



## 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. 12-02**

**DATE: January 9, 2012**

**TO:** County Welfare Agency Directors  
Medicaid/NJ FamilyCare Supervisors  
Statewide Eligibility Agency

**SUBJECT:** Transfer of Active Medicaid/NJ FamilyCare Cases

This communication is to clarify the process of transferring cases when individuals move permanently to another county within the State. The case transfer shall be accomplished in a manner so not to adversely affect the beneficiaries and allow for a seamless transition.

Responsibility for case management shall be transferred from one county to another when a beneficiary permanently moves to another county. Cases are not to be closed when transferring between counties and beneficiaries shall not be directed to reapply at the new county of residence. When notification is received, or it is determined a beneficiary has moved to another county through other sources, that county/agency discovering the relocation shall initiate the transfer process by contacting the other county involved. The county of origin must start the formal transfer process and is required to complete any outstanding redetermination due within 60 days of the transfer.

The sending county is required to copy and mail the case record which shall include the initial application and all supporting documentation and the last completed redetermination with all supporting documentation. The address and county of residence should be updated by the sending county on the Medicaid Eligibility System (MES).

When a new Medicaid number is established in the receiving county, coordination is paramount between agencies to prevent any gaps in coverage. In these cases, this information shall be e-mailed to [ManagedCare.Accounts@dhs.state.nj.us](mailto:ManagedCare.Accounts@dhs.state.nj.us) and must include the managed care organization, the person's full name and both the original and new case numbers. For those cases when the managed care organization is not available in the new county of residence, they must choose a new managed care organization.

The receiving county will become responsible for the case and shall update the county of supervision field, contact the sending county/agency noting the case has been received and notice the client of the change in supervision. **Transferred cases cannot be returned.** The sending county shall terminate the case **after** eligibility has been established in the receiving county. Should the receiving county/agency determine

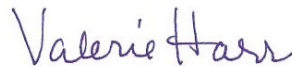
ineligibility upon receiving or completing the redetermination then the receiving county shall determine incorrectly paid benefits and take appropriate action. Please note: should a transferred case be subjected to this Division's State Office of Quality Control review process, any errors found prior to transfer, the sending county/agency will be responsible for the error.

This transfer process would also be applicable when transferring eligible pregnant women from the Statewide Eligibility Determination Agency to the CWA as well as for transferring them back following the post-partum period.

When recipients permanently move outside of the State of New Jersey they no longer meet the eligibility standard for "residency" and need to be terminated as well as appropriately noticed at the reported new address.

Thank you for your continued support to assure that New Jersey assists its residents who are entitled to continuity of medical assistance. Processing of transfer cases consistently statewide will prepare us for the systemic transfer format design within the future Consolidated Assistance Support System (CASS) eligibility project. 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

VH:p

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