director  
Division of Mental Health and Addiction Services

Allison Blake, Commissioner  
Department of Children and Families

Mary E. O'Dowd, Commissioner  
Kathleen M. Mason, Assistant Commissioner  
Department of Health and Senior Services