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## **Medical Assistance Policy Manual (Archive) Part 3 of 4**

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# Table of Contents

Getting Started .....	8
Cash and Nutrition Policy .....	12
EXmple .....	13
Examples .....	13
Introduction .....	14
E410 Pregnancy and Postpartum Examples .....	15
E508 Community Spouse Example .....	16
E524 Qualified Noncitizen for at Least Five Years Examples .....	17
E602 Budget Group Examples .....	18
E602 Budget Group Examples .....	18
A MAGI Budget Group Examples .....	19
B Conflicting Tax Information .....	25
E603 Examples for What is not Income .....	26
E603 Examples for What is not Income .....	26
A Return of an incorrect payment .....	27
B Vendor Payment .....	28
E604 Receipt of Income Examples .....	29
E604 Receipt of Income Examples .....	29
A Revocably Assigned Income Examples .....	30
B Irrevocably and Permanently Assigned Income Example .....	31
C Irrevocably and Periodically Assigned Income Example .....	32
D Income Received on Behalf of Another Person Example .....	33
E Example Five weekly payments received in a month .....	34
F Example Three bi-weekly payments received in a month .....	35
G Contract Periods That Cover More Than One Calendar Year Example .....	36
H Example Contract anticipated to be renewed .....	37
I Example Seasonal income .....	38
J Example Changes in pay rate .....	39
K Changes In Work Hours Examples .....	40
L Zero Pay Periods Example .....	41
M Garnishments and Overpayments Examples .....	42
N Unusual Low-high Income Payments .....	43
E605 Verifying Income Examples .....	45
E605 Verifying Income Examples .....	45
A Examples - Reasonable compatibility .....	46

E606 Types of Income .....	47
E606 Types of Income .....	47
A Allocated Income .....	48
B Disability Insurance Payments Examples .....	49
C Indian Gaming Profit Distribution .....	50
D Indian Income from Protected Rights and Resources .....	51
E Self-Employment Examples .....	52
F ASRS with Health Insurance Supplement Examples .....	54
G Crowdfunding .....	56
H Difficulty of Care Payments .....	57
E607 Expenses Exceed Income Examples .....	58
E608 Income Deeming Examples .....	59
E608 Income Deeming Examples .....	59
A Sponsor Deeming - Counting Only Current and Past Quarters .....	60
E609 Modified Adjusted Gross Income (MAGI) Deductions Examples .....	61
E610 Examples for Calculating Income Eligibility for ALTCS .....	63
E610 Examples for Calculating Income Eligibility for ALTCS .....	63
A Gross Test Calculation - Non-Community Spouse .....	64
B Gross Income Test Calculation - Community Spouse .....	65
C Net Income Test Examples .....	68
E611 Calculating Income Eligibility for SSI-MAO Examples .....	74
E611 Calculating Income Eligibility for SSI-MAO Examples .....	74
A Calculation for the Customer Only Examples .....	75
B Calculation for Customer and Spouse Examples .....	78
C Calculation for Customer Child and Ineligible Parents Example .....	81
E612 MSP Income Eligibility Calculation Examples .....	85
E612 MSP Income Eligibility Calculation Examples .....	85
A Customer Only Calculation .....	86
B Customer and Spouse Calculation Example .....	88
C Income calculation - Customer child w/ ineligible parents .....	90
E613 How to Calculate FTW Income Eligibility .....	94
E614 Income of Children and Tax Dependents for MAGI .....	95
E703 Resource Treatment Examples .....	96
E703 Resource Treatment Examples .....	96
A Commingled Funds Examples .....	97
B Constructively Received Examples .....	98
C Long Term Care Partnership Program Exclusion Example .....	99

E704 Ownership of Resources .....	100
E704 Ownership of Resources .....	100
A Equitable Ownership Example .....	101
B Creating Joint Ownership Examples .....	102
C Ownership Involving an Agent Examples .....	103
E705 Resource Type Examples .....	104
E705 Resource Type Examples .....	104
A Burial Funds Examples .....	105
B Home Property .....	107
C Property Essential to Self-Support .....	109
E Stocks and Convertible Virtual Currency Examples .....	111
F Financial Account Rebuttal Examples .....	113
D Promissory Notes, Loans and Property Agreement Examples .....	114
E707 Community Spouse Resource Budgeting Examples .....	115
E707 Community Spouse Resource Budgeting Examples .....	115
A Ineligible Month in Initial Period Example .....	116
B Ending the Initial Period early – Resources increased .....	117
C Community Spouse Resource Deduction Examples .....	118
D Establishing FCPI Example .....	120
E Community Spouse Resource Calculation .....	121
E802 Non-Special Treatment Trusts Examples .....	122
E802 Non-Special Treatment Trusts Examples .....	122
A Non-Special Treatment Trust - Income Examples .....	123
B Calculating Ownership Percentage of Trust Assets Example .....	124
E803 Special Treatment Trust Examples .....	125
E803 Special Treatment Trust Examples .....	125
A STTs and Income Calculations .....	126
B Calculating Share of Cost when the Customer has a Special Treatment Trust – Examples .....	128
C Special Treatment Trust Anticipated Disbursements Form (DE-312) .....	129
D Income-Only Trust Anticipated Disbursements Form (DE-313) .....	135
E STT Disbursement Request Examples .....	146
E901 Transfer Overview Examples .....	148
E901 Transfer Overview Examples .....	148
A Establishing the Look Back Period .....	149
B Previous penalty period in effect at new application .....	150
E902 Transfers That May Affect Eligibility Examples .....	151
E902 Transfers That May Affect Eligibility Examples .....	151

A Annuities that are Compensated Transfers .....	152
B Annuity that is an Uncompensated Transfer .....	153
C Oral Loan Payments Made More Than a Year After The Agreement .....	154
D Transfers to an Income Only Trust (IOT) .....	155
E Transfer to a Revocable Trust Example .....	156
F Transfer to an Irrevocable Trust Example .....	157
E903 Transfers That Do Not Affect Eligibility Examples .....	158
E905 Transfer Penalty Period Examples .....	159
E905 Transfer Penalty Period Examples .....	159
A Length of the Transfer Penalty Period .....	160
B Transfer Penalty Period Calculations .....	161
C Transfer Penalty Period Begin Date .....	162
D Multiple Transfers Made Before ALTCS Approval .....	163
E Multiple Transfers Made in Consecutive Months after ALTCS Approval .....	164
F Multiple Transfers Made in Non-Consecutive Months after ALTCS Approval .....	165
G Division of Penalty Period between Spouses .....	166
H Change in the Penalty Period Example .....	167
I Prior Private Pay Rates .....	169
E1104 Enrollment with a Program Contractor Examples .....	171
E1104 Enrollment with a Program Contractor Examples .....	171
A Enrolled with an AHCCCS Complete Care (ACC) plan Plan at Time of ALTCS Approval .....	172
B Not Enrolled with an AHCCCS Complete Care (ACC) plan .....	173
C County of Fiscal Responsibility Examples .....	174
D Fiscal County Changes Examples .....	175
E1201 ALTCS Share of Cost (SOC) Examples .....	176
E1201 ALTCS Share of Cost (SOC) Examples .....	176
A Community Spouse SOC Examples .....	177
B Expenses Incurred While an Application is Pending SOC Examples .....	179
C Family Allowance (Non-CS) SOC Examples .....	180
D Health Insurance Premium SOC Examples .....	181
E Home Maintenance Needs Allowance SOC Examples .....	183
F Non-Covered Medical Expenses SOC Examples .....	184
G PNA for Garnishment SOC Examples .....	185
E1203 Freedom to Work (FTW) Premium Begin Date Examples .....	186
E1204 General Information about KidsCare Premiums Example .....	187
E1204 General Information about KidsCare Premiums Example .....	187
A Premium for Cases with Multiple Income Groups Example .....	188

E1302 Public Fiduciary Referral Examples .....	189
E1309 Eligibility Begin Date Examples .....	190
E1309 Eligibility Begin Date Examples .....	190
A QMB Begin Date Example .....	191
B BCCTP Begin Date Examples .....	192
C KidsCare Examples .....	193
E1314 HPE Period Examples .....	194
E1502 Types of Changes Examples .....	195
E1502 Types of Changes Examples .....	195
A BCCTP Treatment Ends Examples .....	196
B Living Arrangement Changes Examples .....	197
C Prorating Share of Cost When a Customer Dies Examples .....	199
E1706 Changes Before the Hearing is Held - Examples .....	200
Revisions .....	201
Revision History .....	201



## Medical Assistance Eligibility Policy Manual

Need help? Call 855-HEA-PLUS (855-432-7587).

Para recibir ayuda con la póliza en Español, por favor contacte Asistencia del Cliente al 855-HEA-PLUS (855-432-7587).

Visit [Health-e-Arizona Plus](#) for more information and to manage your benefits online.

Last Updated: 12/29/2023

# Getting Started

Welcome to Arizona's Medical Assistance Eligibility Policy Manual.

View the [Quick Start](#) page for basic instructions.

View the [Navigating This Manual](#) page for additional instructions and tips.

## Quick Start

To get to a specific policy manual section use the Table of Contents to the left and open the policy section followed by the appropriate chapter.

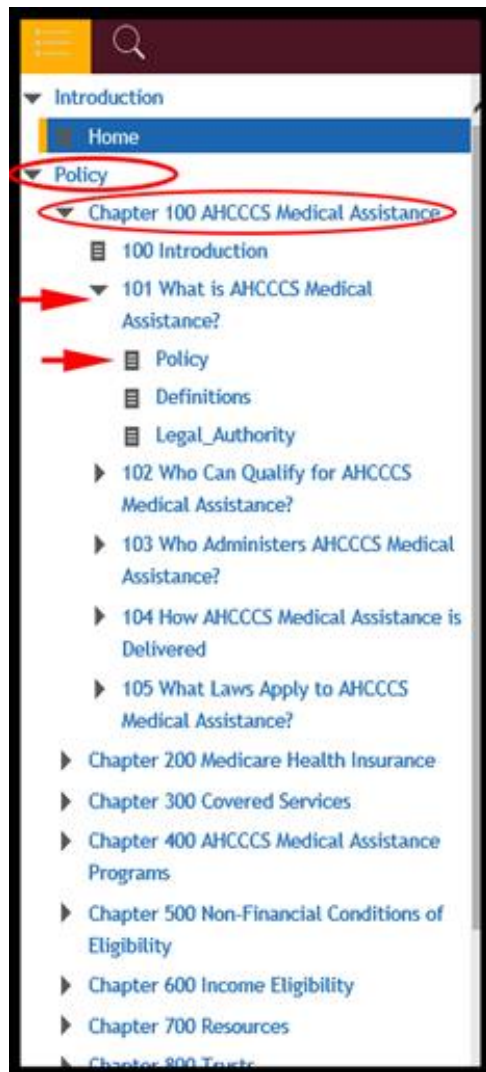
Example: To get to “Chapter 101 - What is AHCCCS Medical Assistance?” you would need to:

Click on policy

Click on Chapter 100 - Introduction

Click to open subchapter 101 - What is Medical Assistance

Click on subsections>> Policy>> Definitions>> Legal Authority...

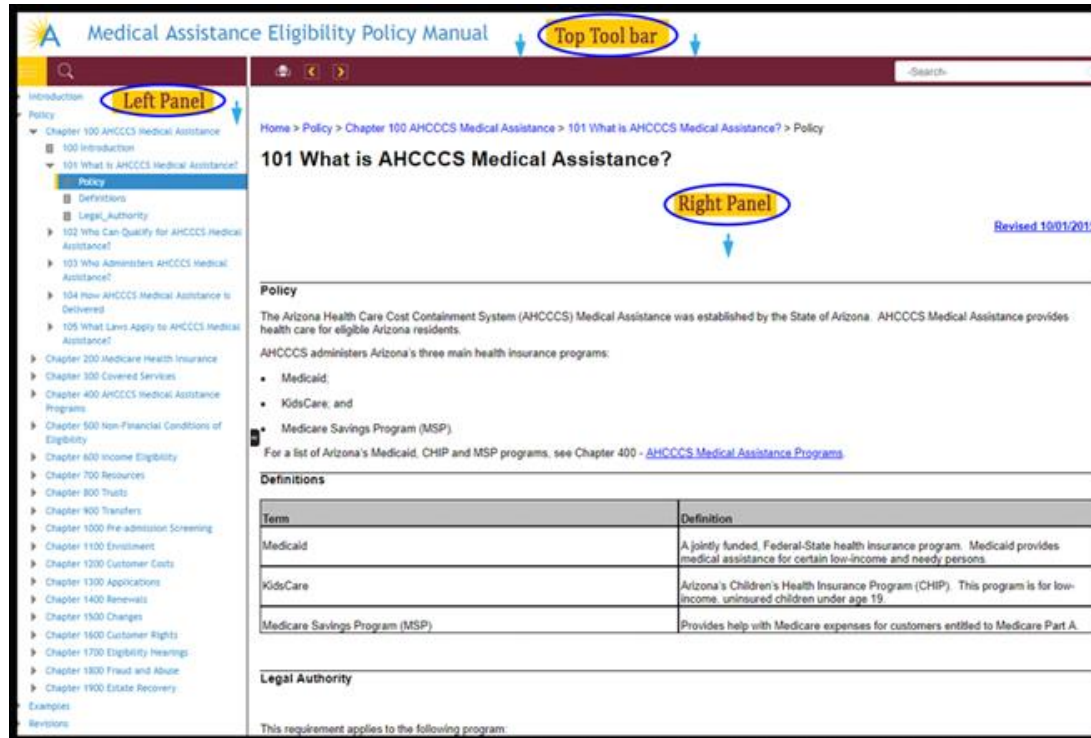




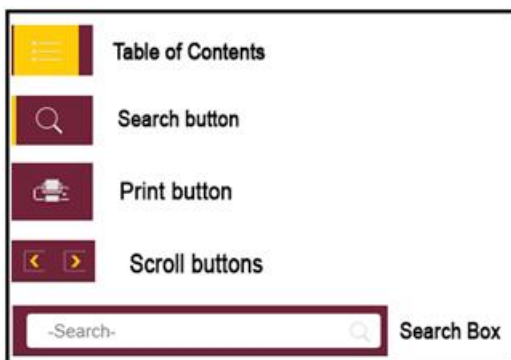
For more instructions on navigating this manual, click on the topic "Navigating This Manual" from the Table of Contents on the left.

## Navigating this manual

The window of the Arizona's Medical Assistance Eligibility Policy Manual is divided into three panels: top, left and right.



The top panel of the manual contains the following icons:



The left panel of the manual contains the table of contents and the search button.

The right panel is the main display window for the eligibility policy manual.

Home > Policy > Chapter 100 AHCCCS Medical Assistance > 101 What is AHCCCS Medical Assistance?

## 101 What is AHCCCS Medical Assistance?

Revised 10/01/2015

**Policy**

The Arizona Health Care Cost Containment System (AHCCCS) Medical Assistance was established by the State of Arizona. AHCCCS Medical Assistance provides health care for eligible Arizona residents.

AHCCCS administers Arizona's three main health insurance programs:

- Medicaid
- Medicare Savings Program (MSP)
- Arizona's Children's Health Insurance Program (CHIP)

For a list of Arizona's Medicaid, CHIP and MSP programs, see Chapter 400 - [AHCCCS Medical Assistance Programs](#).

**Definitions**

Term	Definition
Medicaid	A jointly funded, Federal-State health insurance program. Medicaid provides medical assistance to low-income and needy persons.
KidsCare	Arizona's Children's Health Insurance Program (CHIP). This program provides health insurance for children in low-income families.

The expand and collapse button allows the user to hide or open the table of contents. This page also provides a secondary navigation at the top of the page.

At the bottom of the page there is a cursor arrow to navigate to the top of the page

## Table of Contents

The Table of Contents can be accessed by clicking the "Contents" button, if it's not already displayed. It is organized into three levels. The first two levels are "books" and the third level contains "pages". Books organize content by chapters (1st level) and subchapters/topics (2nd level), while pages contain the actual policy. Clicking on a book will load the pages related to that section of the chapter.

- Introduction
- Policy
  - Chapter 100 AHCCCS Medical Assistance
  - Chapter 200 Medicare Health Insurance
  - Chapter 300 Covered Services
  - Chapter 400 AHCCCS Medical Assistance Programs
  - Chapter 500 Non-Financial Conditions of Eligibility
  - Chapter 600 Income Eligibility
  - Chapter 700 Resources
  - Chapter 800 Trusts
  - Chapter 900 Transfers
  - Chapter 1000 Pre-admission Screening
  - Chapter 1100 Enrollment
  - Chapter 1200 Customer Care
    - 1200 Introduction
    - 1201 ALTCS Share of Cost (SOC)
    - 1202 Co-payments
    - 1203 AHCCCS Freedom to Work (FTW) Premiums
      - 1203 AHCCCS Freedom to Work (FTW) Premiums
        - A. General Information About FTW Premiums
        - B. Premium Billing and Payment
        - C. Non-Payment of Premiums
      - 1204 KidsCare Premiums
      - 1205 Transplant Extended Eligibility Program - Share of Cost
  - Chapter 1300 Applications
  - Chapter 1400 Renewals
  - Chapter 1500 Changes
  - Chapter 1600 Customer Rights
  - Chapter 1700 Eligibility Hearings
  - Chapter 1800 Fraud and Abuse
  - Chapter 1900 Estate Recovery
- Examples
- Procedures
- Revisions

## Search

The search option allows you to find all policy sections that contain a word or phrase. You can use the search button on the left of the screen of the search box. Type the word or phrase you are looking for in the Search field and click enter. (When you start typing a word or topic, a set of suggestions will start appearing and you may not have to enter the full search string).

The screenshot shows the 'Medical Assistance Eligibility Policy Manual' interface. At the top right, a search box contains the text 'STT'. Below the search box, the results are displayed in two main panels. The left panel, titled 'STT', shows a list of search results with the top result, 'Special Treatment Trusts and ALTCS Eligibility', highlighted. The right panel, titled 'Policy', displays the content of the selected result. The word 'STT' is highlighted in yellow throughout the text. At the bottom of the right panel, there is a table with two columns: 'Condition' and 'Description'.

Condition	Description
Date of creation	The trust must be created on or after August 11, 1993. NOTE A trust created before August 11, 1993 must be dissolved and recreated to qualify as a <b>STT</b> .
Customer as beneficiary	The customer must be designated as the beneficiary of the trust.
AHCCCS as remainder beneficiary	<ul style="list-style-type: none"> <li>Irrevocable trusts must name AHCCCS as the remainder beneficiary upon the death of the customer.</li> <li>Revocable trusts must name AHCCCS as the remainder beneficiary upon the trust being revoked or terminated, or upon the death of the customer.</li> </ul>

The results of the search is displayed below the search box. A ranking system displays the most relevant sections first. Click on the title of results you want to look at and the manual section will open in the right panel. Your search term will be highlighted wherever it appears on the page.

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## **Cash Assistance and Nutrition Assistance Policy**


Please see the Cash and Nutrition Assistance Policy Manual located at <https://DBMEFAAPolicy.azdes.gov> for policy and procedures.

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## Examples

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Click on the next  (arrow) button in the top navigation pane to go to the Examples.

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## Introduction

This section provides examples of how policy is applied in various situations. Sections are numbered relating to the MA section the example is for.

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## E410 Pregnancy and Postpartum Examples

Program	Manual Section
All programs	MA410, MA527, MA1502W

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### Examples

**1) Woman's statement is questionable for pregnancy**

The customer states she is pregnant, but on a previous application said she was on leave from work following tubal ligation surgery to prevent pregnancy.

**2) Postpartum example where the customer does not qualify for 12-month postpartum coverage**

Customer applies for AHCCCS on 8/16/2022. She had the baby on 4/9/2022. The customer is asked about recent pregnancy to see if she could qualify for prior quarter coverage for May, June and July 2022.

The customer would qualify for the PQ coverage for May and June, but she would not qualify for the 12-month extended postpartum program. The customer was not pregnant during the potential coverage months (May, June, July and ongoing).

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## E508 Community Spouse Example

Program	Manual Section
ALTCS	MA508

The customer is a community spouse living at home.

On July 8th, the customer enters a nursing facility. She is discharged on August 28th and returns home. Community spouse rules apply for both July and August since she was living in the community for at least one day in each of those months.

The customer is admitted to the nursing facility again on September 11th and does not return home until December 21st. Community spouse rules apply for September since she was living in the community for at least one day in that month. Community spouse rules do not apply for October and November because the customer was not living in the community for at least one day in either month. Community spouse policy applies again in December because she returned home during the month.

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## E524 Qualified Noncitizen for at Least Five Years Examples

Program	Manual Section
ALTCS	MA524B

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### Calculating total time in a Qualified Noncitizen Status - Examples

#### 1) Customer Has Different Prior Qualified Statuses

A customer applied for Medical Assistance on July 5, 2021. The customer's current noncitizen status is Lawful Permanent Resident (LPR). He was granted LPR status on November 12, 2019. The customer provides information that he originally entered the U.S. as a Parolee. Documentation in the file from a prior application shows he was granted Parolee status on April 4, 2015. Since the customer was granted the Parolee status more than five years in the past, he has met the 5-year waiting period and can qualify for full AHCCCS MA.

#### 2) Customer had a prior status of battered noncitizen under Violence Against Women Act (VAWA)

A customer applied for Medical Assistance on May 4, 2021. She is currently a Lawful Permanent Resident (LPR) and says she adjusted to that status from Battered Noncitizen. She provides the following documents:

- LPR card showing a grant date of June 3, 2018;
- Approval of self-petition under the Violence Against Women Act (VAWA) with an approval date of September 15, 2017; AND
- A notice of "prima facie" approval of a pending self-petition under the Violence Against Women Act (VAWA) dated January 25, 2016.

The SAVE response confirms the current LPR status and grant date. However, her earliest qualified status began on January 25, 2016, with the prima facie approval under VAWA. This date is used to determine the customer has had a qualified noncitizen status for more than five years and can qualify for full AHCCCS MA.

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## E602 Budget Group Examples

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Click on the next  (arrow) button in the top navigation pane to go to the Chapter subsections.

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## A MAGI Budget Group Examples

Programs	Manual Section
Caretaker Relative Pregnant Women Child Adult KidsCare	MA602D

These examples are divided into five groups based on taxpayer or tax dependent status and age:

- Taxpayer Budget Group
- Tax Dependent Under Age 19 Budget Group
- Tax Dependent Age 19 or Older Budget Group
- Not a Taxpayer or Tax Dependent (under age 19) Budget Group
- Not a Taxpayer or Tax Dependent (age 19 or older) Budget Group

Each section includes budget group examples only for the person in the scenario that meets the rules for that section. The location of any examples for other people in the scenario is listed at the end of the scenario.

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### Taxpayer Budget Group Examples

#### 1) Married taxpayer filing a joint return

The customers are married but recently separated and are not living together. They have two children. The son is 15 years old and lives with his father. The daughter is 8 years old and lives with her mother. The customers plan to file a joint tax return for the current year and claim both children as tax dependents. (See Example #4 for the son's and daughter's budget groups)

The Budget Group for...	Includes...
Father	<ul style="list-style-type: none"> <li>• Self</li> <li>• Mother (joint filer)</li> <li>• Son (his tax dependent)</li> <li>• Daughter (his tax dependent)</li> </ul>

Mother	<ul style="list-style-type: none"> <li>• Self</li> <li>• Father (joint filer)</li> <li>• Son (her tax dependent)</li> <li>• Daughter (her tax dependent)</li> </ul>
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## 2) Married taxpayer filing separate return

The customer and the spouse are married and live together with their 5-year old son. They plan to file separate tax returns this year. The spouse will claim the son as a tax dependent. (See Example #9 for the son's budget group)

The Budget Group for...	Includes...
Customer	<ul style="list-style-type: none"> <li>• Self</li> <li>• Spouse (living in the same home)</li> </ul>
Spouse	<ul style="list-style-type: none"> <li>• Self</li> <li>• Spouse (living in the same home)</li> <li>• Son (her tax dependent)</li> </ul>

## 3) Unmarried taxpayer claiming dependents

The customer is divorced and lives alone. He plans to file a tax return for the current year and will claim his 12-year old son as a tax dependent as allowed by the divorce decree. The son lives with his mother in Colorado..

The Budget Group for...	Includes...
Customer	<ul style="list-style-type: none"> <li>• Self</li> <li>• Son (his tax dependent)</li> </ul>

---

## Tax Dependent Under Age 19 Budget Group Examples

### 4) Tax dependent - Example 1

The customers are married but recently separated and are not living together. They have two children. The son is 15 years old and lives with his father. The daughter is 8 years old and lives with her mother. The customers plan to file a joint tax return for the current year and claim both children as tax dependents. (See Example #1 for the parents' budget groups)

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The Budget Group for...	Includes...
Son	<ul style="list-style-type: none"> <li>• Self</li> <li>• Father (taxpayer claiming him)</li> <li>• Mother (taxpayer claiming him)</li> <li>• Daughter (other tax dependent claimed by taxpayers)</li> </ul>
Daughter	<ul style="list-style-type: none"> <li>• Self</li> <li>• Father (taxpayer claiming her)</li> <li>• Mother (taxpayer claiming her)</li> <li>• Son (other tax dependent claimed by taxpayers)</li> </ul>

#### 5) Tax dependent - Example 2

The customer lives with her 2-year old son and her 8-year old nephew. She plans to file a return for the current year and will claim both her son and her nephew as a tax dependent. The customer is only applying for her son. Her nephew already has coverage through the ALTCS program.

The Budget Group for...	Includes...
Customer's son	<ul style="list-style-type: none"> <li>• Self</li> <li>• Customer's mother (taxpayer claiming him)</li> <li>• Mother's nephew (other tax dependent claimed by taxpayer)</li> </ul>

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### Tax Dependent Age 19 or Older Budget Group Example

#### 6) Tax dependent over age 19

The customer, her 20-year old daughter and the daughter's 1-year old son live together. The customer plans to file a tax return for the current year and will claim her daughter as a tax dependent. The daughter's son will be claimed by his father who lives in another state. (See Example #8 for the daughter's son's budget group)

The Budget Group for...	Includes...
Daughter	<ul style="list-style-type: none"> <li>• Self</li> <li>• Daughter's mother (taxpayer claiming her)</li> </ul>

---

## Not a Taxpayer or Tax Dependent (under age 19) Budget Group Examples

The following provide examples of budget groups for people who are not taxpayers, are not claimed as a tax dependent, or ARE claimed as tax dependents but meet an exception from using tax dependent rules.

### 7) Not a taxpayer or claimed as a tax dependent

The customer, age 17, lives with his mother, his step-father, his 21-year old brother, and the brother's 2-year old daughter. No one in the home plans to file a tax return for the current year, and no one is claimed as a tax dependent by someone else.

The Budget Group for...	Includes...
Customer	<ul style="list-style-type: none"><li>• Self</li><li>• Customer's mother</li><li>• Customer's step-father</li></ul>

### 8) Lives with a parent, but claimed as a tax dependent by a non-custodial parent.

The customer, her 20-year old daughter and the daughter's 1-year old son live together. The customer plans to file a tax return for the current year and will claim her daughter as a tax dependent. The daughter's son will be claimed by his father who lives in another state. (See Example #6 for the daughter's budget group)

The Budget Group for...	Includes...
Son	<ul style="list-style-type: none"><li>• Self</li><li>• Son's mother</li></ul>

### 9) Claimed as a tax dependent by one parent, but living with more than one parent.

The customers are married and live together with their 5-year old son. They plan to file separate tax returns this year. The mother will claim the son as a tax dependent. (See Example #2 for the parents' budget groups)

The Budget Group for...	Includes...
Son	<ul style="list-style-type: none"><li>• Self</li><li>• Mother</li><li>• Father</li></ul>

**10) Claimed as a tax dependent by someone other than a spouse or parent.**

The customer lives with her 5-year old granddaughter. The customer plans to file a tax return for the current year and will claim the granddaughter as a dependent.

The Budget Group for...	Includes...
Granddaughter	• Self

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**Not a Taxpayer or Tax Dependent (age 19 or older) Budget Group Examples**

**11) Not a taxpayer or claimed as a tax dependent**

The customer and his partner are both over 19 years old and are not married. They live together along with the partner's 12-year old son. No one plans to file a tax return for the current year, nor will they be claimed as dependents by someone else.

The Budget Group for...	Includes...
Son	• Self
Mother	• Self • Mother's son

**12) Claimed as a tax dependent by someone other than a spouse or parent.**

The customer is 63 years old and lives with her adult daughter. The adult daughter plans to file a tax return for the current year and will claim the customer as a dependent.

The Budget Group for...	Includes...
Customer	• Self

**13) Pregnant Woman Budget Group**

The customer is pregnant and lives with her daughter.

The Budget Group for...	Includes...
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Customer	<ul style="list-style-type: none"><li>• Self</li><li>• Daughter</li><li>• Unborn Child</li></ul>
Customer's daughter	<ul style="list-style-type: none"><li>• Self</li><li>• Mother</li></ul>

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## B Conflicting Tax Information

Programs	Manual Section
Caretaker Relative Pregnant Women Child Adult KidsCare	MA602D


Member completes and application online stating she files head of household and claims her 2 children. While working her case, the Benefits and Eligibility Specialist discovers the children's father (not in the home) has also submitted an application and reports claiming the 2 children. This would require further verification to determine who is actually claiming the children for tax purposes.

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## **E603 Examples for What is not Income**

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## A Return of An Incorrect Payment

Program	Manual Section
All programs	MA603

On January 3<sup>rd</sup>, the customer receives his regular VA pension check of \$290.00. On January 15<sup>th</sup>, he gets another check for \$290.00 with a letter saying that his January check was delayed due to a computer error. The customer realizes that the second check was sent by accident and plans to return it.

The second payment is not returned until early April. The customer explains that he was not able to return it sooner due to illness. The return of the second \$290.00 check is verified and the reason for the delay is noted in the file.

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## B Vendor Payment

Program	Manual Section
All programs	MA603

The customer is unable to pay his car payment. His sister pays the monthly loan payment for him directly to the lender. The payment is not income to the customer.

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## **E604 Receipt of Income Examples**

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## A Revocably Assigned Income Examples

Program	Manual Section
All programs	MA604B

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### Examples

#### 1) Flat Rate Insurance Policy

The customer has a flat rate long-term care insurance policy. It pays \$50.00 a day for each day that he is in a nursing facility. The payments are made monthly.

The customer has signed a form that authorizes the insurance company to make the payments directly to the nursing facility. However, he can have the payments sent to himself instead at any time.

The insurance payments are revocably assigned, so they are considered constructively received. The payments are counted as income to the customer, just as if they were sent to him instead of the nursing facility.

#### 2) Disability Insurance

The customer has a disability insurance policy that pays \$2,500 per month. The insurance payment is being paid to the customer's spouse. The customer can have the payments paid to him at any time.

The disability insurance payments are revocably assigned, so they are considered constructively received. The payments are count as income to the customer, not the spouse.

#### 3) Annuity Payments

The customer purchased an irrevocable annuity in 2012 that pays \$1,500 per month. Payments are currently being paid to the customer's son. According to the annuity contract, the customer may change who receives payments from the annuity at any time.

The annuity payments are revocably assigned, so they are considered constructively received. The payments are counted as income to the customer. Payments made to the customer's son during the transfer look-back period must be reviewed as potential transfers (MA902A).

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## B Example Irrevocably and Permanently Assigned Income

Program	Manual Section
ALTCS	MA604.B

The customer has a flat rate insurance policy. It pays \$50.00 a day for each day that he is in a nursing home. The payments are made monthly.

The customer irrevocably assigns these monthly insurance payments to the nursing home beginning in the month of November. He cannot change the assignment or get the ongoing payments back.

Any payments the customer got before November are counted as income in the month he got them. Starting in November, the payments are not counted as income. However, if the customer is applying for or getting ALTCS, the assignment of the insurance payments is as a transfer.

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## C Irrevocably and Periodically Assigned Income Example

Program	Manual Section
ALTCS only	MA604.B

The customer is an ALTCS customer. She irrevocably assigns her pension payments for January and February of this year to her adult child.

Since only two months of the pension payments were assigned, the payments are considered constructively received for ALTCS. The payments for January and February are counted as income for the customer just as if she had actually received them.

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## D Income Received on Behalf of Another Person Example

Program	Manual Section
All programs	MA604.C.2

The customer and her 17 year-old son live together. The customer receives Social Security Disability and a Social Security benefit for her son.

Both payments are directly deposited to the customer's checking account. The Social Security records show that the customer is the representative payee for her son's Social Security benefits. The son's Social Security benefit deposited into her account is not counted as income for the customer. It is counted as income for her son.

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## E Five Weekly Payments Received In a Month Example

Program	Manual Section
ALTCS SSI-MAO MSP FTW	MA604.E

The customer applies in November. He is working and paid weekly. The customer gets five weekly checks in November. The total income from the five checks received in November is more than the income limit. In December and for the next few months, the customer will receive four weekly checks. The total income from the four checks he normally gets is less than the income limit.

The customer will be denied in November for excess income, and approved for December and ongoing. The worker uses the customer's pay schedule to figure out the next month he will get five checks and sets an alert for the month before to review his case.

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## F Three Bi-Weekly Payments Received In a Month Example

Program	Manual Section
ALTCS SSI-MAO MSP FTW	MA604.E

The customer applies in November. He is working and is paid every other week. The customer gets three bi-weekly checks in November. The total income from the three checks received in November is more than the income limit. In December and for the next few months, the customer will get two bi-weekly checks. The total income from the two checks he normally gets is less than the income limit.

The customer will be denied in November for excess income, and approved for December and ongoing. The worker uses the customer's pay schedule to figure out the next month he will get three checks and sets an alert for the month before to review his case.

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## G Contract Periods That Cover More Than One Calendar Year Example

Programs	Manual Section
Adult Caretaker Relative Child Pregnant Woman KidsCare	MA604F.1

The customer applies in October. He is employed under a contract with a local bank to revise their human resources policy. The contract runs from September 1<sup>st</sup> through March 31<sup>st</sup> of the following year. He is paid \$2000 monthly for a total of \$14,000.

He was paid \$2000 in September, and has not been paid yet for October.

The monthly equivalent is calculated by taking the income he will get under the contract from the month he applied through September of the following year.

He will get \$2000 per month for the months of October through March for a total of \$12,000. This amount is divided by 12 to get the monthly equivalent of \$1000.

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## H Contract Anticipated To Be Renewed Example

Programs	Manual Section
Adult Caretaker Relative Child Pregnant Woman KidsCare	MA604F.1

The customer applies in March. She is employed under a contract with the school district as a teacher's aide. She has received a contract for the last two years and expects to get a contract for the next school year too.

The contract covers the school year from August 23<sup>rd</sup> through May 23<sup>rd</sup>. The customer will be paid bi-weekly, and the total contract amount is \$24,600.

The monthly equivalent is calculated by taking the anticipated income from the month she applied through February of the following year.

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## I Seasonal Income Example

Programs	Manual Section
Adult Caretaker Relative Child Pregnant Woman KidsCare	MA604F.2

The customer has worked at the Honey Baked Ham store every holiday season (from October 1 through December 31) for the last 4 years. On her application, she says that she will be working there again this year.

AZ DOR shows income from this employer only in the 4th quarter of each of the last 4 years. She has earned an average of \$1,200 each year from this seasonal job and expects to make the same amount this year.

The expected annual income of \$1,200 is divided by 12 months to get the monthly equivalent of \$100 per month.

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## J Changes In Pay Rate Example

Program	Manual Section
All programs	MA604B

The customer reports receiving a raise in pay from \$9.00 per hour to \$9.50 per hour, however they have not yet received any paystubs with the new pay rate. The customer's normal hours are 30 hours per week, paid bi-weekly, both of which are not expected to change. To forecast the new pay amounts:

- (Normal bi-weekly hours of 30 hours per week) x (2) = 60 hours per pay period
- (60 hours) x (new pay rate of \$9.50 per hour) = new anticipated pay of \$570 per pay period

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## K Changes In Work Hours Examples

Program	Manual Section
All programs	MA604G

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### Examples

#### 1) Example 1: Paid weekly and work hours vary

The customer reports that their new work hours will vary between 10 and 20 hours per week. Their pay rate is \$8.25 per hour and that will not change. To forecast the new pay amounts:

- Add the range of hours to get the average weekly hours:  $(10 + 20) = 30$ . Divide by 2 = 15 (Expected averaged weekly hours).
- Multiply by 2 to get the average hours per pay period.  $(15 \times 2) = 30$  (Expected averaged bi-weekly hours).
- Multiply by the pay rate to get the new expected bi-weekly pay rate  $(30 \times 8.25) = \$247.50$

#### 2) Example 2: Paid semi-monthly and work hours vary

The customer reports that their new work hours will vary between 20 and 25 hours per week. Their pay rate is \$8.25 per hour and that will not change. To forecast the new pay amounts:

- Add the range of hours to get the average weekly hours:  $(20 + 25) = 45$ . Divide by 2 = 22.5 (Expected averaged weekly hours).
- Multiply by 2.15 to get the average hours per pay period  $(22.5 \times 2.15) = 48.37$  (Expected average semi-monthly hours)
- Multiply by the pay rate to get the new expected semi-monthly pay rate  $(48.37 \times 8.25) = \$399.05$



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## L Zero Pay Periods Example

Program	Manual Section
All programs	MA604G

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### Examples

The customer reports that she gets paid weekly, works on call, and that zero pays are not unusual. She provided 4 weekly paychecks, 1 of which is a zero pay. The gross pay for each of the checks were (check 1 = \$300.00, check 2 = \$290.00, check 3 = \$0.00, and check 4 = \$310.00). To determine the monthly amount to budget for a MAGI program:

- Add all of the pay amounts for the income period ( $\$300 + \$290 + \$310 = \$900$ )
- Divide by the amount of total number of pay periods including the zero pay period ( $\$900$  divided by 4) = \$225
- Multiply by 4.3 because she is paid weekly ( $\$225 \times 4.3 = \$967.50$ ) (average monthly amount including the zero pay)

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## M Garnishments and Overpayments Examples

Program	Manual Section
All programs	MA604E

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### Examples

#### 1) Income Garnished but the full amount is counted

The customer does not get their full Social Security payment in the amount of \$1,200 per month because an overpayment is being recovered in the amount of \$121.00 monthly. At the time of the overpayment, the customer was not receiving AHCCCS benefits. The customer's full gross amount of \$1,200.00 is countable income.

#### 2) Income Garnished and the garnished amount is excluded

The customer is entitled to a full monthly Social Security payment in the amount of \$1,600.00. The customer only gets \$1,360.00 per month because an overpayment of \$240.00 is being recovered monthly. The customer was receiving AHCCCS benefits during the overpayment. The overpayment was factored into eligibility determinations during that period. The \$240.00 is excluded from the customer's countable income.

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## N Unusual Low-high Income Payments

Program	Manual Section
All programs	MA604G

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### Examples

#### 1) Unusual Pay is expected to continue

The customer takes on an extra shift that is outside of her normal work hours. She reports that this is recurring, and happens every other week. The customer is paid weekly, and she provided 4 weekly paychecks. The gross pay for each of the checks were:

- check 1 = \$300.00
- check 2 = \$450.00
- check 3 = \$300.00
- check 4 = \$450.00

To determine the monthly amount to budget for a MAGI program:

- Add all the pay amounts for the income period ( $\$300 + \$450 + \$300 + \$450$ ) = \$1,500
- Divide by the amount of total number of pay periods ( $\$1,500$  divided by 4) = \$375
- Multiply by 4.3 because she is paid weekly ( $\$375 \times 4.3$ ) = \$1,612.50 (average monthly amount including the bonus)

#### 2) Work hours outside of normal range (Not expected to continue)

The customer is asked to take on an extra shift for a co-worker who has called out sick. She reports that this is an unusual circumstance. The customer is paid weekly, and she provided 4 weekly paychecks. A call to the employer verifies that the customer normally works 30-35 hours per week and the additional hours worked in week 3 were unusual. The hours and gross pays provided were:

- check 1 = 32 hours \$480
- check 2 = 30 hours \$450
- check 3 = 40 hours \$600
- check 4 = 34 hours \$510

To determine the monthly amount to budget for a MAGI program:

- Add all the pay amounts for the income period that are included in the normal range of hours verified by the employer, not using the usual pay ( $\$480 + \$450 + \$510$ ) = \$1,440

- Divide by the amount of total number of checks used ( $\$1,440$  divided by  $3$ ) =  $\$480$
- Multiply by  $4.3$  because she is paid weekly ( $\$480 \times 4.3$ ) =  $\$2,064$  (average monthly amount excluding the unusual pay)

### 3) Bonus One time occurrence (Not expected to continue)

The customer receives a one-time bonus. She reports that this is unusual, and the employer verified that this was a one-time occurrence. The customer is paid weekly, and she provided 4 weekly paychecks. The gross pay for each of the checks were:

- check 1 =  $\$600.00$
- check 2 =  $\$625.00$
- check 3 =  $\$1,300.00$  (Includes the  $\$700$  Bonus)
- check 4 =  $\$600.00$

To determine the monthly amount to budget for a MAGI program:

- Add all the pay amounts for the income period subtracting the bonus amount ( $\$600 + \$625 + \$600 + 600$ ) =  $\$2,425.00$
- Divide by the amount of total number of pay periods ( $\$2,425$  divided by  $4$ ) =  $\$606.25$
- Multiply by  $4.3$  because she is paid weekly ( $\$606.25 \times 4.3$ ) =  $\$2,606.88$  (average monthly amount excluding the bonus)

### 4) None of the previous checks could be used to project income for future months:

The customer reports that she had a special project at her work and worked an extra seven hours during her last four checks, but this is unusual and will not continue. A call to the employer confirms that she will no longer work the extra hours and her normal pay is 33 hours a week at  $\$15$  an hour. She is paid weekly and provided a copy of her last four checks. The gross pay for each of the checks were:

- check 1 =  $\$600.00$
- check 2 =  $\$600.00$
- check 3 =  $\$600.00$
- check 4 =  $\$600.00$

Because all checks can't be used to determine the ongoing income, use the statement from the employer to project income for future months. To determine the monthly amount to budget for a MAGI program:

- Multiply the number of normal hours by the hourly pay ( $33 \times \$15$ ) =  $\$495$ .
- Multiply by  $4.3$  because she is paid weekly ( $\$495 \times 4.3$ ) =  $\$2,128.50$

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## **E605 Verifying Income Examples**

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## A Reasonable Compatibility Examples

Programs	Manual Section
All programs, except ALTCS	MA605.1

### 1) Example - Income information is reasonably compatible

The customer is 40 years old. He is a single person applying for MA in January 2014. The customer lists income of \$1,150 per month from his job on the application. The state hub shows average monthly income of \$1,220 from the job. No other income is found by the state and federal hubs.

Under the Adult Group, the income limit for a budget group of one person is \$1,274 per month. Since both sources of information show that his income is below the limit, the customer qualifies for MA no matter which source is used. The difference in the two amounts does not affect eligibility, so it is reasonably compatible.

### 2) Example - Income information is not reasonably compatible

The customer is also 40 years old and a single person applying for MA in January 2014. The customer lists income of \$1,150 per month on the application from his job, but the state hub shows average monthly income from this job is \$2,150. No other income is found by the state and federal hubs.

Under the Adult Group, the income limit for a budget group of one person is \$1,274 per month. Since the customer says his income is low enough to qualify for MA, but the state hub shows his income is too high to qualify, he will need to provide proof of his current monthly income. The difference in the two amounts could affect eligibility, so it is not reasonably compatible.

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## **E606 Types of Income**

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## A Allocated Income

Programs	Manual Section
All programs	MA606H

Example	Calculation
<p>The customer is in a nursing facility and on ALTCS. His spouse lives at home and is applying for SSI MAO.</p> <p>The customer's gross income is \$745 per month.</p> <ul style="list-style-type: none"> <li>• He pays \$38.50 for health insurance</li> <li>• His personal needs allowance (PNA) is \$141.45</li> <li>• His calculated Share of Cost (SOC) is \$0</li> <li>• The calculated CSMIA is \$895</li> </ul>	<p>745.00 (gross income)</p> <p>-141.45 (PNA)</p> <p>-38.50 (insurance premium)</p> <p>=565.05 (remaining income)</p> <p>Remaining income is less than the CSMIA. So, the allocated income amount is \$565.05.</p>
<p>The customer is in a nursing facility and on ALTCS. Her spouse lives at home and is applying for MSP.</p> <ul style="list-style-type: none"> <li>• The customer's gross income is \$1490 per month</li> <li>• Her PNA is 141.45</li> <li>• She pays \$120.00 for health insurance</li> <li>• Her calculated SOC is 983.55</li> <li>• The calculated CSMIA is 245.00</li> </ul>	<p>1490.00 (total gross income)</p> <p>-141.45 (PNA)</p> <p>-120.00 (TPL)</p> <p>-983.55 (SOC)</p> <p>=245.00 (remaining income)</p> <p>Remaining income is less than the CSMIA. So, the allocated income amount is \$245.</p>
<p>The customer is in an assisted living home and is on ALTCS. His spouse lives at home and is applying for ALTCS.</p> <ul style="list-style-type: none"> <li>• The customer's gross income is \$4500 per month</li> <li>• His PNA is \$2829.00</li> <li>• He pays \$50.00 for TPL</li> <li>• Calculated SOC is \$0</li> <li>• The calculated CSMIA is \$1062.00</li> </ul>	<p>4500.00 (total gross income)</p> <p>-2829.00 (PNA)</p> <p>-50.00 (TPL)</p> <p>=1621.00 (remaining income)</p> <p>Remaining income is more than the CSMIA. So, the allocated income amount is the full CSMIA amount of \$1062.</p>



## B Disability Insurance Payments Examples

Programs	Manual Section
All programs	MA606S

### 1) Reduced Disability Insurance Amount

The customer is out of work and getting short-term disability insurance payments. The proof provided by the insurer shows that he is entitled to a maximum benefit of \$1,250.00 per month. However, he also gets a monthly Social Security Disability payment of \$820.00.

The \$820.00 from Social Security is deducted from the maximum short-term disability benefit, resulting in an actual disability insurance payment of \$430.00. Only the \$430.00 actually paid is considered as disability insurance income.

### 2) Taxable Disability Insurance Amount (MAGI Only)

The customer is getting long-term disability benefits of \$1,500 per month. The proof provided by the employer shows that the customer's long-term disability premiums were split between the employer and the customer with each paying half. The employee's half of the premiums were paid with after-tax income.

Since half of the premium was paid by the employee with after-tax income, half of the \$1,500 payment is excluded from counting as income. The other half of the payment is counted since the other half of the premium was paid by the employer.

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## C Indian Gaming Profit Distribution

Programs	Manual Section
All programs	MA606DD

The customer received a quarterly gaming distribution of \$2000 in October from the tribe. Since quarterly payments are based on new gaming profit, we will not know the amount of each payment until after the payments have been received. So, the \$2000 received in October is used to anticipate the amount of the payment that will be received in the next quarter (January).

NOTE For programs where income is not prorated over the months in the quarter and is counted in full for the month it is received, a quarterly payment may put the person over the income limit. If the gaming income puts the customer over the income limit for January, his AHCCCS Medical Assistance will be stopped from January 1 to January 31. His benefits will be reinstated for February 1st.

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## D Indian Income from Protected Rights and Resources

Programs	Manual Section
All programs	MA606EE

### 1) Indian Land Lease or Royalty Payments Example

The customer is a tribal member and has an allotment of trust lands. These lands are leased out for livestock grazing, and the customer gets a semi-annual payment of \$4,500 from this lease. The proof received shows that the lands leased are federally-designated trust lands, and the income is not counted when determining the customer's eligibility.

### 2) Products Harvested Under Protected Rights or from Trust Land Example 1

The customer is a member of a tribe that has federally protected fishing rights. Each year during the spring, he fishes and sells much of the catch. He provides proof from the tribe of his fishing rights, and the income is not counted when determining his eligibility.

### 3) Products Harvested Under Protected Rights or from Trust Land Example 2

The customer is a member of a tribe with federally protected hunting and gathering rights. She creates and sells artworks and crafts from deer and elk antlers, hide and other products from this hunting. She provides proof of her tribal hunting and gathering rights, and the income is not counted when determining her eligibility.

### 4) Unique Religious, Spiritual, Traditional, or Cultural Significance Example

The customer gathers and sells herbs and plants for use in traditional tribal ceremonies. She makes between \$200 and \$600 per month from this self-employment. She provides a statement about the spiritual and traditional significance of the plants and herbs for tribal ceremonies. The income is not counted when determining the customer's eligibility.

## E Self-Employment Examples

Programs	Manual Section
MAGI programs	MA606CCC

### 1) Net Loss of Income (MAGI programs only)

The customer's business did not make any profits for the year. The customer gives proof that the business had a loss of \$2,400 for the year. The \$2,400 is divided by 12 to get the monthly amount of loss. The average monthly loss is \$200. This amount is subtracted from the budget group's countable income when determining income eligibility.

### 2) Net Loss of Income (Non-MAGI programs only)

The customer's business did not make any profits for the year. The customer gives proof that the business had a loss of \$1800 for the year. The \$1800 is divided by 12 to obtain the monthly amount of loss. The average monthly loss is \$150. The income from this business is counted as \$0 when determining the budget group's countable income eligibility for the month.

### 3) Qualified Joint Venture by a Married Couple (All Programs)

The customer provided two Schedule C Tax forms as proof of income for the business the customer and spouse share. Both the customer and spouse filed taxes as joint owners of the business. Since both customers run the business, they are co-owners and each filed taxes for their part. Income from the business would be counted for each member when determining the budget group's countable income.

### 4) Non-Standard Self Employment (All Programs)

The customer and her family were part of the Adopt-A-Road program for years while she was in high school. Last year she moved into an apartment with her friends but had trouble finding work. She decided to use her experience as a volunteer and collect cans and other materials she could sell. She does keep regular hours and considers this her job. When she filed taxes, she used Form 1040 and had to attach a Schedule 1 for 'Other Income'. Even though she did not have a formal business, her self-employment income is countable, and the tax forms may be used as proof.

### 5) Pro-Rated Monthly amounts (All Programs)

The customer started a business in early September last year. The customer started making money right away and the businesses income has stayed the same ever since. He and his family applied for Medical Assistance in March of this year. The customer explained that the tax forms are the only proof they could give, but that they expected this income to stay about the same month to month. We would use the customer's tax forms to calculate his monthly income from the previous year. By dividing the income and expenses claimed on his tax forms by the number of months (September through December) he was in business.

### 6) Loan Expenses (Non-MAGI programs only)

The customer and spouse have a mortgage on their farm. The customer is now applying for ALTCS. They give tax documents for the farm as proof of income. The mortgage payments are entered as an expense on the tax documents. For ALTCS, and other Non-MAGI programs, the interest paid on the mortgage is deducted from the income. Payment of the loan principal is not deducted from the income when determining the budget group's countable income.

**7) Loan Expenses (MAGI programs only)**

The customer owns and operates a small cafe. The business has a mortgage for the land and the building. The customer applies for Medical Assistance in the Adult program. The customer gives tax forms as proof of income. The mortgage is entered as an expense. For Adult and MAGI programs, the full amount of the expense paid for the mortgage is allowed. Both principal and interest are deducted from the income when determining the budget group's countable income.

**8) Income is not the same as last year (All Programs)**

The customer is self-employed. The customer gives taxes for last year as proof of income. When applying, the customer provided a letter explaining that this income is less than last year. The letter says that the income is about the same every month. The customer is asked to provide proof of the last 30 days of income and expenses for the business. This proof will be used when determining her budget group's countable income for the month.

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## F Arizona State Retirement System with Health Insurance Supplement Examples

Programs	Manual Section
All programs	MA606TT

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### Examples

**1) The health insurance premium supplement is the same amount as the premium paid.**

A pay stub from Arizona State Retirement System (ASRS) shows:

- \$950 gross monthly income;
- \$100 of the gross amount is for a health insurance premium supplement; AND
- \$100 is deducted for a health insurance premium.

$\$950$  (Gross income) -  $\$100$  (health insurance premium supplement) =  $\$850.00$  countable income.

NOTE For ALTCS, a share of cost deduction would not be allowed for the health insurance because ASRS is paying the entire premium for the customer.

**2) The health insurance premium supplement is less than the total premium paid.**

A pay stub from Arizona State Retirement System (ASRS) shows:

- \$1200 gross monthly income;
- \$100 of the gross amount is for a health insurance premium supplement; AND
- \$300 is deducted for a health insurance premium.

$\$1200$  (Gross income) -  $\$100$  (health insurance supplement) =  $\$1100.00$  countable income.

NOTE For ALTCS, only \$200 would be allowed as a share of cost deduction because it is the amount the customer actually pays for the premium.

**3) The health insurance premium supplement is more than the total premium paid.**

A pay stub from Arizona State Retirement System (ASRS) shows:

- \$800 gross monthly income;
- \$100 of the gross amount is for a health insurance premium supplement; AND
- \$80 is deducted for a health insurance premium.

$\$100$  (health insurance supplement) -  $\$80$  (health insurance premium) =  $\$20$  countable from the health insurance supplement. Only an amount up to the premium paid may be deducted from the total income.

$\$800$  (Gross income) +  $\$20$  (The amount of the supplement that exceeds the total premium paid) =  $\$820$  countable income.

NOTE For ALTCS, a share of cost deduction would not be allowed for the health insurance because ASRS is paying the entire premium for the customer.

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## G Crowdfunding

Programs	Manual Section
ALTCS SSI MAO MSP	MA606AA

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### Examples

#### 1) The customer does not own the crowdfunding account

The customer got into a car accident. The injuries caused by the accident made him need nursing home care. The customer's best friend created a GoFundMe crowdfunding campaign to help pay for the customer's medical expenses related to the car accident.

Since the customer is not the owner of the GoFundMe campaign, it is not counted as a resource for ALTCS. When the money is given to the customer, it is a gift/contribution and is counted income for non-MAGI Medical Assistance programs.

#### 2) The customer owns the crowdfunding account

The customer had a stroke and needed nursing home care. She created a Fundly crowdfunding campaign to help pay for expenses while she is out of work. Since the customer is the owner of the campaign, any money available to her is counted as a resource for ALTCS. All money raised is countable income for non-MAGI Medical Assistance programs.

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## H Difficulty of Care Payments

Programs	Manual Section
MAGI Programs	MA606UUU

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### Examples

#### 1) The customer receives difficulty of care payments

The customer has wages reported through a HUB hit. She says she takes care of her father who receives ALTCS services. Her father lives with her. The customer has no other clients. She receives \$200 biweekly from the home healthcare agency for taking care of her parent. The \$200.00 is a Difficulty of Care payment. It is excluded when determining her eligibility for MAGI programs.

#### 2) The customer receives both difficulty of care payments and regular wages.

Customer works for a home healthcare agency. The company is paying her to care for two people. She is paid for providing caregiving services two days a week to her son who receives ALTCS services and lives with her. She is also paid for providing caregiving services one day a week to an elderly man who lives in the next town. She receives one check for all the hours she works in the amount of \$300.00. Mary provides a statement from the agency saying \$100.00 of the total wages is for the person who does not live in her home. The \$200.00 received for the care of her son is determined to be a Difficulty of Care payment. The Difficulty of Care payment of \$200.00 is excluded when determining her eligibility for MAGI programs. The \$100.00 is counted as wages.

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# E607 Expenses Exceed Income Examples

Programs	Manual Section
All Programs	MA607

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## Examples

The following are examples of when the information provided by the customer is enough proof for expenses exceed income and when the information is questionable or inconsistent and needs more proof.

### 1) Customer Statement is not Questionable or Inconsistent

**Example #1** The customer provided proof that child support income recently stopped. This reduced income for the household. The customer does not know how they will meet their living expenses.

The customer's statement is not questionable or inconsistent. No further proof for expenses exceed income (EEI) is needed for the application but must be reviewed again six months.

**Example #2** The customer has no income reported and it is time for their annual renewal. When asked how the customer was meeting basic living expenses, the customer stated they were living off credit cards. The customer's statement was accepted for proof for the new application. It has now been a year. The customer explained that they moved in with family who is not charging them for shelter costs and food. The customer already reported the move.

The customer's statement is not questionable or inconsistent. The customer's statement is acceptable proof that the customer does not have living expenses that exceed income.

### 2) Customer Statement is Questionable or Inconsistent

**Example #1** The customer has no income reported and it is time for their annual renewal. When asked how the customer is meeting basic living expenses, the customer states that they have been living off savings. Additionally, the customer is living with friends and reported expenses of utilities and water. Last year, the customer was asked how much money was in savings. The reported expenses have exceeded the reported savings. The customer did not provide any other explanation.

The customer's statement is questionable because they would have used all their savings. The customer needs to provide proof of basic living expenses and how the customer is paying the expenses.

**Example #2** The customer has no income reported and it is time for their annual renewal. When asked how the customer was meeting basic living expenses, the customer previously stated they were living off credit cards and rent was \$500.00. The customer's statement was accepted for proof at that time. It has now been a year. Further discussion reveals that once a week the customer gives blood to the local blood bank for \$50.00. The \$50.00 per week is self-employment income.

The customer's statement is inconsistent. The \$200.00 the customer gets does not cover the reported \$500.00 rent expense. The customer needs to provide proof of basic living expenses and how the customer is paying the expenses.

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## **E608 Income Deeming Examples**

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## A Sponsor Deeming - Counting Only Current and Past Quarters

Programs	Manual Section
All programs	MA608.B

The customer applies for AHCCCS Medical Assistance on May 23rd. Her earnings history from Social Security shows wages earned through December of the previous year and verifies that she has 36 qualifying quarters. She states that she has earned \$4,000 so far since the beginning of the current year.

For the current year, the most quarters for which she can be credited is 2 quarters because May is in the second quarter of the year. The 2 quarters from the current year plus the 36 quarters verified by SSA add up to 38. Since this is less than the 40 quarters needed to be exempt from sponsor deeming, the customer does not have to provide proof of the income earned this year.

**NOTE** When the fourth quarter of the current year is reached, the customer is potentially eligible for the exemption from sponsor deeming and income for any lag quarters will need to be verified.

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# E609 Modified Adjusted Gross Income (MAGI) Deductions Examples

Programs	Manual Section
Caretaker Relative (including TMA and Continued Coverage)	MA609C
Pregnant Woman	
Child	
Adult	
KidsCare	

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## Examples

The following examples are for several of the most common types of MAGI deductions:

### 1) Contributions to a Health Savings Account

The customer is employed and has Health Savings Account (HSA) contributions deducted from her paycheck every month. She provided pay stubs verifying the deductions. The amount of the monthly HSA contribution is given as a MAGI deduction.

### 2) Spousal Support

The customer and his wife both pay spousal support to ex-spouses.

The customer’s spousal support agreement was created in 2017 and has not been modified since then. The spousal support he pays every month is allowed as a MAGI deduction.

The customer’s current wife also pays spousal support, but the agreement was created in February 2019. The spousal support she pays every month is not allowed as a MAGI deduction.

### 3) Educator expenses

The customer is a full-time teacher and is claiming educator expenses. He provides a copy of his last tax returns confirming the deduction. He also has receipts for the current year showing \$312.00 in out-of-pocket expenses for class supplies this year. Only \$250.00 of the expenses are allowed as a MAGI deduction. The \$250 is divided by 12 to get a monthly amount for the deduction.

### 4) Pre-tax deductions from gross income

The customer and her spouse work and both have pre-tax deductions taken from their pay. The customer provides recent paystubs from their jobs.

She is paid bi-weekly and the paystubs show several deductions from gross pay, which are listed in two separate boxes on the paystub. One box is titled “Pretax deductions” and the second box is titled “Other Deductions”. The Pretax Deductions box shows deductions for health insurance and retirement totaling \$132.00 per pay period. The customer is given a MAGI deduction for \$132.00 bi-weekly.

The customer's spouse is paid weekly. His paychecks also show multiple deductions, but they are all listed together in one box. However, one deduction for \$28.00 has an asterisk at the end. At the bottom of the paystub, it explains that deductions with an asterisk are taken pretax. The customer's spouse is given a MAGI deduction for \$28.00 weekly.

#### **5) Student loan interest paid**

The customer is making monthly student loan payments of \$250.00. The proof shows that \$180.00 of the payment is for the loan principal, and \$70.00 is for the loan interest. The \$70.00 in interest is given as a MAGI deduction.

#### **6) MAGI 5% Disregard - Adult**

The customer is a household of one person with no dependents. He only meets the non-financial requirements for the Adult program. He has counted income of \$1,450.00 per month, which is compared to the 2020 income standard for an Adult of \$1,415.00. Since the Adult program is the only program that Andrew might qualify for, the MAGI 5% disregard of \$54.00 is applied.

After the 5% disregard is applied, the counted income is \$1,396.00. The customer qualifies for the Adult program.

#### **7) MAGI 5% Disregard – Caretaker Relative #1**

In October 2020, a married couple apply for themselves. They have six-year old twin children who get SSI-Cash and are already receiving AHCCCS MA.

The parents are filing a joint return and claiming the children. Both parents are under age 65 and do not have Medicare. The family's counted monthly income is \$2,373.00. The parents meet the non-financial requirements for two MAGI programs, the Caretaker Relative and the Adult programs.

The budget group size is four people for both parents. The household income of \$2,373.00 is first compared to the income limit for the Caretaker Relative program for a family of four, which is \$2,315.00. The parents are over the income limit for the Caretaker Relative program. Since they also meet the requirements for the Adult program, the MAGI 5% disregard is not applied to the income test for Caretaker Relative. The household income is then compared to the income limit for the Adult program for a family of four, which is \$2,904.00. The household income is under the Adult limit and the parents qualify for the Adult program. The 5% MAGI Disregard is not applied.

#### **8) MAGI 5% Disregard – Caretaker Relative #2**

The customer is 68 years old and has custody of her three grandchildren. She applies for AHCCCS for herself in June 2020. The children are already on AHCCCS. The customer has counted income of \$2,350.00 per month. She will be filing taxes and claiming the three grandchildren as dependents. The customer only meets the non-financial requirements for one MAGI program, the Caretaker Relative Program.

The customer's MAGI budget group includes all four family members. The customer's income of \$2,350.00 is compared to the Caretaker Relative income limit for a household of 4, which is \$2,315.00. Since the Caretaker Relative program is the only program that the customer might qualify for, the MAGI 5% disregard of \$110.00 is applied.

After the 5% disregard is applied, the counted income is \$2,240.00. The customer qualifies for the Caretaker Relative program.

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## **E610 Examples for Calculating Income Eligibility for ALTCS**

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Click on the next  (arrow) button in the top navigation pane to go to the Chapter subsections.

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## A Gross Test Calculation - Non-Community Spouse

Program	Manual Section
All programs	MA610

### Examples

The customer lives with his wife, but they do not meet the community spouse rules. Their two minor children, who are 13 and 15 years old, live with them.

The customer gets Social Security Disability of \$1,000 and a disability pension of \$500 per month. His wife works full time and earns \$4,000 per month.

The two children each get Social Security Survivor's benefits of \$250 per month.

The customer's eligibility is calculated using the steps below:

Step	Action
1	The customer's monthly income is totaled: $\$1,000 + \$500 = \$1,500$
2	The total from step 1 is compared to 300% of the FBR. In 2024, 300% FBR = \$2,829.00 Because \$1,500.00 is less than 300% of the FBR, the customer is income eligible for ALTCS.



## B Gross Income Test Calculation - Community Spouse

Program	Manual Section
All programs	MA610

### Examples

The Community Spouse Gross Income Test can have two parts: community property rules and name-on-check rules.

#### 1) Community Property Rules

The customer lives in a nursing facility and meets the community spouse rules. Her husband lives at home.

The customer gets \$1,200.00 Social Security Retirement and \$200.00 Arizona State Retirement per month. Her husband gets \$1,600.00 Social Security Retirement per month.

First, the gross income test is calculated using community property rules. See the steps below:

Step	Action
1	The gross countable unearned income of both spouses are combined: \$1,400.00 (customer's total countable unearned income) + \$1,600.00 (spouse's total countable unearned income) =\$3,000.00 total gross countable unearned income
2	The gross countable earned income of both spouses are combined: \$0.00 (customer's total countable earned income) + \$0.00 (spouse's total countable earned) =\$ 0.00 total gross countable earned income
3	The combined gross countable unearned income from Step 1 and the combined gross countable earned income from Step 2 are totaled: \$3,000.00 (total gross countable unearned income) + \$0.00 (total countable earned income) =\$3,000.00 total countable income.
4	The total calculated from Step 3 is divided by two: \$3,000.00 / 2 = \$1,500.00.

5	<p>The result from Step 4 is compared to 300% of the FBR.</p> <p>In 2024, 300% FBR = \$2,829.00.</p> <p>Because \$1,500.00 is less than \$2,829.00, the customer is income eligible for ALTCS using community property rules.</p> <p style="padding-left: 40px;">NOTE When the result from Step 4 is more than 300% FBR, "name-on-check rules" are applied. See MAE610B.2 below.</p>
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**2) Name on Check Rules**

The customer lives with his spouse at home and meets the community spouse rules.

He gets monthly income of \$800.00 Social Security retirement and \$600.00 California State retirement pension. His spouse works full time and earns \$5,000.00 a month in wages.

The community property rules are applied first, then the name-on-check rules:

Step	Action
1	<p>The gross countable unearned income of both spouses is combined:</p> <p>\$1,400.00 (customer's total countable unearned income)</p> <p>+ \$0.00 (spouse's total countable unearned income)</p> <hr style="width: 100%; border: 0.5px solid black;"/> <p>= \$1,400.00 total gross countable unearned income</p>
2	<p>The gross countable earned income of both spouses is combined:</p> <p>\$0.00 (customer's total countable earned income)</p> <p>+ \$5,000.00 (spouse's total countable earned)</p> <hr style="width: 100%; border: 0.5px solid black;"/> <p>= \$5,000.00 total gross countable earned income</p>
3	<p>The combined gross countable unearned income from Step 1 and the combined gross countable earned income from Step 2 is totaled:</p> <p>\$1,400.00 (total gross countable unearned income)</p> <p>+ \$5,000.00 (total countable earned income)</p> <hr style="width: 100%; border: 0.5px solid black;"/> <p>= \$6,400.00 total countable income.</p>
4	<p>The total calculated from Step 3 is divided by two:</p> <p><math>\\$6,400.00 / 2 = \\$3,200.00</math></p>
5	<p>The result from Step 4 is compared to 300% of the FBR.</p> <p>In 2024, 300% FBR = \$2,829.00.</p> <p>Since \$3,200.00 is greater than \$2,829.00, the customer is income ineligible for ALTCS using community property rules. Income eligibility must be determined using name on check rules (continue to step 6 below)</p>

6	<p>The customer's counted monthly unearned income and earned income is totaled:</p> <p>\$1,400.00 (customer's total countable unearned income)</p> <p>+ \$0.00 (customer's earned income)</p> <p>= \$1,400.00 total countable income used for the gross income test.</p>
7	<p>The result from Step 6 is compared to 300% of the FBR:</p> <p>Since \$1,400.00 is less than \$2,829.00, the customer is eligible for ALTCS using the name on check rules.</p>

**3) Income Ownership**

Joint Rental Income Example

The customer and spouse are joint owners of a rental property. Their daughter is the agent for the rental property. The monthly rent paid by the renters of the property is \$400.00. The \$400.00 check paid by the renters is made out to the daughter. Although the check is made out to the daughter, the owners of the income are the customer and the spouse. \$200.00 is the customer's income and \$200.00 is the spouse's income.

Jointly Owned Annuity Example:

The customer and spouse are named as the annuitants on an annuity contract. The \$1,000.00 monthly annuity check is made out only in one spouse's name. Because the customer and spouse are both owners of the annuity, \$500.00 is considered the customer's income and \$500.00 is considered the spouse's income.

## C Net Income Test Examples

Program	Manual Section
All programs	MA610

### Examples

#### 1) Net Income Test for the Customer Only

The customer is not married and lives in a setting where long-term care services cannot be provided.

She gets monthly income of \$700.00 Social Security Retirement and a \$100.00 VA pension (need-based). She also sells Avon to make extra money and received \$80.00 in the budget month from this part time job.

The customer's eligibility is calculated using the net income test as follows:

Step	Action
1	<p>Calculate net unearned income:</p> <p>\$700.00 (customer's total countable unearned income that is not needs based)</p> <p>-\$0.00 (1/3 child support deduction is not applicable)</p> <p>=\$700.00 (subtotal)</p> <p>-\$20.00 (general income deduction)</p> <p>=\$680.00 (subtotal)</p> <p>+\$100.00 (need-based income)</p> <p>=\$780.00 (net unearned income)</p>
2	<p>Calculate net earned income:</p> <p>\$80.00 (customer's total countable earned income).</p> <p>-\$0.00 (unused portion of the \$20.00 general income deduction)</p> <p>-\$65.00 (standard work expense deduction)</p> <p>-\$0.00 (IRWE deduction)</p> <p>=\$15.00 (subtotal of earned income)</p> <p>-\$7.50 (½ subtotal of earned income)</p> <p>-\$0.00 (blind work expense deduction)</p> <p>=\$7.50 (net earned income)</p>

3	<p>Calculate total net income:</p> <p>\$780.00 (net unearned income from Step 1 above)</p> <p>+ \$7.50 (net earned income from Step 2 above)</p> <p>= \$787.50 (subtotal or net income)</p> <p>- \$0.00 (no child allocation)</p> <p>= \$787.50 (total net income)</p>
4	<p>The result in Step 3 above is compared to 100% of the FBR</p> <p>In 2024, 100% FBR = \$943.00. Because \$787.50 is less than \$943.00, the customer is income eligible for ALTCS using the 100% FBR net test.</p>

**2) Net Income Calculation for Customer and Spouse**

The customer and his wife live at home with their two-year-old child. The customer has been on ALTCS six months, when the program contractor notifies the office that he is refusing HCBS. The worker determines ALTCS acute care eligibility using the net test.

The customer gets monthly income of \$700.00 Social Security Disability, and his wife works part time and makes \$400.00 per month from her job. The child gets \$250.00 Social Security Survivor benefits.

The customer's eligibility is calculated using the net income test as follows:

Step	Action
1	<p>Calculate net unearned income:</p> <p>\$700.00 (total of the customer's and the spouse's counted unearned income)</p> <p>- \$0.00 (1/3 child support deduction not applicable)</p> <p>= \$700.00 (subtotal)</p> <p>- \$20.00 (general income deduction)</p> <p>= \$680.00 (subtotal)</p> <p>+ \$0.00 (there is no income based on need)</p> <p>= \$680.00 (net unearned income)</p>

2	<p>Calculate net earned income:</p> <p>\$400.00 (total of the customer's and the spouse's counted earned income)</p> <p>-\$0.00 (unused portion of the \$20.00 general income deduction)</p> <p>-\$65.00 (standard work expense deduction)</p> <p>-\$0.00 (IRWE deduction)</p> <p>=\$335.00 (subtotal of earned income)</p> <p>-\$167.50 (½ subtotal of earned income)</p> <p>-\$0.00 (blind work expense deduction)</p> <p>=\$167.50 (net earned income)</p>
3	<p>Calculate total net income:</p> <p>\$680.00 (net unearned income from Step 1 above)</p> <p>+\$167.50 (net earned income from Step 2 above)</p> <p>=\$847.50 (subtotal of net income)</p> <p>-\$142.00 (child allocation amount)</p> <p>=\$705.50 (total net income)</p>
4	<p>Compare the result in Step 3 above to \$1,415.00 (100% of the FBR for a couple for 2024):</p> <p>Because \$705.50 is less than \$1,415.00, the customer is income eligible for ALTCS.</p>

### 3) Calculation for Customer Child and Ineligible Parent

The customer is a 2-year-old child with a developmental disability. She lives with her parents and two minor siblings, aged 5 and 8. She has been on ALTCS benefits for seven months when the program contractor reports that the parents are refusing HCBS services for the customer. The worker determines eligibility for ALTCS acute care using the net test.

None of the children get any income. The customer's father works full-time and makes \$4,000.00 per month. Her mother gets a \$400.00 pension payment. The customer's parents are not receiving or applying for SSI or any AHCCCS benefits for themselves.

The customer's eligibility is calculated using the net income test as follows:

1st Process: Determine Child Allocations	
Step	Action
1	<p>Add the child allocation amounts for each other child in the home other than the customer child (see MA609B.8):</p> <p>\$457.00 (child allocation for 5-year-old sibling)</p> <p>+\$457.00 (child allocation for 8-year-old sibling)</p> <p>= \$914.00 (total child allocation)</p>
2nd Process: Deeming Calculation	

Step	Action
2	<p>Subtract the total child allocation from Step 1 from the ineligible parents' unearned income:</p> <p>\$400.00 (total of the ineligible parents' counted unearned income)</p> <p>- \$914.00 (total child allocations from Step 1)</p> <p>= -\$514.00 (remaining unused child allocations)</p> <p>NOTE Since the child allocation amount is higher than the unearned income, the remaining unearned income amount to be deemed from the parents is \$0. The remaining child allocation is carried over to the net earned income calculation.</p>
3	<p>Calculate ineligible parents' net unearned income:</p> <p>\$0.00 (remaining unearned income amount from Step 2)</p> <p>-\$20.00 (general income deduction)</p> <p>= -\$20.00 (remaining general income deduction)</p> <p>NOTE Since the general income deduction is higher than the remaining unearned income, the unearned income amount to be deemed from the parents is \$0. The remaining general income deduction amount is carried over to the net earned income calculation.</p>
4	<p>Calculate ineligible parents' net earned income:</p> <p>\$4,000.00 (Mr. and Mrs. Kay's total earned income)</p> <p>- \$0.00 (student earned income deductions)</p> <p>- \$514.00 (remaining unused child allocation from Step 2)</p> <p>- \$20.00 (remaining unused general income deduction amount)</p> <p>- \$65.00 (standard income deduction)</p> <p>- \$0.00 (IRWE deduction)</p> <p>= \$3,401.00 (subtotal of earned income)</p> <p>- \$1,700.50 (½ subtotal of earned income)</p> <p>= \$1,700.50 (subtotal of earned income)</p> <p>-\$0.00 (blind work expense deduction)</p> <p>= \$1,700.50 (total net earned income)</p>
5	<p>Calculate total net income as follows:</p> <p>\$0.00 (total net unearned income from Step 3)</p> <p>+\$1,700.50 (total net earned income from Step 4)</p> <p>=\$1,700.50 (total net income)</p>

6	<p>Calculate the deemed income from the ineligible parents:</p> <p>\$1,700.50 (total net income from Step 5)</p> <p>- \$1,415.00 (Couple FBR)</p> <p>= \$285.50 (amount of deemed income from parents)</p>
<b>3rd Process: Net Income Test Calculation</b>	
<b>Step</b>	<b>Action</b>
7	<p>Calculate the net unearned income:</p> <p>\$0.00 (customer child's own income)</p> <p>+ \$285.50 (deemed income from parents from Step 6)</p> <p>- \$0.00 (1/3 child support deduction – does not apply)</p> <p>- \$20.00 (general income deduction)</p> <p>= \$265.50 (subtotal unearned income)</p> <p>+ \$0.00 (no needs based assistance payments)</p> <p>= \$265.50 (net unearned income)</p>
8	<p>Calculate the net earned income:</p> <p>\$0.00 (customer child's counted earned income)</p> <p>- \$0.00 (student earned income deduction is not applicable)</p> <p>- \$0.00 (unused remaining general income deduction from Step 7)</p> <p>- \$0.00 (standard work expense deduction)</p> <p>- \$0.00 (IRWE deduction)</p> <p>- \$0.00 (½ subtotal of earned income)</p> <p>- \$0.00 (Blind Work Expenses)</p> <p>= \$0.00 (net earned income)</p>
9	<p>Calculate total net income:</p> <p>\$265.50 (net unearned income from Step 7)</p> <p>+ \$0.00 (net earned income from Step 8)</p> <p>- \$0.00 (child allocation amount for the customer child's children)</p> <p>= \$265.50 (total net income)</p>
10	<p>Compare the total net income from Step 9 to 100% of the FBR.</p> <p>In 2024, 100% FBR = \$943.00.</p> <p>Because \$265.50 is less than \$943.00, the customer is income eligible for ALTCS using the net test.</p>



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## **E611 Calculating Income Eligibility for SSI-MAO Examples**

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## A Calculation for the Customer Only Examples

Programs	Manual Section
SSI MAO	MA611

### Examples

#### 1) Eligible under the 100% FBR Standard

The customer, a 65-year-old single individual, resides with her two adopted children ages 10 and 12. The customer applies for AHCCCS Medical Assistance for herself in January 2024.

The customer receives \$1,100.00 for Social Security Retirement per month. She also works part-time to make extra money and received \$780.00 in January 2024. The two children do not have any income.

Calculate the customer's eligibility as follows:

Step	Action
1	Calculate net unearned income: \$1,100.00 (customer's total countable unearned income that is not needs based) -\$0.00 1/3 child support deduction (not applicable) = <b>\$1,100.00</b> (subtotal) -\$20.00 (general income deduction) = <b>\$1,080.00</b> (subtotal) +\$0.00 income based on need (not applicable) = <b>\$1,080.00</b> (net unearned income)
2	Calculate net earned income: \$780.00 customer's total countable earned income -\$0.00 (unused portion of the \$20.00 general income deduction) -\$65.00 (standard work expense deduction) -\$0.00 (IRWE deduction) = <b>\$715.00</b> (subtotal of earned income) -\$357.50 (one-half of the subtotal of earned income) -\$0.00 (blind work expense deduction) = <b>\$357.50</b> (net earned income)
3	Calculate total net income: \$1,080.00 (net unearned income from Step 1 above) +\$357.50 (net earned income from Step 2 above) = <b>\$1,437.50</b> (subtotal of net income) -\$944.00 child allocation (\$472.00 per child, two children) = <b>\$493.50</b> (total net income)

4	<p>Compare the result in Step 3 above to <b>\$943.00</b> (100% of the FBR for an individual for 2024).</p> <p>Because \$493.50 is less than \$943.00, the customer is income eligible for AHCCCS Medical Assistance under SSI-MAO using the 100% FBR standard.</p>
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## 2) Eligible under the 100% FPL Standard

The customer is a 70-year-old single individual. The customer applies for AHCCCS Medical Assistance in February 2024.

The customer receives monthly income of \$1,050.00 Social Security retirement. He also works part time and made \$125.00 in February 2024 from his job.

The customer's eligibility is calculated as follows:

Step	Action
1	<p>Calculate net unearned income as follows:</p> <p>\$1,050.00 customer's total countable unearned income that is not needs based</p> <p><u>-\$0.00 1/3 child support deduction (not applicable)</u></p> <p><b>=\$1,050.00</b> subtotal</p> <p><u>-\$20.00 (general income deduction)</u></p> <p><b>=\$1,030.00</b> subtotal</p> <p><u>+\$0.00 income based on need (not applicable)</u></p> <p><b>=\$1,030.00</b> net unearned income</p>
2	<p>Calculate net earned income as follows:</p> <p>\$125.00 (customer's total countable earned income)</p> <p><u>-\$0.00 (unused portion of the \$20.00 general income deduction)</u></p> <p><u>-\$65.00 (standard work expense deduction)</u></p> <p><u>-\$0.00 (IRWE deduction)</u></p> <p><b>=\$60.00</b> (subtotal of earned income)</p> <p><u>-\$30.00 (one-half of the subtotal of earned income)</u></p> <p><u>-\$0.00 (blind work expense deduction)</u></p> <p><b>=\$30.00</b> (net earned income)</p>
3	<p>Calculate total net income as follows:</p> <p>\$1,030.00 (net unearned income from Step 1 above)</p> <p><u>+\$30.00 (net earned income from Step 2 above)</u></p> <p><b>=\$1,060.00</b> subtotal of net income</p> <p><u>-\$ 0.00 child allocation (not applicable)</u></p> <p><b>=\$1,060.00</b> (total net income)</p>
4	<p>Compare the result in Step 3 above to <b>\$943.00</b> (100% of the FBR for an individual).</p> <p>Because \$1,060.00 is greater than \$943.00, Mr. Gray is income ineligible for AHCCCS Medical Assistance using the FBR standard. Continue to Step 5 to determine eligibility using the 100% FPL standard.</p>

5	Take the total net income result from Step 3 and add the one-half subtotal of earned income from Step 2 back in: \$1,060.00 (total net income from FBR test) <u>+\$30.00 (one-half subtotal of earned income)</u> = <b>\$1,090.00</b> (total net income)
6	Compare the result in Step 5 above to <b>\$1,215.00</b> (100% of the FPL for an individual): Because \$1,090.00 is less than \$1,215.00, the customer is income eligible for SSI-MAO using the FPL standard.

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## B Calculation for Customer and Spouse Examples

Programs	Manual Section
SSI MAO	MA611

### Examples

#### 1) Eligible under the 100% FBR Standard Example

The customer is 70 years old, and lives with his spouse, who is 45 years old. Their 10-year-old daughter lives with them. The customer applies for AHCCCS Medical Assistance for himself in January 2024.

The customer receives monthly income of \$900.00 for Social Security retirement. His spouse works part time and received \$1,000.00 in January 2024. Their daughter does not have any income.

The customer's eligibility is calculated as follows:

Step	Action
1	Calculate net unearned income: \$900.00 (total of the customer's and the spouse's total countable unearned income that is not needs based) -\$0.00 1/3 child support deduction (not applicable) = <b>\$900.00</b> subtotal -\$20.00 (general income deduction) = <b>\$880.00</b> subtotal +\$0.00 income based on need (not applicable) = <b>\$880.00</b> net unearned income
2	Calculate net earned income: \$1,000.00 (total of the customer's and the spouse's counted earned income) -\$0.00 (unused portion of the \$20.00 general income deduction) -\$65.00 (standard work expense deduction) -\$0.00 (IRWE deduction) = <b>\$935.00</b> (subtotal of earned income) -\$467.50 (one-half subtotal of earned income) -\$0.00 (blind work expense deduction) = <b>\$467.50</b> (net earned income)
3	Calculate total net income: \$880.00 (net unearned income from Step 1 above) +\$467.50 (net earned income from Step 2 above) = <b>\$1347.50</b> (subtotal of net income) -\$472.00 (child allocation) = <b>\$875.50</b> (total net income)

4	Compare the result in Step 3 above to <b>\$1,415.00</b> (100% of the FBR for a couple for 2024): Because \$875.50 is less than \$1,415.00, the customer is income eligible for SSI-MAO using the 100% FBR standard.
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**2) Eligible Using FPL Standard Example**

The customer, a 70-year-old man, lives with his 50-year-old wife. The customer applies for AHCCCS Medical Assistance for himself in February 2024.

The customer receives monthly income of \$1,500.00 for Social Security retirement. His spouse has no income.

The customer's eligibility is calculated using the net income test as follows:

Step	Action
1	Calculate net unearned income: \$1,500.00 (total of the customer's and spouse's total countable unearned income that is not needs based) -\$0.00 1/3 child support deduction (not applicable) <b>=\$1,500.00</b> (subtotal) -\$20.00 (general income deduction) <b>=\$1,480.00</b> (subtotal) +\$0.00 income based on need (not applicable) <b>=\$1,480.00</b> (net unearned income)
2	Calculate net earned income: \$0.00 (total of the customer's and the spouse's counted earned income) -\$0.00 (unused portion of the \$20.00 general income deduction) -\$65.00 (standard work expense deduction) -\$0.00 (IRWE deduction) <b>=\$0.00</b> (subtotal of earned income) -\$0.00 (one-half subtotal of earned income) -\$0.00 (blind work expense deduction) <b>=\$0.00</b> (net earned income)
3	Calculate total net income: \$1,480.00 (net unearned income from Step 1 above) +\$0.00 (net earned income from Step 2 above) <b>=\$1,480.00</b> (subtotal of net income) -\$0.00 child allocation (not applicable) <b>=\$1,480.00</b> (total net income)
4	Compare the result in Step 3 above to <b>\$1,415.00</b> (100% of the FBR for a couple for 2024): Because \$1,480.00 is greater than \$1,415.00, the customer is ineligible using the 100% FBR standard. Continue to Step 5 to determine SSI Non-Cash eligibility using the 100% FPL standard.

5	Take the total net income result from Step 3 and add the one-half subtotal of earned income from Step 2 above: \$1,480.00 (total net income for FBR test) + \$0.00 (1/2 subtotal of earned income) = <b>\$1,480.00</b> (total net income)
6	Compare the result in Step 5 above to <b>\$1,644.00</b> (100% of the FPL for a couple): Because \$1,480.00 is less than \$1,644.00, the customer is eligible for SSI-MAO using the FPL standard for a couple.

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## C Calculation for Customer Child and Ineligible Parents Example

Programs	Manual Section
SSI MAO	MA611

### Examples

The customer is a 10-year-old child who lives with her parents and her two siblings, ages 2 and 5. The customer has been determined by DDSA to have a disability. She is not eligible for SSI because her resources exceed \$2,000.00. The customer's parents apply for AHCCCS Medical Assistance (MA) for her in February 2024.

The customer's father works full time and received \$5,200.00 in February 2024. The customer's mother receives monthly pension income of \$900.00. None of the three children have any income. The customer's parents do not receive and are not applying for MA.

The customer's eligibility is calculated as follows:

1st Process: Determine Child Allocations	
Step	Action
1	Add the child allocation amounts for each child in the home other than the customer child (see MA609B.8): \$472.00 (child allocation for sibling age 2) +\$472.00 (child allocation for sibling age 5) = <b>\$944.00</b> (total child allocation)
2nd Process: Deeming Calculation	
Step	Action
2	Subtract the total child allocation from Step 1 from the ineligible parents' unearned income: \$900.00 (total of the ineligible parents' counted unearned income) - \$944.00 (total child allocations from Step 1) = <b>-\$44.00 (remaining unused child allocations)</b> NOTE Since the child allocation amount is higher than the unearned income, the remaining unearned income amount to be deemed from the parents is \$0. The remaining child allocation is carried over to the net earned income calculation.
3	Calculate ineligible parents' net unearned income: \$0.00 (remaining unearned income amount from Step 2) -\$20.00 (general income deduction) = <b>-\$20.00 (remaining general income deduction)</b> NOTE Since the general income deduction is higher than the remaining unearned income, the unearned income amount to be deemed from the parents is \$0. The remaining general income deduction amount is carried over to the net earned income calculation.

4	<p>Calculate ineligible parents' net earned income:</p> <p>\$5,200.00 (parent's total earned income)</p> <p>- \$0.00 (student earned income deductions)</p> <p>- \$44.00 (remaining unused child allocation from Step 3)</p> <p>- \$20.00 (remaining unused general income deduction amount)</p> <p>- \$65.00 (standard income deduction)</p> <p>- \$0.00 (IRWE deduction)</p> <p>= <b>\$5,071.00</b> (subtotal of earned income)</p> <p>- \$2550.50 (1/2 subtotal of earned income)</p> <p>= <b>\$2,520.50</b> (subtotal of earned income)</p> <p>-\$0.00 (blind work expense deduction)</p> <p>= <b>\$2,520.50</b> (total net earned income)</p>
5	<p>Calculate total net income as follows:</p> <p>\$0.00 (total net unearned income from Step 3)</p> <p>+ \$2,520.50 (total net earned income from Step 4)</p> <p>= <b>\$2,520.50</b> (total net income)</p>
6	<p>Calculate the deemed income from the ineligible parents:</p> <p>\$2,520.50 (total net income from Step 5)</p> <p>- \$1,415.00 (100% FBR for a couple for 2024)</p> <p>= <b>\$1,105.50</b> (amount of deemed income from parents)</p>
<b>3rd Process: Net Income Test Calculation</b>	
<b>Step</b>	<b>Action</b>
7	<p>Calculate the net unearned income:</p> <p>\$0.00 (customer child's own income)</p> <p>+ \$1,105.50 (deemed income from parents from Step 6)</p> <p>- \$0.00 (1/3 child support deduction – does not apply)</p> <p>- \$20.00 (general income deduction)</p> <p>= <b>\$1,085.50</b> (subtotal unearned income)</p> <p>+ \$0.00 income based on need (not applicable)</p> <p>= <b>\$1,085.50</b> (net unearned income)</p>
8	<p>Calculate the net earned income:</p> <p>\$0.00 (customer child's counted earned income)</p> <p>- \$0.00 student earned income deduction (not applicable)</p> <p>- \$0.00 (unused remaining general income deduction from Step 7)</p> <p>- \$0.00 (standard work expense deduction)</p> <p>- \$0.00 (IRWE deduction)</p> <p>- \$0.00 (1/2 subtotal of earned income)</p> <p>- \$0.00 (Blind Work Expenses)</p> <p>= <b>\$0.00</b> (net earned income)</p>

9	<p>Calculate total net income:</p> <p>\$1,085.50 (net unearned income from Step 7)</p> <p>+ \$0.00 (net earned income from Step 8)</p> <p>- \$0.00 (child allocation amount for the customer child's children)</p> <p>= <b>\$1,085.50</b> (total net income)</p>
10	<p>Compare the total net income from Step 9 to <b>\$943.00</b> (100% of the FBR for an individual for 2024). Because \$1,085.50 is greater than \$943.00, the customer is income ineligible using the 100% FBR income standard. Continue to Step 11 to determine if she is eligible using the 100% FPL standard.</p>
<p><b>Net Income Test Using 100% FPL Standard</b></p>	
<p><b>FPL Deeming Calculation</b></p>	
<p><b>Step Action</b></p>	
11	<p>Calculate the deemed income from the parents:</p> <p>\$2,550.50 (parents' total net income from Step 5)</p> <p>+ \$2,550.50 (one-half subtotal of earned income from Step 4 added back in)</p> <p>= <b>\$5,101.00</b> (subtotal total net income)</p> <p>- \$1,526.00 (100% FPL amount for a couple)</p> <p>= <b>\$3,575.00</b> (amount of deemed income from parents)</p>
<p><b>3rd Process: Net Income Test Calculation</b></p>	
<p><b>Step Action</b></p>	
12	<p>Calculate the net unearned income:</p> <p>\$0.00 (customer child's own income)</p> <p>+ \$3,575.00 (deemed income from parents from Step 11)</p> <p>- \$0.00 1/3 child support deduction (not applicable)</p> <p>- \$20.00 (general income deduction)</p> <p>= <b>\$3,555.00</b> (subtotal unearned income)</p> <p>+ \$0.00 income based on need (not applicable)</p> <p>= <b>\$3,555.00</b> (net unearned income)</p>
13	<p>Calculate the net earned income:</p> <p>\$0.00 (customer child's counted earned income)</p> <p>- \$0.00 (student earned income deduction - not applicable)</p> <p>- \$0.00 (unused remaining general income deduction from Step 7)</p> <p>- \$0.00 (standard work expense deduction)</p> <p>- \$0.00 (IRWE deduction)</p> <p>- \$0.00 (Blind Work Expenses)</p> <p>= <b>\$0.00</b> (net earned income)</p>

14	Calculate total net income: \$3,555.00 (net unearned income from Step 12) + \$0.00 (net earned income from Step 13) - \$0.00 (child allocation amount for the customer child's children) = <b>\$3,555.00</b> (total net income)
15	Compare the total net income from Step 14 to <b>\$1,215.00</b> (100% of the FPL for an individual). Because \$3,555.00 is greater than \$1,215.00, the customer is income ineligible using the 100% FPL income standard.

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## **E612 MSP Income Eligibility Calculation Examples**

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## A Customer Only Calculation

Programs	Manual Section
MSP	MA612

The customer has Medicare Part A and Part B. The customer receives Social Security Retirement income of \$1,350.00 per month. He also works part time and made \$200.00 in February 2023.

The customer's MSP eligibility is calculated as follows:

Step	Action
1	<p>Calculate net unearned income:</p> <p>\$1,350.00 (customer's countable unearned income that is not needs based)</p> <p>- \$0.00 (1/3 child support deduction is not applicable)</p> <p>- \$20.00 (general income deduction)</p> <p>= \$1,330.00 (subtotal)</p> <p>+ \$0.00 (has no income based on need)</p> <p>= \$1,330.00 (net unearned income)</p>
2	<p>Calculate net earned income:</p> <p>\$200.00 (customer's total countable earned income)</p> <p>- \$0.00 (unused portion of the \$20.00 general income deduction)</p> <p>- \$65.00 (standard work expense deduction)</p> <p>- \$0.00 (IRWE deduction)</p> <p>= \$135.00 (subtotal of earned income)</p> <p>- \$67.50 (1/2 subtotal of earned income)</p> <p>- \$0.00 (blind work expense deduction)</p> <p>= \$67.50 (net earned income)</p>
3	<p>Calculate total net income:</p> <p>\$1,330.00 (net unearned income from Step 1 above)</p> <p>+ \$67.50 (net earned income from Step 2 above)</p> <p>= \$1,397.50 (subtotal or net income)</p> <p>- \$0.00 (allocation not applicable because the customer has no children)</p> <p>= \$1,397.50 (total net income)</p>

4	<p>Compare the result in Step 3 to the MSP for an individual:</p> <p>Because \$1,397.50 is between \$1,215.01 - \$1,458.00 (2023 SLMB FPL Standard), the customer is income eligible for SLMB.</p>
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## B Customer and Spouse Calculation Example

Programs	Manual Section
MSP	MA612

The customer lives with his wife and their 15-year-old daughter. He has Medicare Part A and Part B, and applies for Medicare Savings Program benefits for himself in April 2013.

The customer gets \$1,600.00 in Social Security Retirement income per month. His wife works and received \$500.00 in April 2018. The customer's daughter has no income of her own.

The customer's eligibility is calculated using the net income test as follows:

Step	Action
1	<p>Calculate net unearned income:</p> <p>\$1,900.00 (customer's total counted unearned income [\$1,900.00] plus the spouse's counted unearned income [\$0.00])</p> <p><del>-\$ 0.00 (1/3 child support deduction is not applicable)</del></p> <p>= \$1,900.00 (subtotal)</p> <p><del>-\$ 20.00 (general income deduction)</del></p> <p>= \$1,880.00 (subtotal)</p> <p><del>+\$ 0.00 (there is no income based on need)</del></p> <p>= \$1,880.00 (net unearned income)</p>
2	<p>Calculate net earned income:</p> <p>\$ 500.00 (customer's total counted earned income [\$0.00] plus the spouse's counted earned income [\$500.00])</p> <p><del>-\$ 0.00 (unused portion of the \$20.00 general income deduction)</del></p> <p><del>-\$ 65.00 (\$65.00 work expense deduction)</del></p> <p><del>-\$ 0.00 (IRWE deduction is not applicable)</del></p> <p>= \$ 435.00 (subtotal of earned income)</p> <p><del>-\$ 217.50 (1/2 subtotal of earned income)</del></p> <p><del>-\$ 0.00 (blind work expense deduction is not applicable)</del></p> <p>= \$ 217.50 (net earned income)</p>



3	<p>Calculate total net income:</p> <p>\$1,880.00 (net unearned income from Step 1 above)</p> <p>+ \$ 217.50 (net earned income from Step 2 above)</p> <p>= \$2,097.50 (subtotal of net income)</p> <p>- \$ 376.00 (2018 child allocation of \$376.00 - \$0.00 income = \$376.00)</p> <p>= \$1,721.50 (total net income)</p>
4	<p>Compare the result in Step 3 to the MSP Standards for a couple:</p> <p>Because \$1,721.50 is between \$1,644.01 – 1,972.00 (2023 SLMB FPL Standard for a couple), the customer is income eligible for SLMB.</p>

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## C Income Calculation - Customer Child With Ineligible Parents

Programs	Manual Section
MSP	MA612

The customer is a 15-year-old child. He lives with his parents and two siblings. He has End Stage Renal Disease and receives Medicare Part A and Part B. The customer's parents apply for Medicare Savings Programs for Henry in February 2023.

The customer's father works full time and earned \$3,500.00 in February 2023. His mother gets \$900 per month from Arizona State Retirement. None of the three children have income of their own. The customer's parents are not getting MA and are not applying for MA for themselves.

The customer's eligibility is calculated using the net income test as follows:

<b>1st Process: Determine Child Allocations</b>	
<b>The following steps are used to determine the total amount of the child allocations for the customer's siblings in the household:</b>	
Step	Action
1	Calculate a child allocation separately for each child of the customer's parents in the household (excluding the customer child):  Sibling 1's allocation \$457.00 (2023 allocation amount) <u>-\$0.00 (Sibling 1's income)</u> \$457.00 (allocation amount for Sibling 1)  Sibling 2's allocation \$457.00 (2023 allocation amount) <u>-\$0.00 (Sibling 2's income)</u> \$457.00 (allocation amount for Sibling 2)
2	Combine the individual allocations: \$457.00 (Sibling 1's allocation) <u>+\$457.00 (Sibling 2's allocation)</u> =\$914.00 (total allocation)
<b>2nd Process: Deeming Calculation</b>	
<b>The following steps are used to calculate the amount deemed from the ineligible parent(s) to the customer child:</b>	
Step	Action

3	<p>Calculate remaining unearned income:</p> <p>\$900.00 (parents' unearned income)</p> <p>- \$914.00 (child allocation amount from Step 2)</p> <p>= \$0.00 (with -\$14.00 remaining unused child allocations)</p> <p>NOTE The remaining unused child allocation is carried over to Step 4.</p>
4	<p>Calculated remaining earned income:</p> <p>\$3,500.00 (parents' earned income)</p> <p>- \$14.00 (unused child allocation)</p> <p>= \$3,486.00 (remaining earned income)</p>
5	<p>Calculate net unearned income of ineligible parent(s):</p> <p>\$ 0.00 (remaining unearned income from Step 3 above)</p> <p>- \$20.00 (general deduction)</p> <p>\$0.00 (with -\$20.00 unused general deduction)</p> <p>NOTE The remaining unused general deduction is carried over to Step 6.</p>
6	<p>Calculate net earned income of ineligible parent(s):</p> <p>\$3,486.00 (remaining earned income from Step 4 above)</p> <p>- \$20.00 (unused portion of the \$20.00 deduction)</p> <p>- \$65.00 (\$65.00 work expense deduction)</p> <p>- \$0.00 (Impairment Related Work Expense deduction)</p> <p>= \$3,401.00 (subtotal earned income)</p> <p>- \$1,700.50 (1/2 subtotal of earned income)</p> <p>- \$0.00 (Blind Work Expense deduction)</p> <p>= \$1,700.50 (net earned income of ineligible parent(s))</p>
7	<p>Calculate total net income of ineligible parent(s):</p> <p>\$0.00 (net unearned income of ineligible parent(s) from Step 5 above)</p> <p>+ \$1,700.50 (net earned income of ineligible parent(s) from Step 6 above)</p> <p>= \$1,700.50 (total net income)</p>

8	Determine deemed income from ineligible parent(s): \$1,700.50 (total net income from Step 8 above) - <u>\$1,644.00 (2023 couple FPL/two parent allocation)</u> =56.50 (amount of deemed income)
<b>3rd Process: Net Income Test Calculation</b> <b>The steps below are used to calculate the net income used for eligibility:</b>	
Step	Action
9	Calculate the net unearned income: \$0.00 (customer child's income) + <u>\$56.50 (deemed income of ineligible parents(s) from Step 9)</u> - <u>\$0.00 (1/3 child support deduction does not apply)</u> =56.50 (subtotal unearned income) - <u>\$20.00 (\$20.00 general deduction)</u> + <u>\$0.00 (no needs based assistance payments)</u> =\$36.50 (net unearned income)
10	Calculate net earned income: \$0.00 (total of the customer child's counted earned income [\$0.00]) - <u>\$0.00 (unused portion of the \$20.00 general income deduction)</u> - <u>\$65.00 (\$65.00 work expense deduction)</u> - <u>\$0.00 (IRWE deduction)</u> =\$0.00 (subtotal of earned income) - <u>\$0.00 (1/2 subtotal of earned income)</u> - <u>\$0.00 (blind work expense deduction)</u> - <u>\$0.00 (PAS Deduction)</u> =\$0.00 (net earned income)
11	Calculate total net income: \$36.50 (net unearned income from Step 10 above) + <u>\$0.00 (net earned income from Step 11 above)</u> =\$36.50 (subtotal of net income) <u>0.00 (child allocation amount – customer child does not have dependent children)</u> =\$36.50 (total net income)

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Compare the result in Step 12 to the MSP Standards for an individual:

Because \$36.50 is below \$1,215.00 (2023 QMB FPL Standard), the customer qualifies for QMB.

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## E613 How to Calculate FTW Income Eligibility

Programs	Manual Section
FTW	MA613.3

The customer is a 45-year-old man with a disability. He is quadriplegic. He works full time as a bookkeeper but because of his disability, he requires an attendant care worker and several IRWE items in order to work. He applies for AHCCCS FTW in February 2023. The customer also receives a \$100.00 alimony payment each month.

His earned income from his job in February 2023 is \$4,000.00. His IRWE expenses in order to work were verified to total \$500.00.

The following steps are used to calculate the customer’s eligibility using the net income test:

Step	Action
1	The \$100.00 alimony payment is considered unearned income. It is disregarded for income eligibility.
2	Calculate net earned income: \$4,000.00 (customer’s total countable earned income) -\$ 20.00 (general income deduction) -\$ 65.00 (\$65.00 work expense deduction) -\$ 500.00 (IRWE deduction) = \$3,415.00 (subtotal of earned income) -\$1,707.50 (½ of subtotal of earned income) -\$ 0.00 (blind work expense deduction) = \$1,707.50 (net earned income)
3	Compare the result in Step 2 above to \$3,038.00 (250% of the FPL): Because \$1,707.50 is less than \$3,038.00, the customer is income eligible for AHCCCS FTW.

NOTE The customer is eligible for AHCCCS FTW. If he passes the PAS, he is eligible for ALTCS AHCCCS FTW.

# E614 Income of Children and Tax Dependents for MAGI

Programs	Manual Section
Children	MA614
Pregnant Woman	
Caretaker Relative	
TMA – 2nd extension	
Adult	
KidsCare	

## 1) Counting Income of Children

The customer lives with her daughter, age 17, and granddaughter, age 1.

The customer is a tax filer and claims her daughter and granddaughter as dependents. The customer earns \$2,200 per month. Her daughter earns \$300 per month. The daughter’s income is expected to be too low to have to file a tax return.

- The customer’s budget group = Self, daughter, and granddaughter. The daughter’s income is below the tax filing threshold, she is the customer’s child, and they are both in the budget group. Since all three conditions are met, the daughter’s income is not counted in the customer’s budget. Total monthly income counted is \$2,200 (the customer’s monthly income).
- The daughter’s budget group = The customer, self, and granddaughter. The daughter’s income is below the tax filing threshold, she is the customer’s child, and they are both in the budget group. Since all three conditions are met, the daughter’s income is not counted in her own budget. Total monthly income counted is \$2,200 (The customer’s monthly income).
- The granddaughter’s budget group = Daughter and self. The daughter’s income is still below the tax filing threshold, and she is under 19, but her parent (the customer) is not part of the granddaughter’s budget group. So, the daughter’s income is counted in the granddaughter’s budget. Total monthly income counted is \$300 (The daughter’s monthly income).

## 2) Counting Income of Tax Dependents

The customer, age 42, is a tax filer and claims her mother, age 63, as a tax dependent.

The customer makes about \$1,300 a month from her job while her mother’s income is \$200 a month from her part-time job. The mother’s income is expected to be too low to have to file a tax return.

- The customer’s budget group = Self and mother. The mother is the customer’s tax dependent, her income is below the tax filing threshold, and they are both in the budget group. Since all three conditions are met, the mother’s income is not counted in the customer’s budget. Total monthly income counted is \$1,300.
- The mother’s budget group = Self. The mother is the customer’s tax dependent, her income is still below the tax filing threshold, but the customer is not part of the mother’s budget group. The mother’s income is counted in her own budget. Total monthly income counted is \$200.

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## E703 Resource Treatment Examples

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## A Commingled Funds Examples

Programs	Manual Section
ALTCS	MA703.E

### 1) Commingled Funds- Example 1

A customer deposits a \$1,000 Social Security check in his checking account. The check includes \$200 for the current month and \$800 for the four months before. The account already contained \$300 in counted funds. The new balance is \$1,300 (\$500 counted, and \$800 excluded retroactive SSA benefits).

- The individual withdraws \$300. This is considered taken from the counted funds. The remaining \$1,000 balance contains the excluded \$800, and the remaining \$200 of counted funds.
- The individual withdraws another \$300. \$200 is considered taken from the remaining counted funds and \$100 from the excluded funds. The balance of \$700 is excluded.
- The individual deposits \$500 from the sale of some furniture, creating a new balance of \$1,200. Only \$700 of the new balance is excluded.

### 2) Commingling Funds- Example 2

A customer deposits \$200 in excluded funds in a checking account that already contains \$300 in non-excluded funds.

- The individual withdraws \$400. The remaining \$100 is excluded.
- The individual then deposits \$100 in non-excluded funds. Of the resulting \$200 balance, \$100 is excluded.
- he individual next deposits \$100 in excludable funds. Of the new \$300 balance, \$200 is excluded.

## B Constructively Received Examples

Programs	Manual Section
ALTCS	MA703.F

### 1) Retained Ownership of a Bank Account for another person Example

The customer opened a bank account for his nephew and funded it with \$5,000. Even though he put the account in the nephew's name, he still has full control of the account. The resource remains countable to the customer.

### 2) Uncashed Check Example

A check received by an individual as payment but which is not yet cashed, even six months or more after receipt, is considered constructively received and included in the resource calculation.

### 3) Irrevocable Assignment Example

The customer irrevocably assigns a \$10,000 Certificate of Deposit to his grandchildren. Since the assignment is irrevocable and the CD is no longer available to the customer, the \$10,000 assignment is not considered constructively received, but is evaluated as a transfer.

### 4) Transferred Asset Example

The customer assigns a \$5,000 savings account to his brother, and the account is now solely in the brother's name. The account cannot be made available solely due to the customer's action. As a result, the savings account cannot be treated as constructively received but instead is evaluated as a transfer.

### 5) Refusal of an Inheritance Example

The customer refuses an inheritance that reverts to another individual named in the will and is no longer available. The resource is no longer considered constructively received, but is evaluated as a transfer.

### 6) Advance Payment Considered a Constructively Received Resource Example

The customer entered a NF on April 15<sup>th</sup> and applied for ALTCS on April 18<sup>th</sup>. On April 29<sup>th</sup> he paid the NF \$5,000. On April 25<sup>th</sup> the NF had billed the customer for 16 days in April totaling \$2,990 and that payment was due no later than May 5<sup>th</sup>.

For April, \$2,990 is considered payment of a current bill, but the balance of the payment (\$2,010) is an advance payment and is considered a constructively received resource.

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## C Long Term Care Partnership Program Exclusion Example

Programs	Manual Section
ALTCS	MA703F

The customer has a qualifying long term care insurance policy. When she enters a nursing home, the policy begins issuing benefits that she uses to pay her nursing home costs.

The customer receives \$80,000 in payments from the LTC policy before applying for ALTCS. As a result, \$80,000 of her resources will not be counted in determining if she is resource eligible for ALTCS. In addition, \$80,000 of any estate she may leave when she dies will be exempt from the Estate Recovery program.

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## **E704 Ownership of Resources**

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## A Equitable Ownership Example

Programs	Manual Section
ALTCS	MA704C

When asked about any assets held in his name but not listed on the application, the customer states that he holds the title to his son's car.

The customer provides a written statement explaining why the car is in his name but actually belongs to his son. The customer's son could not get a loan to buy the car, which he needs to get to work. The customer took out a loan with his credit union and bought the car on his son's behalf. The son has made all the payments on this loan and has the car in his possession.

The written statement received from the son also confirms the customer's statement. The car is titled to his father since the loan is in his father's name. Once the loan is paid off, title to the car will be transferred to the son.

The worker verifies that there are no payments coming from the customer's account for the car. The customer has proven that he does not have an equitable interest in the car. The son has full equitable ownership. The car is not counted as the customer's resource in the eligibility determination.

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## B Creating Joint Ownership Examples

Programs	Manual Section
ALTCS	MA704B MA902B

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### Examples

#### 1) Title of a Resource with "and"

The customer added her cousin to the title on her property because she wanted it to stay in the family after she dies. The new title shows the customer **and** her cousin as the joint owners. Since both the customer and her cousin must agree to sell the property, adding the cousin's name must be evaluated as a 50% transfer.

#### 2) Title of a Resource with "or"

The customer added his brother to the title on his boat. The new title shows the customer **or** his brother as the owners. Since this did not change the customer's ability to sell, transfer, or dispose of the asset, a transfer did not occur. The full value of the boat would be counted as a resource to both the customer and to the brother.

NOTE This example also applies if the title shows "And/Or".

#### 3) Customer was Added to a Resource with "and"

The customer's daughter added the customer's name to her property. The title shows the customer's daughter **and** the customer as joint owners. Since the customer was added to the property as an owner, 50% of the property value is a resource to the customer.

#### 4) Customer was Added to a Resource with "or"

The customer's friend added the customer's name to her property. The title shows the customer's friend **or** the customer as the owners. Since either the customer or the customer's friend can sell the property, the full value of the property is a resource to the customer.

NOTE This example also applies if the title shows "And/Or".

## C Ownership Involving an Agent Examples

Programs	Manual Section
ALTCS	MA704D

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### Examples

#### 1) Ownership Involving an Agent - Bank Account

The customer's account lists both her name and her adult child as her Power of Attorney. The account is funded by the customer. The adult child makes withdrawals for the benefit of the customer. The adult child is acting as a fiduciary for her mother. This bank account is a countable resource to the customer.

#### 2) Improperly Titled Asset - Title not corrected

The customer's bank statements show the account is listed in the representative's name only. The representative states all the money in the account belongs to the customer. The bank statements show the customer's income is the only income going into the account. It also shows only the customer's expenses are being paid from this account. The account is owned by the representative because the customer's name is not on the account. The account is not a countable resource to the customer.

#### 3) Properly Titled Asset – Representative acting in a fiduciary manner

The customer owns an out-of-state property. The representative provides a deed showing the property is owned by the customer through their conservator. The deed shows it is the customer's property and the conservator is acting in a fiduciary manner. The property is a countable resource to the customer.

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## E705 Resource Type Examples

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## A Burial Funds Examples

Programs	Manual Section
ALTCS	MA705D

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### Irrevocable Burial Contract Example

The customer has irrevocably assigned ownership of a life insurance policy to a funeral home to fund a burial contract for himself. The equity value of the life insurance policy is \$3,000.

The burial contract identifies the purchase of \$1,300 of burial space items and \$1,700 of burial services. Since the contract is funded by the irrevocable assignment of a life insurance policy it can be totally excluded. \$1,300 is excluded as Burial Plot Items and \$1,700 is excluded as an Irrevocable Burial Fund.

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### Burial Funds – Declaratively Designated Burial Funds Examples

#### 1) Burial Fund exclusion effective before the written designation

The customer opened a bank account in 1968 to set aside \$400 for her future burial expenses. She has no irrevocable burial arrangement or other burial fund. She applied for AHCCCS benefits in late January. In February, she completes the DE-157 and lists the date she opened the account in 1968 as the date she considered these funds set aside for burial expenses.

The effective date of the exclusion is January. Her account balance in the month of application is \$1,000. She receives a burial fund exclusion of \$1,000 for the month of January.

#### 2) Burial Fund exclusion effective as of the written designation

The customer applied for ALTCS on November 21<sup>st</sup>. He has a revocable burial contract valued at \$200. He also has a checking account with a balance of \$1,900. At his interview on December 2<sup>nd</sup> he reports that on December 1<sup>st</sup> he decided to use \$1,700 of the money in his checking account to buy a Certificate of Deposit to help cover his burial expenses. He completes the DE-157 and states that December 1<sup>st</sup> is the date he set aside the funds for burial.

Since he already has a revocable burial contract worth \$200, the available burial fund exclusion is \$1,300 (\$1,500 - the \$200 revocable burial contract). \$1,300 of the CD balance is excluded as a designated burial fund beginning with the budget month of December. The remaining \$400 is a counted resource.

#### 3) Burial Fund value in the month of designation

The customer designated her savings account as her burial fund at her interview on November 8. She has no other burial-related resources.

The opening account balance on November 1<sup>st</sup> was \$1,000. Interest in the amount of \$0.33 was posted to the savings account on November 23<sup>rd</sup>. The burial fund exclusion is \$1,000.33 because the interest was paid in the month of designation. The savings account is an excluded burial fund beginning with the budget month of November.

#### 4) Revocable Burial Contract Including Burial Plot Items

The customer applied in February and has a single revocable burial contract worth \$4,500.00 that he purchased two years before. Because the resource includes only burial-related resources, it does not have to be separated to allow the Burial Fund Exclusion.

The contract lists \$2,500 in burial services and \$2,000 in burial plot item. The full \$2,000 for the burial plot items are excluded if separately listed and value given. \$1,500 of the contracted burial services is excluded as a burial fund. The remaining \$1,000 is a counted resource. Since the funds were designated by title before the application date and do not need to be separated, the exclusions begin with the application month.

#### **5) Burial Fund co-mingled with other funds**

The customer applies in May. She has a bank account of \$1,200. She states that \$500 of the funds in the account is designated for burial, and the remaining \$700 is for living expenses. Since the funds designated for burial expenses are kept in the same account as funds that are not related to burial, the \$500 cannot be excluded as a burial fund. If customer moves the \$500 to a separate account, the exclusion may be given the month the funds are separated.

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### **Interest Earned on Excluded Burial Funds Examples**

#### **1) Interest earned by a designated burial fund that is only partly excluded**

The customer applied and was approved in May. At the time he applied, he had a bank account for burial expense funds that he designated by title in 2006. The value of the fund in the application month was \$2,102. The burial fund exclusion was \$1,500 and the remaining \$602 is a counted resource. The fund as a whole earns about \$0.30 per month, which the customer leaves in the account. All of the interest earned since May is excluded, even though part of it was generated by the original \$602 that is counted.

#### **2) Value of a designated burial fund after a period of suspension**

The customer has an excluded burial fund that was valued at \$1,485 in April 2009 when the exclusion began. In December of the current year he gets a lump sum payment and is over income. Some of the lump sum payment is not spent, and he customer is over the resource limit in January and February. In March, his resources are again under the limit and his eligibility is no longer suspended. Because his eligibility was suspended and not ended, the value of his excluded burial fund remains unchanged at \$1,485 and the interest earned since April 2009 left in the account is also still excluded.

NOTE If the customer had used \$50 of the burial fund to buy groceries in December, the exclusion would have ended effective January. The customer would have to re-designate the funds in the account all over again at the current value.

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### **Additional Funds Placed in a Burial Account Example**

The customer has designated a bank account of \$1,000 as a burial fund, and received a Burial Fund Exclusion of \$1,000. Two years later, the customer wants to add to her burial account. Even though her burial account balance is now \$1,050 due to accumulated interest, she may add up to \$500 to the account (the difference between the original designated amount and the maximum of \$1,500).

## B Home Property

Programs	Manual Section
ALTCS	MA705K

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### Life Estate Interest Examples

#### 1) Life Estate Example – Spouse living in Home Property

The customer and his wife own a life estate interest in property. The customer is residing in a Nursing Facility and his wife uses the life estate property as her principal place of residence. The value of the life estate is excluded as a Home Property because the customer’s spouse uses the life estate property as her home property.

#### 2) Life Estate Example – Customer is institutionalized, but did not live in the property.

The customer lived in an apartment for years, until he was placed in a nursing facility. After entering the nursing facility, he used \$20,000 of his savings to buy a life estate interest in his son’s home.

Since the customer did not live in the son’s home before he was institutionalized, the life estate is not excluded as home property.

#### 3) Life Estate Example – Customer is institutionalized, but intends to return to the prior residence

The customer was living in her daughter’s home, but had to enter a nursing facility. After entering the nursing facility, she used \$19,000 of her savings to buy a life interest in her daughter’s home.

Even though the customer lived in the home before entering the nursing facility, the life estate is not excluded as home property because she did not have an ownership interest in her daughter’s home before she was institutionalized.

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### Previous Home Property Sold on Contract Example

The customer sold his home under an installment contract. The contract has a principal balance of \$75,000 as of July 1st. On July 10th the buyer makes a principal payment of \$5,000 to the customer.

As of October 31st, the customer has used only \$4,000 of the July payment in connection with purchasing of a new home. The unused \$1,000 principal payment AND the remaining principle balance of the installment contract (\$70,000) are counted as resources effective November 1<sup>st</sup>.

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### Home Property Titled to a Trust Example

A customer’s home property is titled to a revocable trust. The current market value for the property is \$309,000. The customer owes \$135,500 on the home’s mortgage.  $\$309,000 - \$135,500 = \$173,500$ . The countable equity value for the home property in the trust is \$173,500.

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## C Property Essential to Self-Support

Programs	Manual Section
ALTCS	MA705S

### 1) Business Property Example – Used in a trade or employment

The customer and her spouse have a small commercial fishing business. They own a commercial fishing permit granted by the State Commerce Commission, a boat, and fishing tackle. They have been in business since 2002. The Arizona Corporation Commission records show incorporation in 2003. The customer also provided a copy of their most recent business bank statement for proof of income. The bank statement supports the customer’s statement that the property is currently in use. Since this is a valid trade or business, the boat, tackle and permit are all excluded as essential to self-support.

### 2) Rate of Return Example – Non-business property that produces a 6% rate of return

The customer owns a mobile home that he rents out and a small vacant lot that he rents out for event parking. The mobile home has an equity value of \$6,100 and produces net annual rental income of \$1,000. The vacant lot has an equity value of \$4,000 and produces net annual rental income of \$120. Each property’s rate of return is calculated separately, as shown below:

Mobile Home – Net annual income of \$1,000 divided by \$6,100 = 16.3% rate of return. Since the mobile home produces more than a 6% return, \$6,000 of its equity value is excluded. The remaining \$100 is counted.

Vacant Lot – Net annual income of \$120 divided by \$4,000 = 3% rate of return. Since the vacant lot produces less than a 6% return, its equity value of \$4,000 is counted.

### 3) Rate of Return Example – Non-business property that produces a 6% rate of return

The customer owns an apartment complex with multiple units on the same property. The customer does not actively manage or maintain the property. The apartment complex has a property value of \$200,000.

The customer receives \$30,000 per year from the apartments. The customer has the following expenses related to the apartment: \$2,500 a year in property taxes, and \$2,500 a year for insurance.

After expenses are accounted for, the customer’s net income from the apartments is \$25,000. Net annual income of \$25,000 divided by \$200,000 = 12.5% rate of return. The equity value of the property is reduced by \$6,000.

### 4) Rate of Return Example – Non-business property that produces a 6% rate of return

Customer owns property with an equity value of \$75,000. The customer has an outstanding agreement with a mining company that they may use the property for mining purposes. This mining company pays the customer \$6,000 per year. Net annual income of \$6,000 divided by \$75,000 = 8% rate of return. This property’s equity value is reduced by \$6,000.

### 5) Property that produces goods or services for the customer’s needs

A farmer has a 4-acre lot 5 miles from his house. He raises 3 cows and a garden every year. He sells two of the cows for \$700 each and butchers the remaining cow for personal use. He sells the vegetables once he fills his personal freezers. He makes

\$1,200 from selling vegetables. The earnings are reviewed as self-employment income. Since this property is used to produce goods or services for the daily needs of the customer, \$6,000 is deducted from the equity value of the property.

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## E Stocks and Convertible Virtual Currency Examples

Programs	Manual Section
ALTCS	MA705X

### 1) Publicly traded stock

The customer gives a stock certificate that shows they own 33 shares of Company X. A search of Yahoo Finance for Cryptocurrencies shows the current share price of Company X has a value of \$10.50. The resource value is \$346.50 (33 shares x \$10.50 Share Price).

### 2) Stock is held in a private corporation

The customer owns shares of a non-publicly traded stock. The customer gives the stock certificate as proof of ownership. The customer also gives a letter from the accounting department with an estimate of the value of the stock, a detailed explanation of the valuation, and the accounting department managers contact information. The letter from the accounting department is accepted as proof of the resource value.

### 3) Stock purchases through a broker

The customer has a brokerage account. The account statement shows the customers holdings, including the share price and number of shares held. The most recent account statement is accepted as proof of the resource value.

### 4) Virtual Currency account

The customer gives an account statement showing they own 40.25 'Virtua Coins' which can be exchanged for US Dollars. The account statement shows the share price, number of shares held, and the value. The most recent account statement is accepted as proof of the resource value.

### 5) Virtual Currency as part of a portfolio

The customer gives an account statement showing they own an account with multiple convertible virtual currencies. The customer gives an account statement that shows how much of each currency is owned as proof. Each currency is convertible to USD at various exchange rates. The customer holds 3 different virtual currencies in the amount of: 26.35 Virtua Coins, 82 Zebra Dollars, and 1032.5 Litle Coins. Each currency is calculated individually using information found on Yahoo Finance for Cryptocurrencies. The account value is then totaled from the resource value of all the currencies held.

Resource	'Currency Amount' x 'Exchange Price per Unit'		Resource Value
Virtua Coins	26.35 x \$10.00	=	\$263.50
Zebra Dollars	82 x \$75.00	=	\$6,150.00

Litle Coins	1032.5 x \$0.32	=	\$330.40
TOTAL		=	\$6,743.90

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## F Financial Account Rebuttal Examples

Programs	Manual Section
ALTCS	MA705I

### 1) Account Ownership Rebuttal Example – Successful rebuttal

The customer is listed on an account with her daughter. The daughter provided a written statement saying the account belongs to her and she makes all the deposits and withdrawals. Her mother was added to the account in case the daughter needed help during an emergency. The customer provided a written statement saying the account is not hers, her money goes into her own account, and she is removing her name. She provided her bank statement to show where her money is deposited. The daughter provided a recent bank statement showing that the customer’s name has been removed from the account. The checking account is no longer a resource to the customer.

### 2) Account Ownership Rebuttal Example – Unsuccessful rebuttal

The customer is listed on an account with her daughter. The daughter provided a written statement saying the account belongs to her and she makes all the deposits and withdrawals. No bank statements were provided. The customer did not provide a written statement or proof of where her money is deposited. The checking account is counted as a resource to the customer.

## D Promissory Notes, Loans and Property Agreement Examples

Programs	Manual Section
ALTCS	MA705R

### 1) Customer is the lender of a negotiable property agreement

An ALTCS customer has a property agreement with his cousin. The terms of the contract are as follows:

- The customer's cousin must pay \$1,300 each month to pay the balance of \$150,000 in exchange for the customer's property.
- There is no interest on the amount owed.
- The contract does not state that it is non-negotiable.

According to the payment schedule, \$125,000 is still owed on the property agreement at the time of application. Since the property agreement does not clearly state that it is non-negotiable, the remaining principal balance of \$125,000 is a countable resource to the customer. The \$1,300 payments made to the customer are counted as a resource and not counted as income.

### 2) Customer is the lender of a non-negotiable promissory note

An ALTCS customer has a promissory note with her grandson. The terms of the promissory note are as follows:

- The customer gave her grandson \$50,000 to help him buy his new home.
- Her grandson will pay \$1,500 each month until the balance is paid.
- The agreement clearly states that it is non-negotiable.

The customer's grandson owes \$15,000 on the note at the time of application. Since the note is clearly identified as non-negotiable, it is a transfer. The customer got \$35,000 as compensation, so the remaining \$15,000 is uncompensated.

### 3) Customer is the borrower of a loan agreement (negotiable or non-negotiable)

In the same month as her application, a customer entered a loan agreement with her friend. The terms of the agreement are as follows:

- The customer got \$10,000 cash from her friend to help pay for medical costs
- The customer will pay \$500 a month to her friend until the loan is repaid
- The contact does not state that it is non-negotiable.

The \$10,000 the customer gets from the loan is not counted as income in the month received. Any amount remaining from the loan is counted as a resource in the month after the month she receives the money. The negotiability of the agreement does not affect treatment when the customer is the borrower.

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## **E707 Community Spouse Resource Budgeting Examples**

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## A Ineligible Month in Initial Period Example

Programs	Manual Section
ALTCS	MA707

The customer applies for ALTCS in July. The customer is eligible for ALTCS beginning July 1st. The customer is ineligible for August due to receipt of annually received income, but is eligible again in September. The 12-month count begins July 1st and ends on June 30st of the following year. The ineligible month (August) has no effect on the 12-month count.

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## B Ending the Initial Period early - Resources increased

Programs	Manual Section
ALTCS	MA707

The customer applies for ALTCS on March 3rd. The couple's CSRD is \$32,000. Initial rules are applied and the customer is approved for ALTCS effective March 1st.

In August of the same year, the customer's wife inherits \$30,000 from her sister's estate. She reports the inheritance and also proves that the other spousal transfers have been completed. The resources in the customer's name are now \$1,500 and his wife has \$60,000. Using initial rules, the couple's combined resources now total \$61,500. Since the CSRD is only \$32,000 the customer is now over resources under initial rules. However using post-initial rules, the customer's resources are under the \$2,000 limit and he is eligible. The initial period is ended early and the customer remains eligible.

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## C Community Spouse Resource Deduction Examples

Programs	Manual Section
ALTCS	MA707.4

The standards at MA707.2 are used in the CSRD calculation process.

### 1) Minimum CSRD Example

The calculated CSRA is \$30,000, and the spousal share is \$15,000.

Spousal share	=	\$15,000
Lesser of \$15,000 or \$120,900	=	\$15,000
Greater of \$5,000 or \$24,180	=	\$24,180
CSRD	=	\$24,180

The customer qualifies for the minimum CSRD.

### 2) Maximum CSRD Example

The calculated CSRA is \$250,000, and the spousal share is \$125,000.

Spousal Share	=	\$125,000
Lesser of \$125,000 or \$120,900	=	\$120,900
Greater of \$120,000 or \$24,180	=	\$120,900
CSRD	=	\$120,900

The customer qualifies for the maximum CSRD.

### 3) In Between CSRD Example

The calculated CSRA is \$96,000, and the spousal share is \$48,000.

Spousal share	=	\$48,000
Lesser of \$48,000 or \$120,900	=	\$48,000
Greater of \$48,000 or \$24,180	=	\$48,000
CSRD	=	\$48,000

The customer qualifies for a CSRD between the minimum and maximum amounts.

#### 4) Previously used maximum or minimum CSRD Example

The customer entered a nursing facility on March 3, 1999 and applied for ALTCS benefits on August 15, 1999. The FCPI was established as March 1999.

The couple's countable resources in 03/99 totaled \$180,000 and the spousal share was \$90,000. The customer qualified for the 1999 maximum CSRD of \$81,960. The customer's resources were over the limit and the ALTCS application was denied.

The customer reapplied for ALTCS on February 6, 2013. The \$90,000 spousal share determined for the 1999 resource assessment is now compared to the 2013 CSRD limits. Because the maximum CSRD in 2013 is \$115,920, the entire spousal share of \$90,000 is the new CSRD amount.

#### 5) Recalculation due to an Unreported Resource at Original CSRA Example

The customer requests a resource assessment on July 17. The FCPI is determined to be June of that year. The CSRA is completed and the spousal share is calculated to be \$40,000.

On December 5, the customer applies for ALTCS. The customer's counted resources in December include a \$10,000 Certificate of Deposit (CD) that the customer owned and did not report when the CSRD was calculated in June. The CSRD is re-calculated for June and is determined to be \$45,000.

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## D Establishing FCPI Example

Programs	Manual Section
ALTCS	MA707

The customer and his spouse applied for ALTCS on December 6 and are intending to receive HCBS. The customer lived in a nursing facility from April 5 through May 10 of the previous year and his spouse lived in a nursing facility from October 7 through November 12 of the current year. Neither spouse has any earlier periods of institutionalization.

The customer's FCPI began April of the previous year and his spouse's FCPI began October of the current year. If a resource assessment is needed, it would be completed as of April for the customer and as of October for his spouse.

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## E Community Spouse Resource Calculation

Programs	Manual Section
ALTCS	MA707.8

### 1) Initial Rules Calculation

The customer applies for ALTCS on December 5th. The CSRD is calculated to be \$30,000. In December, the customer's counted resources are \$22,000, and her husband's counted resources are \$13,000. Resources are determined as follows:

The customer's resources in December	\$22,000
The Community Spouse's resources in December	<u>+ \$13,000</u>
Total counted resources	= \$35,000
Community Spouse Resource Deduction (CSRD)	<u>- \$30,000</u>
Total considered resources	= \$5,000

The total counted resources are more than the resource limit of \$2,000, and the customer is not eligible for ALTCS.

### 2) Post-Initial Rules Calculation

The customer's initial rules period is ending and her eligibility is being redetermined. The couple has completed the spousal transfers, and only a bank account with \$700 remains in the customer's name.

The total counted resources of \$700 are less than the resource limit of \$2,000, and the customer remains eligible for ALTCS.

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## **E802 Non-Special Treatment Trusts Examples**

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## A Non-Special Treatment Trust - Income Examples

Programs	Manual Section
ALTCS	MA802

### 1) Solely Owned Trust Example – Income higher than disbursement

The customer owns a revocable trust. She gets \$1,200.00 in Social Security income each month, which is direct-deposited into the trust account. In the month that the customer applies for ALTCS, the trustee takes \$1,100.00 out of the trust account and gives it to the customer.

The \$1,200.00 that went into the trust is higher than the \$1,100.00 paid out from the trust. The full \$1,200.00 is counted when determining income eligibility and share of cost.

### 2) Jointly Owned Trust Example – Income lower than disbursement

The customer and his wife jointly own a revocable trust. Every month the customer's \$1,500.00 Social Security benefit and his wife's \$300.00 pension payment are direct-deposited to the revocable trust account. The trustee takes \$2,000.00 out of the trust account and gives it to the couple. The \$2,000.00 paid out from the trust is higher than the \$1,800.00 that went into the trust. The \$2,000.00 paid out from the trust is counted when determining income eligibility and share of cost.

### 3) Jointly Owned Trust Example – Income higher than disbursement

The customer and her husband jointly own an irrevocable trust. The customer gets \$1,200.00 Social Security income per month. The customer's husband gets \$500.00 in military retirement pay. Both the Social Security and the military retirement pay are direct-deposited into the trust account.

In the month that the customer applies for ALTCS, the trustee takes \$500.00 out of the trust account to pay the couple's expenses. The total of all income that went into the trust is higher than the amount paid out. The income assigned to the trust is counted when determining income eligibility and share of cost.

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## B Calculating Ownership Percentage of Trust Assets Example

Programs	Manual Section
ALTCS	MA802

The customer created a trust on 8/31/2003. The trust was initially funded with \$2,000.00 from the customer, \$1,000.00 from the customer's spouse, and \$1,000.00 from the customer's brother. No other money was ever added to the trust. The total amount of money in the trust is \$4,000.00. The customer and spouse own \$3,000.00 between the two of them.

$\$3,000.00$  divided by  $\$4,000.00$  equals 0.75. The customer's ownership percentage in the trust is 75%.

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## **E803 Special Treatment Trust Examples**

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## A STTs and Income Calculations

Programs	Manual Section
ALTCS	MA803E

### 1) Income Only Trust - Customer in a Nursing Facility

The customer receives a total of \$2,500.00 per month from two pensions. Both pensions are assigned to an income only trust. In 2018, the customer's share of cost (SOC) is \$2,387.50 and his personal needs allowance (PNA) is \$112.50.

The trustee pays the SOC from the trust directly to the nursing facility, and writes a check to the customer for the PNA. There are no other payments made from the trust.

The SOC payment is not counted as income, but the \$112.50 paid to the customer for his personal needs is counted. The customer's total counted income is \$112.50.

### 2) Income Only Trust – Customer Lives at Home

The customer receives \$2,000.00 from Social Security and \$1,000.00 from a pension. Both the Social Security and the pension are assigned to her Income-Only Trust. In 2018, her SOC is \$750.00, and her PNA \$2,250.00. There are no other payments made from the trust.

The SOC payment is not counted as income, but the \$2,250.00 paid to the customer for her personal needs is counted. The customer's total counted income is 2,250.00.

### 3) Trust for a Person Under Age 65 with a Disability – Customer child lives with parents

The customer is an eight-year old child living at home with his parents. He does not receive any income of his own. In the past he received a large injury settlement, which was put into a Trust for People Under Age 65 with a Disability. The trustee expects to issue the following payments every month:

- \$15.00 to the customer for spending money;
- \$400.00 to the customer's mother for his share of the household costs for food and shelter;
- \$150.00 to medical providers for medical supplies;
- \$200.00 to the insurance company to insure the specially equipped van, which is owned by the trust; and
- \$100.00 to the trustee for fees related to administering the trust.

Since only payments for food and shelter or payments made directly to the customer are counted as income when determining ALTCS eligibility, the customer's total counted income is \$415.00.

### 4) Trust for a Person Under Age 65 with a Disability – Customer lives in a Nursing Facility

The customer lives in a nursing facility and has a Trust for People Under Age 65. Her only income source is \$680 per month in Social Security benefits. Her Social Security income is not assigned to the trust.

The trustee expects to issue two payments each month:

- \$50.00 paid to the grocery store for special foods for the customer; and

- \$125.00 paid to pharmacy for prescriptions, personal care items, and sanitary wipes.

Only the \$50.00 payment for food is counted in determining eligibility. The customer's total counted income is \$680.00 from Social Security plus \$50.00 from the trust for food, for a total of \$730.00.

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## **B Calculating Share of Cost when the Customer has a Special Treatment Trust - Examples**

<b>Programs</b>	<b>Manual Section</b>
ALTCS	MA803E

### **1) Income-Only Trust**

The customer lives at home and has two sources of income. His Social Security benefit of \$2,100.00 is assigned to his Income-Only Trust. His pension of \$700.00 is paid directly to him, and is not part of the trust. Both the Social Security and the pension are counted to determine his Share of Cost.

### **2) Trust for a Person Under Age 65 with a Disability**

The customer lives in a nursing facility and has a Trust for a Person Under Age 65 with a Disability. The trust funds are in a brokerage account, and earn \$300.00 each month in interest.

The customer receives monthly income from an annuity and from her Social Security benefits. The annuity payment is \$1,600.00, and is deposited directly into the trust. The Social Security benefit is \$2,000.00 per month, and is paid directly to her.

The interest earned by the trust is not counted for eligibility or Share of Cost. The customer's income from both the annuity and Social Security are counted when determining Share of Cost.

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## C Special Treatment Trust Anticipated Disbursements Form (DE-312)

Programs	Manual Section
ALTCS	MA803E

These examples are divided by customer situations. In general, the following information applies to every DE-312:

- List ALL 12 months starting with the current month at the time the form is filled out. The row must show the month AND year. For example, "04/2020" or "April 2020" would be acceptable. Writing "April" without the year is not acceptable.
- When amounts do not change from month to month, they must be written in the appropriate space for each month. For example, when a customer pays \$100.00 per month in legal fees, "100.00" will be in the space for legal fees for all 12 months. Writing "100.00" and drawing an arrow or line through the following months is not acceptable.
- When there is income assigned to the trust that is counted in the Share of Cost (SOC) calculation, the SOC must be paid from the trust income.
- Focus on the money going into and coming out of the trust:
  - Income that is not assigned to the trust should not appear on this form.
  - Any disbursement that is automatically deducted from income that is not assigned to the trust should not appear on this form.

### 1) The trust does not receive income

The customer is applying for ALTCS in June 2020. She has a special treatment trust which requires a completed Special Treatment Trust Anticipated Disbursements Form (DE-312). She has \$1,500.00 in countable income that is not assigned to the trust. She lives at home and does not have a share of cost.

The only thing titled to the trust is a financial account with \$500,000.00 from a legal settlement.

The customer is requesting the following disbursements:

- \$100.00 per month in legal fees for the attorney handling the trust
- \$200.00 per month for personal care services from an AHCCCS-registered provider
- \$500.00 per month for rent
- A one-time disbursement of \$750.00 for the purchase of a prepaid burial plan funded by an irrevocable life insurance policy, to be purchased in August 2020

All the requested disbursements are considered allowable disbursements. Since the \$500.00 is for shelter, it is counted in the income determination. Her total countable income, including income outside the trust, would be \$2,000.00. The other requested disbursements are not counted as income.

The DE-312 should be completed as follows:

<b>Month:</b>	<b>Amounts Provided by Benefits and Eligibility Specialist</b>	<b>06/2020</b>	<b>07/2020</b>	<b>08/2020</b>	<b>09/2020</b>	<b>10/2020</b>	<b>11/2020</b>
<b>Income Assigned to the Trust:</b>							
The ALTCS Share of Cost (SOC):							
Legal & Professional Expenses: Related to the trust administration  • Trust taxes • Investment and accounting fees • Trustee and attorney fees • Guardian and Conservator fees		100.00	100.00	100.00	100.00	100.00	100.00
Medical Insurance:							
Medical Expenses:		200.00	200.00	200.00	200.00	200.00	200.00
Family/Spouse Maintenance:							
Food:*							
Shelter, including room & board:*		500.00	500.00	500.00	500.00	500.00	500.00
Pre-Paid Burial Expenses: (See back page)				750.00			
Payments to the Trust Beneficiary:*							
Entertainment/Vocational Items:							
Transportation:							
<b>Total of all Disbursements:</b>		800.00	800.00	1550.00	800.00	800.00	800.00

<b>Month:</b>	<b>Amounts Provided by Benefits and Eligibility Specialist</b>	<b>12/2020</b>	<b>01/2021</b>	<b>02/2021</b>	<b>03/2021</b>	<b>04/2021</b>	<b>05/2021</b>
<b>Income Assigned to the Trust:</b>							
The ALTCS Share of Cost (SOC):							
Legal & Professional Expenses: Related to the trust administration  • Trust taxes • Investment and accounting fees • Trustee and attorney fees • Guardian and Conservator fees		100.00	100.00	100.00	100.00	100.00	100.00
Medical Insurance:							
Medical Expenses:		200.00	200.00	200.00	200.00	200.00	200.00
Family/Spouse Maintenance:							
Food:*							
Shelter, including room & board:*		500.00	500.00	500.00	500.00	500.00	500.00
Pre-Paid Burial Expenses: (See back page)							
Payments to the Trust Beneficiary:*							
Entertainment/Vocational Items:							
Transportation:							
<b>Total of all Disbursements:</b>		800.00	800.00	800.00	800.00	800.00	800.00

**2) The trust receives income that is counted in the SOC calculation**

The customer is applying for ALTCS in March 2020. He has a special treatment trust which requires a completed Special Treatment Trust Anticipated Disbursements Form (DE-312).

The customer:

- Lives in an assisted living home;

- Gets \$1,000.00 per month in Social Security income and \$2,000.00 per month from a pension; and
- Pays \$144.60 for Medicare Part B and \$200.00 per month for other health insurance.

If he is approved for ALTCS, his SOC before the Medicare Buy-in occurs will be **\$306.40**. His SOC after the Medicare buy-in will be **\$451.00**.

His Social Security income is assigned to the trust. The trust is also funded with a financial account with \$20,000.00.

The customer is requesting the following disbursements:

- \$75.00 per month in legal fees for the attorney handling the trust
- \$144.60 for Medicare Part B
- \$200.00 per month for his health insurance
- \$200.00 per month for his visits to the chiropractor that is not covered by insurance

All the requested disbursements are considered allowable disbursements. None of the requested disbursements are counted as income. Since the customer has a SOC and the income assigned to the trust is counted for the SOC determination, the SOC must be paid from the trust income.

The DE-312 should be completed as follows:

Month:	Amounts Provided by Benefits and Eligibility Specialist	03/2020	04/2020	05/2020	06/2020	07/2020	08/2020
<b>Income Assigned to the Trust:</b>		1000.00	1000.00	1000.00	1000.00	1000.00	1000.00
The ALTCS Share of Cost (SOC):	306.40	306.40	306.40	306.40	451.00	451.00	451.00
Legal & Professional Expenses: Related to the trust administration  • Trust taxes • Investment and accounting fees • Trustee and attorney fees • Guardian and Conservator fees		75.00	75.00	75.00	75.00	75.00	75.00
Medical Insurance:		344.60	344.60	344.60	200.00	200.00	200.00
Medical Expenses:		200.00	200.00	200.00	200.00	200.00	200.00
Family/Spouse Maintenance:							
Food:*							

Shelter, including room & board:*							
Pre-Paid Burial Expenses: (See back page)							
Payments to the Trust Beneficiary:*							
Entertainment/Vocational Items:							
Transportation:							
<b>Total of all Disbursements:</b>		926.00	926.00	926.00	926.00	926.00	926.00

<b>Month:</b>	<b>Amounts Provided by Benefits and Eligibility Specialist</b>	<b>9/2020</b>	<b>10/2020</b>	<b>11/2020</b>	<b>12/2020</b>	<b>01/2021</b>	<b>02/2021</b>
<b>Income Assigned to the Trust:</b>		1000.00	1000.00	1000.00	1000.00	1000.00	1000.00
The ALTCS Share of Cost (SOC):	451.00	451.00	451.00	451.00	451.00	451.00	451.00
Legal & Professional Expenses: Related to the trust administration  • Trust taxes • Investment and accounting fees • Trustee and attorney fees • Guardian and Conservator fees		75.00	75.00	75.00	75.00	75.00	75.00
Medical Insurance:		200.00	200.00	200.00	200.00	200.00	200.00
Medical Expenses:		200.00	200.00	200.00	200.00	200.00	200.00
Family/Spouse Maintenance:							
Food:*							
Shelter, including room & board:*							

Pre-Paid Burial Expenses: (See back page)							
Payments to the Trust Beneficiary:*							
Entertainment/Vocational Items:							
Transportation:							
<b>Total of all Disbursements:</b>		926.00	926.00	926.00	926.00	926.00	926.00

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The ALTCS Share of Cost (SOC):	451.00	451.00	451.00	451.00	451.00	451.00	451.00
Personal Needs Allowance:*	2349.00	2349.00	2349.00	2349.00	2349.00	2349.00	2349.00
Legal & Professional Expenses: Related to the trust administration • Trust taxes • Investment and accounting fees • Trustee and attorney fees • Guardian and Conservator fees							
Medical Insurance:	200.00	200.00	200.00	200.00	200.00	200.00	200.00
Medical Expenses:							
Family/Spouse Maintenance:							
Food:*							
Shelter, including room & board:*							
Pre-Paid Burial Expenses: (See back page)							
Payments to the Trust Beneficiary:*							
Entertainment/Vocational Items:							
Transportation:							
<b>Total of all Disbursements:</b>	<b>3000.00</b>	<b>3000.00</b>	<b>3000.00</b>	<b>3000.00</b>	<b>3000.00</b>	<b>3000.00</b>	<b>3000.00</b>

**2) The customer has income both inside and outside the Income-Only trust and lives in a HCBS living arrangement**

The customer is applying for ALTCS in March 2020. She has an income-only trust.

The customer:

- Lives in an assisted living home;
- Gets \$4,000.00 per month in annuity income that is assigned to the trust;

- Gets \$1,000.00 per month from Social Security that is NOT assigned to the trust; and
- Pays \$144.60 for Medicare Part B and \$100.00 for a Medicare supplement plan. Both payments are automatically deducted from the customer's Social Security payment.

If she is approved for ALTCS, her SOC before the Medicare Buy-in occurs will be **\$2,406.40**. Her SOC after the Medicare buy-in will be **\$2,551.00**.

Since the deductions for Medicare Part B and the supplemental plan are deducted from an income that is outside of the trust, the health insurance premiums should not appear on the form.

The DE-313 should be completed as follows:

NOTE The income outside the trust (\$1,000.00) plus the countable Personal Needs Allowance disbursement (\$1,349.00) equals \$2,349.00, which is the income limit for 2020. Any additional countable disbursements would put the customer over the income limit. If the trustee wanted to disburse the \$244.60 left over in the trust in March 2020, the disbursement would have to be a type of disbursement that is not countable, such as legal or professional expenses.

Month:	Amounts Provided by Benefits and Eligibility Specialist	03/2020	04/2020	05/2020	06/2020	07/2020	08/2020
<b>Income Assigned to the Trust:</b>	4000.00	4000.00	4000.00	4000.00	4000.00	4000.00	4000.00
The ALTCS Share of Cost (SOC):	2406.40	2406.40	2406.40	2406.40	2551.00	2551.00	2551.00
Personal Needs Allowance:*	1349.00	1349.00	1349.00	1349.00	1349.00	1349.00	1349.00
Legal & Professional Expenses: Related to the trust administration • Trust taxes • Investment and accounting fees • Trustee and attorney fees • Guardian and Conservator fees							
Medical Insurance:							
Medical Expenses:							
Family/Spouse Maintenance:							
Food:*							

Shelter, including room & board:*							
Pre-Paid Burial Expenses: (See back page)							
Payments to the Trust Beneficiary:*							
Entertainment/Vocational Items:							
Transportation:							
<b>Total of all Disbursements:</b>	3755.40	3755.40	3755.40	3755.40	3900.00	3900.00	3900.00

<b>Month:</b>	<b>Amounts Provided by Benefits and Eligibility Specialist</b>	<b>09/2020</b>	<b>10/2020</b>	<b>11/2020</b>	<b>12/2020</b>	<b>01/2021</b>	<b>02/2021</b>
<b>Income Assigned to the Trust:</b>	4000.00	4000.00	4000.00	4000.00	4000.00	4000.00	4000.00
The ALTCS Share of Cost (SOC):	2551.00	2551.00	2551.00	2551.00	2551.00	2551.00	2551.00
Personal Needs Allowance:*	1349.00	1349.00	1349.00	1349.00	1349.00	1349.00	1349.00
Legal & Professional Expenses: Related to the trust administration  <ul style="list-style-type: none"> <li>• Trust taxes</li> <li>• Investment and accounting fees</li> <li>• Trustee and attorney fees</li> <li>• Guardian and Conservator fees</li> </ul>							
Medical Insurance:							
Medical Expenses:							
Family/Spouse Maintenance:							





Personal Needs Allowance:*	117.45	117.45	117.45	117.45	117.45	117.45	117.45
Legal & Professional Expenses: Related to the trust administration • Trust taxes • Investment and accounting fees • Trustee and attorney fees • Guardian and Conservator fees							
Medical Insurance:	200.00	200.00	200.00	200.00	200.00	200.00	200.00
Medical Expenses:							
Family/Spouse Maintenance:							
Food:*							
Shelter, including room & board:*							
Pre-Paid Burial Expenses: (See back page)							
Payments to the Trust Beneficiary:*							
Entertainment/Vocational Items:							
Transportation:							
<b>Total of all Disbursements:</b>	<b>3000.00</b>	<b>3000.00</b>	<b>3000.00</b>	<b>3000.00</b>	<b>3000.00</b>	<b>3000.00</b>	<b>3000.00</b>

**4) The customer has income both inside and outside the Income-Only Trust and lives in a long term care medical institution**

The customer is applying for ALTCS in March 2020. She has an income-only trust.

The customer:

- Lives in a nursing facility;
- Gets \$2,000.00 per month in annuity income that is assigned to the trust;
- Gets \$800.00 per month from Social Security that is NOT assigned to the trust; and

- Pays \$144.60 for Medicare Part B which is automatically deducted from the customer's Social Security payment.

If she is approved for ALTCS, her SOC before the Medicare Buy-in occurs will be **\$2,537.95**. Her SOC after the Medicare buy-in will be **\$2,682.55**.

Since the SOC amount is greater than the amount going into the trust, the only allowable disbursement will be for the SOC. The SOC must be paid from the income going into the trust. The remaining amount due for the SOC will have to be paid from the customer's income outside the trust.

The DE-313 should be completed as follows:

Month:	Amounts Provided by Benefits and Eligibility Specialist	03/2020	04/2020	05/2020	06/2020	07/2020	08/2020
<b>Income Assigned to the Trust:</b>	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00
The ALTCS Share of Cost (SOC):	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00
Personal Needs Allowance:*							
Legal & Professional Expenses: Related to the trust administration • Trust taxes • Investment and accounting fees • Trustee and attorney fees • Guardian and Conservator fees							
Medical Insurance:							
Medical Expenses:							
Family/Spouse Maintenance:							
Food:*							
Shelter, including room & board:*							
Pre-Paid Burial Expenses: (See back page)							

Payments to the Trust Beneficiary:*							
Entertainment/Vocational Items:							
Transportation:							
<b>Total of all Disbursements:</b>	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00

Month:	Amounts Provided by Benefits and Eligibility Specialist	09/2020	10/2020	11/2020	12/2020	01/2021	02/2021
<b>Income Assigned to the Trust:</b>	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00
The ALTCS Share of Cost (SOC):	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00
Personal Needs Allowance:*							
Legal & Professional Expenses: Related to the trust administration  <ul style="list-style-type: none"> <li>• Trust taxes</li> <li>• Investment and accounting fees</li> <li>• Trustee and attorney fees</li> <li>• Guardian and Conservator fees</li> </ul>							
Medical Insurance:							
Medical Expenses:							
Family/Spouse Maintenance:							
Food:*							
Shelter, including room & board:*							
Pre-Paid Burial Expenses: (See back page)							



Payments to the Trust Beneficiary:*							
Entertainment/Vocational Items:							
Transportation:							
<b>Total of all Disbursements:</b>	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00

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## E STT Disbursement Request Examples

Programs	Manual Section
ALTCS	MA803E

### 1) Customer's portion of expenses

The customer has Arizona Long Term Care System (ALTCS) benefits and has a special treatment trust. His rent is \$1500 a month and he has two roommates. He wants to disburse \$1500 a month to pay rent.

Only the customer's share of the expense may be paid from the trust.  $\$1500/3$  people in the home = \$500 per person. Only \$500 is allowed to be disbursed from the trust.

### 2) Remodel and Home is not in Trust

The customer has Arizona Long Term Care System (ALTCS) benefits and has a trust for people under age 65 with a disability. She owns her home, but it is not titled to the trust. She requests a one-time disbursement for a full kitchen remodel. The remodel of the kitchen is cosmetic and is not needed for her to be able to use it.

Since the home is not titled to the trust, the one-time trust disbursement would not be approved.

### 3) Vacation Expenses

The customer has Arizona Long Term Care System (ALTCS) benefits and has a Pooled trust. The trustee submits a one-time disbursement request for the following expenses:

- Airfare for the customer, his caregiver, and his best friend to travel to Florida;
- Hotel stay for 3 days; and
- Tickets for the customer, his caregiver, and best friend to go to an amusement park.

Disbursements for vacations are allowable as entertainment expenses. However, only expenses for the customer and one caregiver may be approved. Any portion of the disbursement request for the customer's best friend would not be approved.

### 4) Reimburse Trustee

The customer has Arizona Long Term Care System (ALTCS) benefits and has a trust for people under age 65 with a disability. She has a trustee for her trust. The trustee submitted a one-time disbursement request to reimburse himself for moving expenses he paid on Michelle's behalf.

Reimbursements to trustees are not allowable disbursements from special treatment trusts. The disbursement would not be approved.

### 5) Credit Card Bill

The customer has Arizona Long Term Care System (ALTCS) benefits and has a Pooled trust. He requests a one-time disbursement to pay off a credit card. Payments on past debts are not allowable trust disbursements. The disbursement would not be approved.

**6) The customer has income both inside and outside the Income-Only Trust and lives in a long term care medical institution**

The customer has Arizona Long Term Care System (ALTCS) benefits and has an Income-Only Trust (IOT). She submitted a new Income-Only Trust Anticipated Disbursements (DE-313) form requesting an ongoing disbursement of \$200 for health insurance. The health insurance bill shows that \$50 of the payment would cover her spouse's health insurance.

Only the customer's portion of the health insurance premium may be disbursed from the IOT.  $\$200 - \$50 = \$150$  would be approved as an ongoing trust disbursement.

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## E901 Transfer Overview Examples

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Click on the next  (arrow) button in the top navigation pane to go to the Chapter subsections.

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## A Establishing the Look Back Period

Programs	Manual Section
ALTCS	MA901

The customer applied for ALTCS for the first time on October 18, 2015. During the application process, it is discovered that he gave a vacation property to each of his children on their 30<sup>th</sup> birthdays. His oldest daughter turned 30 in June 2010, and the customer transferred the title to her on June 17, 2010. His other daughter turned 30 in August 2012, and he transferred the title to the second property to her on August 3<sup>rd</sup>, 2012.

The customer's look back period goes back to 09/1/2010.

Since the earliest transfer to the oldest daughter happened before 10/1/2010, it is before the look-back period. The second transfer is after 10/1/2010 and must be evaluated as a transfer.

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## **B Previous Penalty Period in Effect At New Application**

<b>Programs</b>	<b>Manual Section</b>
ALTCS	MA901

The customer and his spouse transfer their home property to their daughter and their vacation home to their son in May 2009.

The customer applies and is approved for ALTCS in February 2010 and is assessed a penalty period of 80 months for the two transfers, beginning 02/01/2010 and ending 9/30/2016.

The customer receives ALTCS Acute for 12 months, but his eligibility is discontinued when he does not complete the renewal process in February 2011.

In October 2015, the customer reapplies for ALTCS. Because a penalty period was established by the earlier application and has not ended, the remaining penalty period of 12 months ending 9/30/2016 applies to this application, even though the transfer date is before the look-back date for his new application in 10/2015.

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## **E902 Transfers That May Affect Eligibility Examples**

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Click on the next  (arrow) button in the top navigation pane to go to the Chapter subsections.

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## A Annuities that are Compensated Transfers

Programs	Manual Section
ALTCS	MA902

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### Examples

#### 1) Example 1

The customer invested in a ROTH IRA while he was working.

It was converted to an irrevocable annuity when he retired in August and named AHCCCS as the beneficiary.

Since the annuity meets the conditions of naming AHCCCS as the primary beneficiary and was created using funds in a ROTH IRA, the annuity is considered a compensated transfer.

#### 2) Example 2

The community spouse used \$126,500 of the couple's resources to purchase a 9-year period-certain immediate annuity from a life insurance company. The community spouse is the annuitant. The annuity names AHCCCS as the beneficiary in the position after the institutionalized spouse.

The community spouse was 74-years-old on the date the annuity was purchased and according to the SSA Period Life Table had a life expectancy of 9.75 years or 117 months.

The annuity will issue regular monthly checks of \$1,488.75 for a set period of 9 years or 108 total months. The insurance company will pay out a total of \$160,785.00 over the period of the annuity contract.

Since the annuity meets all of the following requirements, it is a compensated transfer:

- Names AHCCCS as the beneficiary;
- Purchased from a life insurance company;
- Issuing regular monthly payments; and
- Will provide for full return of principal and interest during the community spouse's life expectancy.



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## B Annuity That Is An Uncompensated Transfer

Programs	Manual Section
ALTCS	MA902

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### Example

The customer applied for ALTCS and used \$20,000 of his resources to purchase an immediate annuity from the ABC Insurance Company. The annuity does not name AHCCCS as the primary beneficiary.

The contract date is 9/15 and the first payment will be issued on 10/15.

The annuity will issue payments of \$200 per month for 10 years in 120 monthly payments. This would result in a return of \$24,000 over the period of the contract.

The customer is currently 79-years-old and has a life expectancy of 7.40 years or 88.8 months. At \$200 per month, the contract will pay out \$17,600 over the customer's life expectancy.

In this example, the annuity was purchased from a life insurance company, will issue regular monthly payments and is currently issuing payments.

However, the annuity does not meet the requirements to name AHCCCS as the primary beneficiary and does not provide for full return of principal and interest during the customer's life expectancy. The full purchase price of the annuity is a transfer with uncompensated value.

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## C Oral Loan Payments Made More Than a Year After The Agreement

Programs	Manual Section
ALTCS	MA902

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### Example

The customer borrowed \$25,000 from his sister on April 11, 2013. They had an oral loan agreement that the customer would pay back the full amount in 10 monthly installments of \$2,500 beginning in May 2013.

The customer missed a few payments and still owed his sister \$7,500 on April 10, 2014; the end of the one-year period. He paid her \$2,500 in May 2014 and \$5,000 in July 2014, after the oral agreement was no longer valid.

The \$7,500 the customer repaid his sister after the loan was no longer valid is considered a transfer with uncompensated value.

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## D Transfers To An Income Only Trust (IOT)

Programs	Manual Section
ALTCS	MA902

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### Example

The customer receives \$1,600 in monthly income that is assigned to his IOT. The trustee issues \$1,500 for the benefit of the customer. The \$100 that was not disbursed is considered a transfer.

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## E Transfer to a Revocable Trust Example

Programs	Manual Section
ALTCS	MA902

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### Example

The customer has a revocable trust with a corpus of \$300,000. Under the terms of the revocable trust, the Trustee has complete discretion in disbursing funds from the trust. Each month the Trustee disburses \$100 to the customer as an allowance and \$500 to a property management firm for the upkeep of the customer's home from the income earned by the trust.

On June 15, 2015, the Trustee gives \$250,000 from the trust corpus to the customer's brother. In September 2015, the customer applies for ALTCS benefits and is approved.

The \$250,000 from the trust was given away by the trustee within the 60-month look-back period, and is evaluated as a transfer with uncompensated value and a transfer penalty is imposed, beginning September 1, 2015.

**NOTE** Since the trust is revocable, the entire remaining value of the corpus is a counted resource. In this case the remaining \$50,000 is counted. The \$100 personal allowance and the \$500 for upkeep of the home property are treated as counted income since they are being paid from the trust income.

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## F Transfer to an Irrevocable Trust Example

Programs	Manual Section
ALTCS	MA902

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### Examples

#### 1) Trustee has discretion to issue disbursements for the customer

The customer established an irrevocable trust with a corpus of \$300,000 on March 1, 2009. He enters a nursing facility on August 15, 2015, and applies for ALTCS benefits that month.

On January 15, 2010, the Trustee gave \$100,000 from the trust corpus to the customer's brother.

Under the terms of the irrevocable trust, the Trustee has complete discretion to disburse the entire trust corpus and all income from the trust to anyone, including the customer. Each month the Trustee disburses \$100 to the customer as an allowance and \$500 to a property management firm for the upkeep of the customer's home. This money comes from interest earned by the trust corpus.

The \$100,000 gift to the customer's brother is evaluated as a transfer with uncompensated value. However, the transfer was made before the look-back period begin date of 8/1/2010, and a transfer penalty period is not imposed.

**NOTE** Since the trustee has discretion to disburse the entire trust corpus to the customer, the entire remaining value of the corpus is a counted resource. In this case the remaining \$200,000 is counted. The \$100 personal allowance and the \$500 for upkeep of the home property are treated as counted income since they are being paid from the trust income.

#### 2) Trust Corpus is unavailable to the customer

The customer established an irrevocable trust with a corpus of \$350,000 on April 15, 2012. He enters a nursing facility on November 15, 2015, and applies for ALTCS benefits that month.

On January 15, 2015, the Trustee gave \$100,000 from the trust corpus to the customer's brother.

Under the terms of the irrevocable trust, the Trustee cannot disburse any of the trust corpus to the customer. The trust terms do allow the Trustee to make disbursements to the customer from the trust income. Each month the Trustee disburses \$100 to the customer as an allowance and \$200 for the customer's car payment.

Since none of the corpus can be disbursed to the customer, the entire value of the trust corpus at the time it became irrevocable is evaluated as a transfer with uncompensated value. The date of the transfer into the trust is within 60-month look-back period. An uncompensated transfer of \$350,000 occurred on 4/15/2012. The fact that \$100,000 of those funds was later transferred out of the trust to the customer's brother does not change the amount of the transfer on which the penalty is based. That amount remains \$350,000.

**NOTE** The \$100 and \$200 disbursed from the trust earnings count as unearned income to the customer.

# E903 Transfers That Do Not Affect Eligibility Examples

Programs	Manual Section
ALTCS	MA903

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## Examples

### 1) Transfers that do not include the customer's resources – Example #1

The customer is listed as a joint owner on his son's bank account. The customer rebuts ownership of the account and provides evidence to prove that only his son's money is in the account. As part of the successful rebuttal of account ownership (MA705I), the customer removes his name from the bank account.

The customer's eligibility for ALTCS is not affected by removing his name from the account. The account did not include any of the customer's resources.

### 2) Transfers that do not include the customer's resources – Example #2

The customer, co-signed a car loan for her niece. The customer's name is listed on the title and the loan documents. The niece provides proof that she made all of the payments for the car loan, as well as the maintenance of the car. After the car was paid off, the niece gave the vehicle to charity.

Even though the customer's name was on the title, the equity in the car belonged only to the niece (MA704C.1). The vehicle was not the customer's resource.

### 3) Purchases at Current Market Value

The customer's bank statement showed a purchase in the amount of \$877.32. When asked about this purchase by a Benefits and Eligibility Specialist, the customer states that he used the money to buy a new TV at a local electronics store. He purchased it for himself to replace his old TV, which was broken.

The new TV was purchased for the customer at the current market value and does not affect his eligibility for ALTCS.

### 4) Payment of Debt

The customer holds a credit card with a balance of \$1,200.00. The month before she applied for ALTCS, she paid off the entire balance and closed out the credit card account.

The credit card balance was a debt owed by the customer. Repayment of the debt does not affect her eligibility for ALTCS.

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## **E905 Transfer Penalty Period Examples**

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## A Length of the Transfer Penalty Period

Programs	Manual Section
ALTCS	MA905

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### Example

The customer gives her home to her cousin without receiving compensation. The equity value of the home is \$1,000,000. If the average private pay rate at the time the customer applied for ALTCS is \$4,027.61, the penalty period would be 248 months, and 8 days.

(\$1,000,000 / \$4,027.61 = 248.28; .28 x 30 = 8.4 days; the fraction is dropped.)

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## B Transfer Penalty Period Calculations

Programs	Manual Section
ALTCS	MA905

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### Example

Each of the following customers transfers \$35,000 with no compensation.

Customer A was first approved for ALTCS for March 2007, and lived in Yuma County at the time. The PPR used would be \$4,445.00, and the penalty period would be 7.87 months, or 7 months and 26 days ( $.87 \times 30 = 26.1$  days; fraction is dropped).

Customer B was first approved for ALTCS for October 2013, and lived in Maricopa County at the time. The PPR used would be \$6,648.77, and the penalty period would be 5.26 months, or 5 months and 7 days ( $.26 \times 30 = 7.8$  days; fraction is dropped).

Customer C was first approved for ALTCS for June 2014, and lived in Graham County at the time. The PPR used would be \$5,595.31, and the penalty period would be 6.25 months, or 6 months and 7 days ( $.25 \times 30 = 7.5$  days; fraction is dropped).

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## C Transfer Penalty Period Begin Date

Programs	Manual Section
ALTCS	MA905

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### Examples

#### 1) Transfer Penalty begin date – First approved month

The customer applies for ALTCS on November 3, 2015. He gave a piece of land to his daughter in April 2013, which is within the look-back period. The customer is over income in November, but is eligible and approved effective December 2015. The transfer penalty begins in December 2015, the first approved month.

#### 2) Transfer Penalty begin date – Month the transfer was made

The customer was approved for ALTCS starting July 1, 2015. In November 2015, she gives her home property to her son. Since the customer is already on ALTCS, the transfer penalty period begins in November 2015, the month of the transfer.

#### 3) Transfer Penalty begin date – First approved month

The customer applied for ALTCS in October 2015 and applied for prior quarter coverage for September 2015. On November 10, 2015, while the application is still pending, the customer gives \$15,000 cash to her nephew. On November 30, 2015 the application is approved for September 2015, October 2015 and ongoing. The transfer penalty period begins September 2015, the first approved month.

#### 4) Transfer Penalty begin date – Still in prior penalty period

The customer was approved for ALTCS Acute beginning May 2014, due to a transfer penalty period. The penalty period runs from May 2014 through March 2016.

In May 2015, his ALTCS eligibility ended because he did not complete a renewal.

On September 2, 2015 he reapplies, and the ALTCS worker discovers that the customer sold his home property and gave the money to his children in August 2015 while he was not on ALTCS.

The customer's penalty period from the earlier application does not end until March 31, 2016. The new penalty period for the transfer in August 2015 begins April 1, 2016.

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## D Multiple Transfers Made Before ALTCS Approval

Programs	Manual Section
ALTCS	MA905

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### Examples

#### 1) Multiple Transfers – No Returns

The customer applied for ALTCS on October 5, 2015. She made the following uncompensated transfers:

- \$1,000 in July 2015
- \$3,000 in August 2015
- \$38,000 in September 2015

October 2015 is the first month that the customer is otherwise eligible for ALTCS except for the transfer.

All transfers that were made by the customer from July through September 2015 are added together and then divided by the customer's PPR for her county of residence to get the penalty period.

#### 2) Multiple Transfers – Partial Returns

The customer in the example above is approved in November 2015. In December, the \$1,000.00 transfer is returned to the customer.

The transfer penalty period is unaffected. After the month in which the transfer penalty began, all of the transfers that were added together must be returned to the customer in order to end the transfer penalty period.

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## E Multiple Transfers Made in Consecutive Months after ALTCS Approval

Programs	Manual Section
ALTCS	MA905

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### Example

The customer is on ALTCS when she sells her home for \$60,000. She gives one of her grandchildren \$20,000 in each month from April through June.

The three consecutive transfers are added together. The penalty period begins in April, the month of the first transfer.

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## F Multiple Transfers Made in Non-Consecutive Months after ALTCS Approval

Programs	Manual Section
ALTCS	MA905

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### Examples

#### 1) Multiple Transfers Applied Together

The customer sold his home and transferred the \$40,000 proceeds to his children. He transferred \$10,000 per month in the months of April, May, July and August. The private pay rate for the customer's county of residence when he was first approved for ALTCS was \$5,942.65.

The \$20,000 in transfers made in the consecutive months of April and May divided by \$5,942.65 equals 3.36 months of ineligibility. The penalty period starts April 1<sup>st</sup> and the partial month penalty ends in July.

Since the penalty period resulting from the consecutive months' transfers ended in the same month the next transfer was made, all four transfers are added together. The penalty period begins in April, the month of the first transfer.

#### 2) Multiple Transfers Applied Separately

The customer transfers \$5,500 in May, \$5,500 in June and \$2,500 in July. She later transfers \$35,000 in November. The private pay rate for the customer's county of residence when she was first approved for ALTCS was \$5,942.65.

The earliest transfers made in the consecutive months of May, June and July total \$13,500. Divided by \$5,942.65, this equals 2.27 months. The penalty period would begin in May and end with a partial month penalty in July. Since the first penalty period would end before the month of the later transfer of \$35,000, the penalty periods are calculated separately. The penalty period for the \$35,000 transfer would begin in November, the month in which the transfer was made.

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## G Division of Penalty Period between Spouses

Programs	Manual Section
ALTCS	MA905

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### Example

The customer and her spouse gave their home to their son in March 2014, receiving no compensation.

The customer applies for ALTCS in January 2015. A transfer penalty period of 22 months is assessed, beginning 01/01/2015 and ending 10/31/2016. The customer is approved for ALTCS Acute beginning January 2015.

On December 18, 2015, the customer's spouse applies for ALTCS and is approved on January 4th. As of January 2016, there are 10 months left of the penalty period. Beginning January, the remaining 10 months of the penalty period are equally divided between the spouses. Each spouse has a penalty period of 5 months beginning January 1, 2016 and ending May 31, 2016.

One of the spouses dies in April 2016. The remaining month of his half of the penalty period (for May) is applied to his spouse, extending her penalty period to June 30, 2016.

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## H Change in the Penalty Period Example

Programs	Manual Section
ALTCS	MA905

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### Examples

#### 1) Transfer Penalty Period – Full Amount Returned After the Transfer Month

The customer applies for ALTCS in March 2015. He learns that the home he gave to his son in June 2012 without receiving compensation will result in a transfer penalty period of 19 months and 2 days.

He is approved for ALTCS Acute beginning 03/01/2015. To allow his father to qualify for long-term care services, the son transfers the property back to the customer in June 2015. The penalty period ends on 05/31/2015, the last day of the month before the property was returned.

#### 2) Transfer Penalty Period – Full Amount Returned During Application Period

The customer applies for ALTCS in February 2015. The customer transferred a sports car to his son in January 2015. The transfer will result in a penalty of 13 months and 9 days.

To allow his father to qualify for long-term care services, the customer's son transfers the title of the vehicle back to the customer. The title transfer is effective February 27, 2015.

Since the transfer penalty would have begun in February, and the vehicle was returned in the same month, no transfer penalty is applied.

#### 3) Eligibility Ends During Penalty Period - Previous Penalty Expired

The customer applies for ALTCS in June 2008. The customer transferred her home to her brother in 2007. The Benefits and Eligibility Specialist determines a transfer penalty of 7 years and 6 months, which will end in December 2015.

The customer's condition improves, and she is determined medically ineligible. Her ALTCS coverage ends in July 2010.

In June 2016, the customer reapplies and is eligible for ALTCS. Since the previous penalty has already ended, the customer is not penalized any further for the transfer in 2007. She is eligible for full ALTCS services in the application month.

#### 4) Eligibility Ends During Penalty Period - Previous Penalty Active

The customer applies for ALTCS in July 2012. The customer transferred her mobile home to her brother in 2008. The Benefits and Eligibility Specialist determines a transfer penalty of 3 years and 6 months, which will end January 31, 2016.

The customer receives an inheritance in August 2013 that puts her over the resource limit. Her ALTCS coverage ends August 31, 2013.

In December 2015, the customer reapplies but the previous penalty period is still active. The customer is only eligible for ALTCS Acute coverage for December 2015 and January 2016. She is eligible for full ALTCS services in February 2016.





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## I Prior Private Pay Rates

Programs	Manual Section
ALTCS	MA905

### Examples

The Private Pay Rates vary according to the county where the customer lives. Private Pay Rates are generally updated once per year in October but may be updated more frequently.

The Private Pay Rates for 10/1/1988 to present are listed below.

NOTE From 10/1/1997 to 9/30/2002, DD customers had a separate Private Pay Rate. When the DD field in the table below is blank, use the Private Pay Rate for the county the customer lived in during their first month of ALTCS eligibility.

Period	DD	Maricopa	Pinal	Pima	All Other Counties
10/1/88 – 9/30/89		\$1,785.90	\$1,627.20	\$1,739.40	\$1,627.20
10/1/89 – 9/30/90		\$1,972.80	\$1,885.80	\$1,931.40	\$1,885.80
10/1/90 – 9/30/91		\$1,987.20	\$1,926.00	\$1,965.30	\$1,926.00
10/1/91 – 9/30/92		\$2,178.00	\$2,083.50	\$2,134.80	\$2,083.50
10/1/92 – 9/30/93		\$2,283.00	\$2,181.00	\$2,238.00	\$2,181.00
10/1/93 – 9/30/94		\$2,406.30	\$2,321.10	\$2,406.30	\$2,321.10
10/1/94 – 9/30/95		\$2,509.50	\$2,509.50	\$2,509.50	\$2,426.40
10/1/95 – 9/30/96		\$2,651.42	\$2,651.42	\$2,651.42	\$2,530.67
10/1/96 – 9/30/97		\$2,767.92	\$2,767.92	\$2,767.92	\$2,642.60
10/1/97 – 9/30/98	\$4,608.30	\$2,823.90	\$2,823.90	\$2,823.90	\$2,688.60
10/1/98 – 3/31/00	\$2,651.42	\$2,943.42	\$2,943.42	\$2,943.42	\$2,802.28
04/1/00 – 9/30/00	\$2,651.42	\$3,061.16	\$3,061.16	\$3,061.16	\$2,914.37
10/1/00 – 9/30/01	\$3,303.09	\$3,352.91	\$3,352.91	\$3,352.91	\$3,115.69
10/1/01 – 9/30/02	\$3,303.09	\$3,540.67	\$3,540.67	\$3,540.67	\$3,290.17
10/1/02 – 9/30/03		\$3,898.95	\$3,898.95	\$3,898.95	\$3,624.18
10/1/03 – 9/30/04		\$4,027.61	\$4,027.61	\$4,027.61	\$3,743.78
10/1/04 – 9/30/05		\$4,188.72	\$4,188.72	\$4,188.72	\$3,893.53
10/1/05 – 9/30/06		\$4,507.06	\$4,507.06	\$4,507.06	\$4,189.44

10/1/06 – 9/30/07		\$4,781.99	\$4,781.99	\$4,781.99	\$4,445.00
10/1/07 – 9/30/08		\$5,119.12	\$5,119.12	\$5,119.12	\$4,758.37
10/1/08 – 9/30/09		\$5,808.25	\$5,808.25	\$5,808.25	\$5,158.40
10/1/09 – 9/30/10		\$5,942.65	\$5,942.65	\$5,942.65	\$5,321.94
10/1/10 – 9/30/11		\$5,777.74	\$5,777.74	\$5,777.74	\$5,135.38
10/1/11 – 9/30/12		\$6,481.94	\$6,481.94	\$6,481.94	\$5,688.34
10/1/12 – 9/30/13		\$6,646.35	\$6,646.35	\$6,646.35	\$5,282.23
10/1/13 – 9/30/14		\$6,648.77	\$6,648.77	\$6,648.77	\$5,595.31
10/1/14 – 9/30/16		\$6,726.48	\$6,726.48	\$6,726.48	\$5,575.29
10/1/16 – 9/30/17		\$6,905.11	\$6,905.11	\$6,905.11	\$5,667.81
10/1/17 – 9/30/18		\$7,134.44	\$7,134.44	\$7,134.44	\$6,307.74
10/1/18 – 2/28/19		\$7,204.17	\$7,204.17	\$7,204.17	\$6,334.17
3/1/19 – 9/30/19		\$7,253.13	\$7,253.13	\$7,253.13	\$6,377.20
10/1/19 – 12/31/19		\$7,429.58	\$7,429.58	\$7,429.58	\$6,592.52
1/1/2020 – 9/30/2020		\$7,533.59	\$7,533.59	\$7,533.59	\$6,684.82
10/1/2020 – 12/31/2020		\$7,204.78	\$7,204.78	\$7,204.78	\$6,451.92
1/1/2021 – 9/30/2021		\$7,366.21	\$7,366.21	\$7,366.21	\$6,708.84
10/1/2021 – 12/31/2021		\$7,968.11	\$7,968.11	\$7,968.11	\$7,275.76
1/1/2022 – 09/30/2022		\$8,029.46	\$8,029.46	\$8,029.46	\$7,331.78
10/1/2022 – 9/30/2023		\$8,912.70	\$8,912.70	\$8,912.70	\$8,138.28
10/1/2023 – 12/31/2023		\$7,826.46	\$7,826.46	\$7,826.46	\$7,281.17
10/1/2024 – 09/30/2024		\$7,867.16	\$7,867.16	\$7,867.16	\$7,319.03

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## **E1104 Enrollment with a Program Contractor Examples**

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Click on the next  (arrow) button in the top navigation pane to go to the Chapter subsections.

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## **A Enrolled with an AHCCCS Complete Care (ACC) plan at Time of ALTCS Approval Example**

<b>Programs</b>	<b>Manual Section</b>
ALTCS	MA1104

The customer applied for ALTCS on March 25th. On April 10th she applied for AHCCCS Medical Assistance programs other than ALTCS. On April 20th, she was approved for SSI-MAO and enrolled with a health plan effective April 1st.

On May 7th her ALTCS application was approved effective March 1st. Because her ALTCS eligibility begin date is before her enrollment started with the AHCCCS Complete Care (ACC) plan, she is enrolled with the ALTCS program contractor beginning March 1st.

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## B Not Enrolled with an AHCCCS Complete Care (ACC) plan Example

Programs	Manual Section
ALTCS	MA1104

The customer applies for ALTCS on January 19th. He is not currently receiving AHCCCS Medical Assistance. On March 3rd his application is approved effective January 1st. He is enrolled with the ALTCS program contractor beginning January 1st.

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## C County of Fiscal Responsibility Examples

Programs	Manual Section
ALTCS	MA1104E

### 1) Lives in Own Home

The customer lived in his own home in Pinal County for the last five years before applying for ALTCS. He intends to receive long-term care services in his home. Pinal is the county of fiscal responsibility.

### 2) Moves to New Home in a Different County

The customer has lived in Pima County the last twenty years. In March, she moved to a new home in Cochise County. She also applied for ALTCS in March, and intends to receive long-term care services in her home. Cochise is the county of fiscal responsibility.

### 3) Moves from Another State to a Nursing Home in Arizona

The customer has been living in a nursing home in Colorado. In July, his daughter moves him to a nursing home in Maricopa County. Maricopa is the county of fiscal responsibility.

### 4) Home in One County but Placed in a Nursing Home in Another County

The customer has been living in his own home in Yavapai County for several years. On June 12, he had a stroke. He was hospitalized briefly in Yavapai County, then moved to a hospital in Maricopa County. On August 15th, the customer is admitted to a nursing facility in Maricopa County, where he intends to stay. Yavapai is the county of fiscal responsibility.

## D Fiscal County Changes Examples

Programs	Manual Section
ALTCS	MA1104F

### 1) Adult Moves to a Home in a Different County Example

On September 25th, the customer reports that she has moved from her home in Pima County to her new home in Maricopa County. On September 29th, the worker completes makes the change. The effective date of the fiscal county change and an enrollment change (if necessary) is September 29th.

### 2) Child Examples

- A six-year old customer and his parents all move from Coconino County to Pinal County. The county of fiscal responsibility is changed to Pinal County.
- The parents of a 12-year old customer move from Pima County to Yavapai County, but the customer remains in a facility in Pima County. The county of fiscal responsibility is changed to Yavapai County.
- A 16-year old customer moves to a group home in Maricopa County, but her parents remain in Gila County. Gila County remains the county of fiscal responsibility.

### 3) Effect on Enrollment Examples

- The customer has been living in Yavapai County and receiving long-term care services in his home. His county of fiscal responsibility is Yavapai. A few months later, he decides to give up his apartment and move into his son's home in Pima County. The county of fiscal responsibility is changed to Pima County. However, the program contractor that the customer was enrolled with in Yavapai County does not provide services to Pima County. The customer's enrollment must also be changed to a program contractor that serves Pima County.
- The customer was living in her own home in Maricopa County for many years. When ALTCS was approved, her county of fiscal responsibility was Maricopa. A year later, she moves to her daughter's home in Cochise County. The county of fiscal responsibility must be changed to Cochise, but because the customer's current program contractor serves counties, enrollment does not change.

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## **E1201 ALTCS Share of Cost (SOC) Examples**

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## A Community Spouse SOC Examples

Programs	Manual Section
ALTCS	MA1201C

### 1) Community Spouse Monthly Income Allowance (CSMIA)

The customer applies in November 2022. The customer's spouse lives at home. The spouse has the following counted monthly income and expenses:

- \$1200.00 – Pension benefit
- \$400.00 – Mortgage (includes property taxes)
- \$130.00 – Condominium maintenance fee (includes \$15 utility charge)
- \$70.00 – Homeowner's insurance

The spouse's CSMIA calculation is shown in the following table:

Step	Action
1	Calculate the total excess shelter costs: \$600.00 Spouse's shelter costs (\$400.00+\$130.00+\$70.00) + \$303.00 Utility allowance (\$318 SUA - \$15 maintenance fee utility charge) \$903.00 – Total excess shelter costs
2	Calculate the Excess Shelter Allowance: \$903.00 Total excess shelter costs - \$740.00 30% of the Monthly Spousal Need Standard \$163.00 Excess Shelter Allowance
3	Calculate the <u>Minimum</u> Monthly Maintenance Needs Allowance: \$163.00 Excess Shelter Allowance + \$2,465.00 Monthly Spousal Need Standard \$2,628.00 Minimum Monthly Maintenance Needs Allowance (MMMNA).
4	\$2,628.00 (MMMNA from Step 3) is less than \$3,715.00 ( <u>Maximum</u> Monthly Maintenance Needs Standard)
5	Calculate the CSMIA: \$2,628.00 MMMNA from Step 3 - \$1200.00 spouse's counted monthly income \$1,428.00 is the CSMIA.

## 2) Community Spouse Family Allowance

Customer is receiving ALTCS and has two dependents living at home with the community spouse. One dependent is the spouse's brother, and the other is the 30-year-old child of the customer and spouse.

The brother's total monthly income is \$824.00 in Social Security Retirement benefits. His family allowance amount is calculated below:

Monthly Spousal Need (Effective 7/1/23)	\$2465.00
Brother's income	- \$824.00
Remainder	\$1641.00
Divide remainder by 3	/3
Family Allowance for the brother, rounded up	\$547.00

The adult child's total monthly income is \$300.00 in spousal support (alimony). Her family allowance amount is calculated below:

Monthly Spousal Need (Effective 7/1/23)	\$2465.00
Adult child's income	- \$300.00
Remainder	\$2165.00
Divide remainder by 3	/3
Family Allowance for the adult child, rounded up	\$722.00

The total Community Spouse Family Allowance is \$1269.00.

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## B Expenses Incurred While an Application is Pending SOC Examples

Programs	Manual Section
ALTCS	MA1201C

### 1) Unpaid Medical Expense

The customer applied for ALTCS in July and is eligible. She has an unpaid bill for a non-covered medical expense incurred in June. The unpaid expense is deducted from the July SOC. If the expense is more than the share of cost without the deduction, the remaining unpaid balance is allowed as a share of cost deduction for August and ongoing months until the full amount has been allowed.

### 2) Paid Medical Expense

The customer applies for ALTCS in May. He does not qualify for ALTCS in May, but is approved for June and ongoing. The customer incurred and paid a non-covered medical expense in May. Since the bill was paid in a month in which the customer was ineligible, it cannot be allowed as a SOC deduction for a later eligible month.

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## C Family Allowance (Non-CS) SOC Examples

Programs	Manual Section
ALTCS	MA1201C

The customer lives in a nursing facility. His wife lives at home with their three young children. There is no proof of legal marriage. The wife has gross earned income of \$600/month. Each child gets Social Security Survivors benefits of \$132 per month.

The AFDC Need Standard for a family of 4 (wife + 3 children) is \$1,162.00.

Total AFDC Need Standard based on household size	\$1,162.00
Spouse's income	-\$600.00
Child's income	-\$132.00
Child's income	-\$132.00
Child's income	-\$132.00
Total Family Allowance	= \$166.00

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## D Health Insurance Premium SOC Examples

Programs	Manual Section
ALTCS	MA1201C

### 1) Prorating Health Insurance Premiums

The customer is billed quarterly for a \$120.00 health insurance premium. The customer chooses to have the premium payment divided across all three months. The quarterly payment is divided by three to get a monthly amount of \$40.00.

### 2) Pension Supplement for Health Insurance Premiums - Partial Reimbursement

The customer receives \$100.00 from his pension every month to help pay for his medical insurance. His premium is \$250.00. The \$100.00 payment is not counted as income. The entire \$100.00 is a reimbursement.

The reimbursement does not cover the whole insurance premium. The customer gets a \$150.00 SOC deduction for the part of his premium not covered by the pension.

### 3) Pension Supplement for Health Insurance Premiums - Customer's Share of Reimbursement

The customer receives \$100.00 from his pension every month to help pay for medical insurance for himself and his spouse. The total premium for both is \$150.00.

The \$100.00 payment is not counted as income. The entire \$100.00 is a reimbursement.

For SOC, only the customer's share of the premium is considered. The \$100.00 reimbursement is more than his share of the premium (\$75.00). No SOC deduction is allowed.

### 4) Pension Supplement for Health Insurance Premiums - Excess Reimbursement

The customer receives \$297.00 from his pension every month as reimbursement for Medicare premiums for himself and his spouse. Social Security deducts Medicare premiums of \$148.50 from each spouse's gross SSA benefit.

The customer's half of the reimbursement is not counted as income. The customer does not receive a SOC deduction for Medicare expenses because the pension reimburses his cost.

Because his wife pays her own Medicare premium, the wife's half of the reimbursement (\$148.50) is counted unearned income to the customer. When AHCCCS begins paying the customer's Medicare Part B premium, the entire \$297.00 will be counted unearned income to the customer.

### 5) Extra Help for Medicare Part D Coverage

The customer receives Extra Help to help pay her Medicare Part D premium. Her Part D premium is \$37.00 per month. Extra Help pays \$34.20 of that amount. The customer gets a \$2.80 SOC deduction for the Part D premium that she pays.



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## E Home Maintenance Needs Allowance SOC

Programs	Manual Section
ALTCS	MA1201C

### 1) Expected to be Institutionalized Six Months or Less

The customer is an unmarried woman. She entered the nursing home in October. She applied for ALTCS in November. On December 15, the ALTCS local office received a written statement from the customer's doctor certifying that she is likely to return to her home sometime in April.

October through April is exactly six months. The customer qualifies for a home maintenance allowance for the months of November through April.

### 2) Expected to be Institutionalized More Than Six Months

The customer is an unmarried man. He entered a nursing home in August. He applied for ALTCS at the end of August. The customer's doctor provided a statement that certifying that the customer would most likely return to his home in April the following year. Since he is expected to remain institutionalized for more than six months, he does not qualify for a home maintenance needs allowance.

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## F Non-Covered Medical Expenses SOC Examples

Programs	Manual Section
ALTCS	MA1201C

### 1) Current Payments for Services

The customer is on ALTCS and has a SOC of \$583.00. On August 5th, she turns in proof that she paid a \$700 dental bill on July 30th.

The customer's July SOC is reduced from \$583.00 to zero. The \$117.00 left over does not carry over to the August SOC.

### 2) Unpaid Expenses

The customer's SOC is \$120.00. In May, he provides proof that he owes \$525.00 for dental expenses from January. The customer's insurance company paid \$225.00. The customer is responsible to pay \$300.00.

The unpaid balance is higher than the customer's monthly SOC. The SOC is reduced to \$0.00 for June, \$0.00 for July and \$60.00 for August.

### 3) Calculating the SOC Deduction for Non-Covered Medical Expenses

In February, the customer received a bill of \$400.00 for a hearing aid and batteries. In March, the customer began paying \$25.00 per month toward the bill. The customer did not report the bill to AHCCCS until July.

- The payments for March, April, and May are not allowed as deductions because the expense was report in July.
- The payments for June and July are allowed as SOC deductions in the month that each payment was made.
- The unpaid balance of \$175.00 is allowed as an SOC deduction in the next prospective month (August).



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## G PNA for Garnishment SOC Examples

Programs	Manual Section
ALTCS	MA1201C

The customer is on ALTCS and has total income of \$1000.00 per month. He lives in a nursing facility. His PNA for August 2021 is \$119.10.

In September 2021, a court-ordered child support garnishment of \$100.00 per month takes effect. The \$100.00 garnishment is added to his PNA, increasing it to \$219.10.

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# E1203 Freedom to Work (FTW) Premium Begin Date Examples

Programs	Manual Section
FTW	MA1203A.2 MA1203B.5

### 1) Premium Effective Date - Not currently receiving AHCCCS Medical Assistance

The customer applies for AHCCCS on January 25th. AHCCCS approves his application on February 6th for Freedom to Work. Based on his income, his monthly premium is \$15.00. His eligibility begins January 1st, and his first premium payment is due in March. He does not owe a premium for January and February.

### 2) Change from Other AHCCCS Medical Assistance to FTW - Premium effective the following month.

The customer is receiving AHCCCS Medical Assistance in the SSI MAO program. In February she reports that she began a job in January and just received her first paycheck.

AHCCCS determines that her countable income puts her over the SSI MAO income limit. On February 18th, FTW eligibility is approved beginning March 1st. The customer's first premium payment is due in March.

### 3) Adjust Effective Date for Premium Change due to Untimely Processing

The customer is receiving AHCCCS Medical Assistance in the FTW program. The customer reports a change in income and provides all verification on July 22nd. The application is assigned to a worker for processing. The worker dispositions the application on August 5. The premium is reduced from \$35.00 to \$10.00 effective September 1. The effective date should be changed to August 1st due to untimely processing.

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## **E1204 General Information about KidsCare Premiums Examples**

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Click on the next  (arrow) button in the top navigation pane to go to the Chapter subsections.

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## A Premium for Cases with Multiple Income Groups Examples

Programs	Manual Section
KidsCare	MA1204A.3

The customer lives with and cares for the following children:

- Her 15 year old daughter;
- Her 6 year old niece (her brother's daughter ); and
- Her 10 year old nephew (her sister's son).

The customer makes \$2,250.00 per month. She only claims her daughter on her taxes. Her niece receives \$2,000 per month in SSDI. Her nephew receives \$2,000 per month in SSDI.

The following table describes the income groups and total monthly income for the customer and the children she lives with:

Income Group	Total Monthly Income	Income Range
The customer's income group includes her and her daughter (household size of 2)	\$2,250.00	0 – 150%
The niece's income group only includes the niece (household size of 1)	\$2,000.00	150 – 175%
The nephew's income group only includes the nephew (household size of 1)	\$2,000.00	150 – 175%

Because the highest income level is at the 150 - 175% range and there are 2 or more eligible children in the case at an income level over 150%, the premium is \$60.00 for the entire case.

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# E1302 Public Fiduciary Referral Examples

Programs	Manual Section
HPE	MA1302C

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## Examples

### 1) Customer Does Not Have an Authorized Representative

A customer applying for ALTCS is incapacitated. A social worker completed the financial interview but does not want to be the authorized representative. The social worker thinks the customer has two accounts with a local bank. Neither account was in the Asset Verification Service (AVS) report.

No proof of the bank accounts was provided by the request for information (RFI) due date. The social worker can't get bank records because no one is authorized to access the customers bank information.

No one can legally represent the customer and they are unable to represent themselves. The customer should be referred to the County Public Fiduciary.

### 2) Customer has an Authorized Representative Who Cannot Help with Application

A customer renewing their Medical Assistance is incapacitated. They have an authorized representative. The representative said the customer's Social Security benefits stopped because the Social Security Administration (SSA) needs to verify the customer's address. SSA will not let the representative help reinstate benefits because they are not authorized.

A customer must take all steps to get any cash benefits they are entitled to as a condition of eligibility. The customer must reinstate the SSA benefits to stay eligible for Medical Assistance. Since the authorized representative can't help, the customer should be referred to the County Public Fiduciary.

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## **E1309 Eligibility Begin Date Examples**

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## A QMB Begin Date Example

Programs	Manual Section
All programs	MA1309C

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### Example

The customer applies for QMB in January. Requested proof is received in February. The information provided shows the customer meets all conditions of eligibility in the month of January and ongoing. The approval is dispositioned on February 20th. The QMB eligibility begin date is March 1st.

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## B BCCTP Begin Date Examples

Programs	Manual Section
All programs	MA1309C

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### Examples

#### 1) Begin Date based on Diagnosis Date

The BCCTP diagnosis was July 24th. AHCCCS received the application on August 3rd. Eligibility would be effective July 1st if all requirements are met.

#### 2) Begin Date based on Creditable Coverage Ending

The BCCTP diagnosis was July 24th. AHCCCS received the application on August 3rd, but the customer had a job that provided creditable coverage until July 31st. Eligibility would be effective August 1st (the first month that all requirements are met).

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## C KidsCare Examples

Programs	Manual Section
All programs	MA1309C

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### Examples

**1) Begin Date based on disposition date before the 25<sup>th</sup> of the month**

The customer's determination of eligibility is completed on January 23rd. The eligibility begin date is February 1st.

**2) Begin Date based on disposition date after the 25<sup>th</sup> of the month**

The customer's determination of eligibility is completed on January 27th. The eligibility begin date is March 1st.

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# E1314 HPE Period Examples

Programs	Manual Section
HPE	MA1314

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## Examples

### 1) Full application not turned in by the end of the HPE period

Example: HPE is approved by the hospital on 01/20/15 for the period 01/20/15 through 02/28/15. The customer does not submit a full application by 02/28/15. HPE eligibility ends on 02/28/15.

### 2) Full application turned in by the end of the HPE period

Example 1: HPE is approved by the hospital on 01/15/15 for the period 01/15/15 through 02/28/15. The customer submits a full application on 02/25/15. Because the full application was received timely, HPE may continue past 02/28/15. The full application is processed and approved by the state on 03/15/15. The HPE period ends on 03/15/15.

Example 2: HPE is approved by the hospital on 01/30/15 for the period 01/30/15 through 02/28/15. The customer submits a full application on 02/05/15. The full application is processed and denied by the state on 02/06/15. The HPE period ends on 02/06/15.

Example 3: HPE is approved by the hospital on 01/25/15 for the period 01/25/15 through 02/28/15. A full application is also submitted by the hospital on 01/25/15. The full application is processed and approved by the state on 02/23/15. The HPE period ends on 02/23/15.

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## E1502 Types of Changes Examples

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Click on the next  (arrow) button in the top navigation pane to go to the Chapter subsections.

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## A BCCTP Treatment Ends Examples

<b>Programs</b>	<b>Manual Section</b>
BCCTP	MA1502D

<b>If treatment ends or is expected to end on...</b>	<b>And treatment was...</b>	<b>Then eligibility continues for an additional...</b>	<b>AND BCCTP eligibility ends on...</b>
August 10th	For a pre-cancerous cervical lesion	4 full calendar months	December 31st
August 10th	Specific treatment for breast or cervical cancer	12 full calendar months	August 31st of the following year
August 10th	Hormone therapy for breast cancer	No additional period	August 31st, the end of the month in which the hormonal therapy ends

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## B Living Arrangement Changes Examples

Programs	Manual Section
ALTCS	MA1502P

### Examples

#### 1) Move from licensed and registered assisted living facility (ALF) to licensed and registered nursing facility

An active ALTCS customer lived in an ALF in January 2021. The ALF is licensed and registered with AHCCCS. The customer is not married and has no other health insurance. The share of cost calculation is as follows:

Total countable income	\$2200.00
Personal Needs Allowance	-\$2349.00
<b>Total Share of Cost</b>	<b>=\$0.00</b>

On February 23, 2021, the customer moved to a skilled nursing facility. The skilled nursing facility is licensed and registered with AHCCCS. The customer notified AHCCCS of the move on the same day. The new SOC calculation is as follows:

Total countable income	\$2200.00
Personal Needs Allowance	-\$119.10
<b>Total Share of Cost</b>	<b>=\$2080.90</b>

Since the new SOC amount is higher, the customer must be notified of the change 10 days before it is effective. The effective date of the new SOC will be April 1, 2021.

#### 2) Move from licensed and registered nursing facility to licensed and registered assisted living home

An active ALTCS customer lives in a skilled nursing facility in February 2021. The nursing facility is licensed and registered with AHCCCS. The customer is not married and has no other health insurance. The share of cost calculation is as follows:

Total countable income	\$1823.00
Personal Needs Allowance	-\$119.10
<b>Total Share of Cost</b>	<b>=\$1703.90</b>

On March 10, 2021, the customer moved to an assisted living home. The assisted living home is licensed and registered with AHCCCS. The customer notified AHCCCS of the move the same day. The new SOC calculation is as follows:

Total countable income	\$1823.00
Personal Needs Allowance	-\$2349.00
<b>Total Share of Cost</b>	<b>=\$0.00</b>

Since the new SOC is lower and for the benefit of the customer, the effective date is March 1, 2021.

#### 3) Move from licensed and registered nursing facility to licensed ALF that is NOT registered with AHCCCS.

An active ALTCS customer lives in a skilled nursing facility in January 2021. The nursing facility is licensed and registered with AHCCCS. The customer is not married and has no other health insurance. The share of cost calculation is as follows:

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Total countable income	\$2053.00
Personal Needs Allowance	-\$119.10
<b>Total Share of Cost</b>	<b>=\$1933.90</b>

On April 25, 2021, the customer moved to an ALF. The ALF is licensed but is NOT registered with AHCCCS. The customer notified AHCCCS of the move the same day.

Because the ALF is licensed but not registered with AHCCCS, the net income test is used when the customer is in the unregistered facility for the full month. The customer is over income using the net test income limit of 100% of the Federal Benefit Rate for May 2021. The change is an adverse action in which the customer must be notified at least 10 days before it is effective. As a result, the customer will be discontinued for ALTCS effective June 1, 2021.

The customer's personal needs allowance (PNA) will be increased in April 2021 because the customer is HCBS for part of the month. The increase in the PNA reduces the customer's share of cost (SOC). A reduction in SOC is not an adverse action and is effective April 1, 2021.

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## C Prorating Share of Cost When a Customer Dies Examples

Programs	Manual Section
ALTCS	MA1502G

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### Examples

#### 1) The capitation rate is less than the assessed share of cost

On March 13, 2021, an ALTCS customer died at a nursing home in Maricopa County. The share of cost (SOC) was \$1472.00. The customer had Medicare A and B and was enrolled with United Healthcare. The daily capitation rate for United Healthcare in Maricopa County in March 2021 for a person with Medicare is \$101.80.

$101.80 \times 13$  (the number of days in March the customer was at the nursing home) = \$1323.40. The prorated capitation rate (1323.40) is less than the customer's SOC. \$1323.40 is the adjusted SOC for March 2021.

#### 2) The capitation rate is more than the assessed share of cost

On April 28, 2021, an ALTCS customer died at a nursing home in Pima County. The assessed share of cost (SOC) was \$1335.00. The customer did not have Medicare and was enrolled with Banner University Family Care. The daily capitation rate for Banner University Family Care in Pima County in April 2021 for a person without Medicare is \$238.80.

$238.80 \times 28$  (the number of days in April the customer was at the nursing home) = \$6686.40. The prorated capitation rate is more than the customer's share of cost. The customer's SOC is not adjusted and is still \$1335.00.

# E1706 Changes Before the Hearing is Held Examples

Programs	Manual Section
All Programs	MA1706

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## Examples

### 1) Two Consecutive Actions to Discontinue Eligibility

At his June renewal, the customer had \$10,000 in his savings account, and the worker took action to end ALTCS eligibility. His ALTCS is ending after June 30th.

On June 28th, the customer appeals this decision. Because the appeal was requested before the date his coverage stops, the customer's ALTCS eligibility is continued during the appeal process.

On July 5th, AHCCCS discovers that the customer also has a promissory note with a countable value of \$30,000. Because the customer was approved for continued benefits during the appeal process, the change is not processed pending a hearing decision.

### 2) Two Consecutive Actions to Increase the Share of Cost

In January the customer's Social Security income increased by \$20.00. This change in income is processed on February 4th. Because of the higher income, the customer's share of cost (SOC) is increasing as of March. AHCCCS sends her a letter about this change in the SOC.

The customer files an appeal on February 19th, before the change is effective. Her SOC is changed back to the previous amount during the appeal process. On March 1st, the customer reports that she started receiving another pension. Because the customer was approved for the prior SOC amount during the appeal process, the change is not processed pending a hearing decision.



# Revision History and Archives

This page provides a summary of changes that have been made to this manual. Entries are added according to the date they were published. At the end of each entry you will find a link to a PDF file that archives the policy as it existed prior to the revision.

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## Revisions Date 12/26/2023

### MA604 Receipt of Income | [Section G] Projecting Income

- Added a section for unusual low-high income payments.

### MAE604 Receipt of Income Examples | [Section N] Unusual Low-high Income Payments

- Added new section for unusual low-high income examples.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 700) | [Part 2](#) (Chapters 800 through 1900) | [Part 3](#) (Examples and Revisions) | [Part 4](#) (PAS Appendix)

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## Revisions Date 12/19/2023

### MA527 Pregnant

- Added definition for 60-day Postpartum Period.

### MA606 Types of Income | [Section MMM] Trust Income

- Updated definition of Trust.

### MA609 Income Deductions | [Section B] Income Deductions for Non-MAGI Programs

- Updates to Child Allocation and Student Earned Income Exclusion for 2024.

### MA615 Income Standards

- Updates to Federal Benefit Rate for 2024.

### MA705 Resource Types | [Section K] Home Property

- Updates to Home Equity for 2024.

### MA707 Community Spouse Resource Budgeting

- Updates to Community Spouse Resource Budgeting for 2024.

### MA905 Transfer Penalty Period

- Updates to Private Pay Rates for 2024.

### **MA1201 ALTCS Share of Cost | [Section C] Share of Cost (SOC) Deductions**

- Updates to Personal Needs Allowance and Minimum Monthly Maintenance Needs Allowance for 2024.

### **MA1313 Prior Quarter Coverage**

- Policy updated to include 60-day postpartum period.
- 60-Day Postpartum Period and Postpartum Period added to definitions.

### **MA1502 Types of Changes | [Section W] Pregnancy and Postpartum**

- Added definition for 60-day Postpartum Period and 12-month Postpartum Period.

### **MAE606 Types of Incomes | [Section A] Allocated Income**

- Updates to Allocated Income for 2024.

### **MAE610 Examples for Calculating Income Eligibility for ALTCS - [Section A] Gross Test Calculation – Non-Community Spouse**

- Updates to Federal Benefit Rate for 2024.

### **MAE610 Examples for Calculating Income Eligibility for ALTCS - [Section B] Gross Test Calculation Community Spouse**

- Updates to Federal Benefit Rate for 2024.

### **MAE610 Examples for Calculating Income Eligibility for ALTCS - [Section C] Net Income Test Examples**

- Updates to Federal Benefit Rate for 2024.

### **MAE611 Calculating Income Eligibility For SSI-MAO Examples - [Section A] Calculation for the Customer Only Examples**

- Updates to Supplemental Security Income-Medical Assistance Only for 2024.

### **MAE611 Calculating Income Eligibility For SSI-MAO Examples - [Section B] Calculation for Customer and Spouse Examples**

- Updates to Supplemental Security Income-Medical Assistance Only for 2024.

### **MAE611 Calculating Income Eligibility For SSI-MAO Examples - [Section C] Calculation for Customer Child and Ineligible Parents Examples**

- Updates to Supplemental Security Income-Medical Assistance Only for 2024.

### **MAE905 Transfer Penalty Period Examples | [Section I] Prior Pay Rates**

- Updates to Private Pay Rates for 2024.

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## Revisions Date 11/28/2023

### [MA406 Child]

- Updated policy regarding 12-month Continuous Eligibility period.

### [MA408 KidsCare]

- Updated KidsCare conditions of eligibility.

### MA528 Premium Payment - [Section B] Premium Payment for KidsCare

- Removed information regarding KidsCare being discontinued due to premium payment failure.

### MA1102 Enrollment with a Health Plan - [Section E] Guaranteed Enrollment Periods

- Additional condition for Continuous Eligibility added.
- Updated conditions for discontinuance.

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## Revisions Date 11/21/2023

### [MA526 Potential Benefits]

- Exception added to applying for cash benefits.

### MA1502 Changes - [Section V] Types of Changes

- Eligibility and enrollment updates for incarcerated members.

For prior versions of the manual use these links

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## Revisions Date 11/07/2023

## **MA606 Types of Income - [Section H] Allocated Income**

- Updated policy.
- FTW and ALTCS FTW added to eligibility chart.
- Allocated Income definition updated.

## **MA606 Types of Income - [Section VVV] Workforce Innovation and Opportunity Act (WIOA)**

- Updated section title.
- Added definition of Workforce Innovation and Opportunity Act.

## **MAE606 Types of Income - [Section A] Allocates Income**

- Current year examples added.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 700) | [Part 2](#) (Chapters 800 through 1900) | [Part 3](#) (Examples and Revisions) | [Part 4](#) (PAS Appendix)

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## **Revisions Date 10/31/2023**

### **MA705 Resource Types - [Section I] Financial Accounts**

- Definition of bank statement added.
- Proof section updated.

For prior versions of the manual use these links

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## **Revisions Date 10/24/2023**

### **MA1301 General Information for All Applicants - [Section A] Application Forms, Assistance, Cooperation and Voter Registration**

- Application forms list updated

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 700) | [Part 2](#) (Chapters 800 through 1900) | [Part 3](#) (Examples and Revisions) | [Part 4](#) (PAS Appendix)

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## **Revisions Date 10/04/2023**

## **MA905 Transfer Penalty Period**

- Updated Private Pay Rates effective 10/1/2023.

## **MAE905 Transfer Penalty Period Examples - [[Section I](#)] Prior Private Pay Rates**

- Updated Private Pay Rates effective 10/1/2023.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 700) | [Part 2](#) (Chapters 800 through 1900) | [Part 3](#) (Examples and Revisions) | [Part 4](#) (PAS Appendix)

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## **Revisions Date 10/03/2023**

### **MA1201 ALTCS Share of Cost - [[Section C](#)] Share of Cost (SOC) Deductions**

- Updated Standard Utility Allowance effective 10/1/2023.

### **MAE1201 ALTCS Share of Cost (SOC) Examples - [[Section A](#)] – Community Spouse SOC Examples**

- Updated examples to include new Standard Utility Allowance effective 10/1/2023.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 700) | [Part 2](#) (Chapters 800 through 1900) | [Part 3](#) (Examples and Revisions) | [Part 4](#) (PAS Appendix)

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## **Revisions Date 09/26/2023**

### **MAE602 Budget Group Examples - [[Section A](#)] MAGI Budget Group Examples**

- Removed customer example names.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 700) | [Part 2](#) (Chapters 800 through 1900) | [Part 3](#) (Examples and Revisions) | [Part 4](#) (PAS Appendix)

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## **Revisions Date 09/19/2023**

### **MA524 Noncitizen Status | [[Section A](#)] Overview**

- Additional exception added to Proof section regarding deportation or removal.

### **MA1502 Types of Changes | [[Section Q](#)] Loss of Contact Due to Returned Mail**

**THIS DOCUMENT IS FOR ARCHIVE PURPOSES ONLY AND MAY NOT REFLECT CURRENT POLICY.**

- Updates to returned mail process received during the unwinding.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 700) | [Part 2](#) (Chapters 800 through 1900) | [Part 3](#) (Examples and Revisions) | [Part 4](#) (PAS Appendix)

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## **Revisions Date 09/14/2023**

### **[MA503 Assignment of Rights to Medical Benefits and Cooperation]**

- Added language regarding temporary waiver to the Cooperation with DCSS requirement.

### **[MA526 Potential Benefits]**

- Added language regarding temporary waiver to the Potential Benefits requirement.

### **MA1402 Proof Needed at Renewal**

- Added language regarding temporary waivers to the Cooperation with DCSS and Potential Benefits requirements.

### **MA1502 Types of Changes – [Section M] Failure to Cooperate with Division of Child Support Services (DCSS)**

- Added language regarding temporary waiver to the Cooperation with DCSS requirement.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 700) | [Part 2](#) (Chapters 800 through 1900) | [Part 3](#) (Examples and Revisions) | [Part 4](#) (PAS Appendix)

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## **Revisions Date 08/15/2023**

### **[MA533 Valid Application]**

- Definition of Mononymous added to definition table.

### **MA1502 Types of Changes - [Section J] Demographic Information**

- Added information regarding a person with a Mononymous name change to the Proof section.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 07/25/2023**

### **MA1402 Proof Needed at Renewal**

- Updated renewal requirements for resources.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## Revisions Date 06/20/2023

### MA604 Receipt of Income [Section G] Projecting Income

- Updated steps for calculating projected income.

### MA1205 Transplant Extended Eligibility Program – Share of Cost

- 40% of Federal Poverty Level amounts updated for transplant share of cost.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## Revisions Date 06/06/2023

### MA1201 ALTCS Share of Cost (SOC) – [Section C] Share of Cost (SOC) Deductions

- Updated Community Spouse Monthly Income Allowance.

### MAE1201 ALTCS Share of Cost (SOC) Examples – [Section A] Community Spouse SOC Examples

- Updated Community Spouse Monthly Income Allowance Step/Action table.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## Revisions Date 05/30/2023

### MA601 General Information About Income

- Note added about converting foreign currency to US dollars.

### MA605 Verifying Income

- Note added about converting foreign currency to US dollars.

### MA803 Special Treatment Trusts - [Section A] Special Treatment Trust Overview

- Updated conditions that apply to special treatment trusts.

### MA803 Special Treatment Trusts - [Section B] Trusts for Individuals Under Age 65 with a Disability

- Updated conditions that apply to trusts for individuals under age 65 with a disability.

## **MA803 Special Treatment Trusts - [Section C] Income Only Trusts**

- Updated conditions that apply to income only trusts.

## **MA803 Special Treatment Trusts - [Section D] Pooled Trusts**

- Updated conditions that apply to pooled trusts.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 04/18/2023**

### **MA410 Pregnant Women**

- Postpartum definition updated.

### **MA527 Pregnant**

- Postpartum definition updated; example section added.

### **MA1502 Type of Changes - [Section W] Pregnancy and Postpartum**

- Postpartum definition updated.

### **[MAE410 Pregnancy and Postpartum Examples](#)**

- Added a new section with examples.

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 03/28/2023**

### **MA1201 ALCTS Share of Cost (SOC) - [Section A] Overview**

- Link added to capitation rates.

### **MA1502 Types of Changes - [Section G] Death**

- Link added to capitation rates.

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## **Revisions Date 01/25/2023**



## **MA609 Income Deductions – [Section C - Income Deductions for MAGI Programs]**

- Updated disregard amounts

## **MA615 – Income Standards**

- Updated income standard tables

## **MA802 Non-Special Treatment Trusts**

- Updated If/Then table for Revoked trusts

## **MA1204 KidsCare Premiums – [Section A - General Information about KidsCare Premiums]**

- Updated income premium tables

## **MAE611 Calculating Income Eligibility for SSI-MAO Examples [Sections - [A](#), [B](#) and [C](#)]**

- Updated FPL-based examples to reflect 2022 FPL limits.

## **MAE612 MSP Income Eligibility Calculation Examples [Sections - [A](#), [B](#) and [C](#)]**

- Updated FPL-based examples to reflect 2023 FPL limits.

- [MAE613 How to Calculate FTW Income Eligibility](#)

- Updated FPL-based examples to reflect 2023 FPL limits.

## **MAE1204 General Information about KidsCare Premiums Example [[Section A](#) Premium for Cases with Multiple Income Groups Example]**

- Updated FPL-based examples to reflect 2023 FPL limits.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 01/11/2023**

### **MA1001 General Provisions**

1. Links to the EPD and DD appendices removed.
2. PAS tool example links added.

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 01/04/2023**

### **MA416 Young Adult Transitional Insurance (YATI)**

1. A customer can be in any governmental foster care when they turn 18 to be eligible for YATI.

## **MA513 Former Foster Care**

1. The conditions for YATI and the definition of “In Foster Care” have been updated.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 12/27/2022**

### **MA606 Types of Income - [Section III] Supplemental Security Income (SSI)**

1. Updates to SOC.

### **MA609 Income Deductions - [Section B] Income Deductions for Non-MAGI Programs**

1. Updates to Child Allocation and Student Earned Income Exclusion for 2023.

### **MA615 Income Standards**

1. Updates to Federal Benefit Rate for 2023.

### **MA705 Resource Types - [Section K] Home Property**

1. Updates to Home Equity for 2023.

### **MA707 Community Spouse Resource Budgeting**

1. Updates to Community Spouse Resource Budgeting for 2023.

### **MA1201 ALTCS Share of Cost - [Section B] Income Used to Calculate the SOC**

1. Updates to SSI Cash.

### **MA1201 ALTCS Share of Cost - [Section C] Share of Cost (SOC) Deductions**

1. Updates to Personal Needs Allowance and Minimum Monthly Maintenance Needs Allowance for 2023.

### **MA1502 Types of Changes - [Section P] Long Term Care Living Arrangement**

1. Updates to notifying SSA when a customer moves into Long Term Care.

### **MAE610 Examples for Calculating Income Eligibility for ALTCS - [Section A] Gross Test Calculation – Non-Community Spouse**

1. Updates to Federal Benefit Rate for 2023.

### **MAE610 Examples for Calculating Income Eligibility for ALTCS - [Section B] Gross Test Calculation – Community Spouse**

1. Updates to Federal Benefit Rate for 2023.

## **MAE610 Examples for Calculating Income Eligibility for ALTCS - [[Section C](#)] Net Income Test Examples**

1. Updates to Federal Benefit Rate for 2023.

## **MAE611 Calculating Income Eligibility For SSI\_MAO Examples - [[Section A](#)] Calculation for the Customer Only Examples**

1. Updates to Supplemental Security Income-Medical Assistance Only for 2023.

## **MAE611 Calculating Income Eligibility For SSI\_MAO Examples - [[Section B](#)] Calculation for Customer and Spouse Examples**

1. Updates to Supplemental Security Income-Medical Assistance Only for 2023.

## **MAE611 Calculating Income Eligibility For SSI\_MAO Examples - [[Section C](#)] Calculation for Customer Child and Ineligible Parents Examples**

1. Updates to Supplemental Security Income-Medical Assistance Only for 2023.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 12/20/2022**

### **[MA1004 Developmental Disability Status]**

1. Down Syndrome added to list of diagnoses.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 12/06/2022**

### **MA1901 Estate Recovery Claims - [[Section A](#)] Estate Recovery Program Overview**

1. Added ABLE accounts to Estate recovery.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 11/15/2022**

### **MA608 Income Deeming - [[Section B](#)] Sponsored Noncitizen Deeming**

1. Clarified exemption due to forty qualifying quarters of work.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## Revisions Date 10/25/2022

### MA606 Types of Income - [Section UUU] Wages

1. Clarified difficulty of care payments, wages, severance pay, and sheltered workshop or work activity center payments.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## Revisions Date 10/11/2022

### MA705 Resource Types - [Section I] Financial Accounts

1. Added DE-117 form requirement for rebutting full or partial account ownership.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## Revisions Date 10/04/2022

### MA606 Types of Income - [Section UUU] Wages

1. Clarified difficulty of care payments.

### MA905 Transfer Penalty Period

1. Updated Private Pay Rates effective 10/1/2022.

### MA1102 Enrollment with a Health Plan - [Section A] Overview

1. Update to Health Plans that cover SMI customers.

### MA1201 ALTCS Share of Cost - [Section C] Share of Cost (SOC) Deductions

1. Updated Standard Utility Allowance effective 10/1/2022.

### MA1602 Confidentiality - [Section C] Release of Confidential Information

1. Clarified process for request for information via a legal document.

### MAE606 Types of Income - [Section H] Difficulty of Care Payments

1. Created an Example for difficulty of care payments.

### MAE905 Transfer Penalty Period Examples - [Section I] Prior Private Pay Rates

1. Updated Private Pay Rates effective 10/1/2022.

## **MAE1201 ALTCS Share of Cost (SOC) Examples - [[Section A](#)] Community Spouse SOC Examples**

1. Updated examples to include new Standard Utility Allowance effective 10/1/2022.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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### **Revisions Date 09/27/2022**

#### **[MA605 Verifying Income]**

1. Clarified when No Income statement is acceptable.

#### **[MA607 Expense Exceed Income]**

1. Clarified when Expenses Exceed Income statement is acceptable.

## **MA704 Ownership of Resources - [[Section B](#)] Joint Ownership**

1. Various updates for formatting and clarity.

#### **[MAE607 Expenses Exceed Income Examples]**

1. Added new section with examples for proof needed for Expenses Exceeding Income.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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### **Revisions Date 09/13/2022**

## **MA1301 General Information for All Applicants - [[Section A](#)] Application Forms, Assistance, Cooperation and Voter Registration**

1. Updated information on who qualifies to be an Authorized Representative; updated definition for Electronic Signature; added definition for Organization.

## **MA1301 General Information for All Applicants - [[Section C](#)] Voluntary Withdrawal of Applications**

1. Added the definition for Authorized Representative.

## **MA1602 Confidentiality - [[Section B](#)] - Obtaining Confidential Information**

1. Updated definition for Authorized Representative.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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### **Revisions Date 08/16/2022**

## **[MA519 Interview]**

1. Addition of virtual and telephonic interviews for ALTCS medical.

## **[MA1002 Preadmission Screening (PAS) Process]**

1. Addition of virtual and telephonic interview.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 08/02/2022**

### **MA524 Noncitizen Status - [Section B] Other Conditions for Lawful Permanent Residents (LPRs), Parolees and Battered Noncitizens**

1. Added definition of prima facie.

### **MA1302 Special Procedures for Certain Applicants - [Section G] Customers Sent by the Social Security Administration**

1. Added policies regarding special handling of SSA referred applications.

### **MAE524 [\[Qualified Noncitizen for at Least Five Years Examples\]](#)**

1. Clarified definition of battered noncitizen.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 07/12/2022**

### **MA534 Verifying Non-Financial Conditions of Eligibility**

1. Clarified when to check electronic sources from previous records.

### **MA605 Verifying Income**

1. Clarified when to check electronic sources from previous records.

### **MA609 Income Deductions - [Section B] Income Deductions for Non-MAGI Programs**

1. Added notes to deduction sections that do not apply to FTW and added relevant legal authorities related to FTW program.

### **MA1203 AHCCCS Freedom to Work - [Section A] General Information about FTW Premiums**

1. Clarified when to check electronic sources from previous records.

### **MA1204 KidsCare Premiums - [Section A] General Information About KidsCare Premiums**

1. Clarified when to check electronic sources from previous records.

### **MA1401 General Information About Renewal - [Section A] Renewal Process**

1. Clarified when to check electronic sources from previous records.

### **MA1710 Grievances**

1. Updated OALS to OGC.

### **MA1901 Estate Recovery Claims - [Section D] Deferment and Reductions of Claims**

1. Updated OALS to OGC.

### **MAE1201 ALTCS Share of Cost (SOC) Examples - [Section A] Community Spouse SOC Examples**

1. Updated rounding examples.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 07/05/2022**

### **MA526 [Potential Benefits]**

1. Added information about reapplying for potential benefits and a link to a new procedure.

### **MA605 [Verifying Income]**

1. Added information about the Identity Theft Complaints Hotline and website.

### **MA606 Types of Income [Section HH] Inheritances**

1. Various updates for clarity and formatting.

### **MA1402 [Proof Needed at Renewal]**

1. Added information to clarify potential benefits that may need verification when a change in circumstance occurs.

### **MA1502 Types of Changes [Section P] Long Term Care Living Arrangement**

1. When a Veteran moves to a long-term care living arrangement the Veteran may become eligible for veteran's benefits or an increase in Veteran's benefits.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 06/27/2022**

## **MA1201 ALTCS Share of Cost (SOC) – [Section C] Share of Cost (SOC) Deductions**

1. Updated Community Spouse Monthly Income Allowance.

## **MAE1201 ALTCS Share of Cost (SOC) Examples – [Section A] Community Spouse SOC Examples**

1. Updated Community Spouse Monthly Income Allowance Step/Action table.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 06/22/2022**

### **MA705 Resource Types - [Section I] Financial Accounts**

1. Added internal note regarding account ownership.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 06/14/2022**

### **MA604 Receipt of Income - [Section E] Garnishments and Overpayments**

1. Various updated for formatting and clarity.

### **MA1011 Quality Assurance**

1. Revised policy for clarity

### **MA1301 General Information for All Applicants - [Section D] Financial Quality Assurance**

1. Added a new section entitled Financial Quality Assurance.

### **MA1602 Confidentiality - [Section A] Safeguarding Confidential Information**

1. Various updated for formatting and clarity.

### **MAE604 Receipt of Income Examples - [Section M] Example Garnishment and Overpayments**

1. Various updated for formatting and clarity.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 05/03/2022**

### **MA101 What is AHCCCS Medical Assistance?**



1. Added a table for medical assistance program hierarchy
2. Various updates for formatting and clarity.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 04/26/2022**

### **MA302 Types of AHCCCS Medical Assistance Service Packages**

1. Language Updated for clarity

### **MA606 Types of Income - [Section DD] Indian Gaming Profit Distribution**

1. Language updated for clarity

### **MA606 Types of Income - [Section XX] Refugee Cash Payments (Refugee Assistance)**

1. Changed definition from 8 to 12 months.

### **MA703 Resource Treatment - [Section A] Resource Availability**

1. Language updated for clarity

### **MA705 Resource Types - [Section M] Indian Tribal Land and Natural Resources**

1. Language updated for clarity

### **MA705 Resource Types - [Section N] Individual Indian Money Accounts (IIM)**

1. Language updated for clarity

### **MA705 Resource Types - [Section P] Life Insurance**

1. "Definition" table: Added to definition of Dividends.
2. Various updates for formatting and clarity.

### **MA705 Resource Types - [Section T] Real Property**

1. Added information about a life estate as a resource.
2. Various updates for formatting and clarity.

### **MA705 Resource Types - [Section U] Retirement Funds**

1. Added a table explaining how to count a retirement fund.
2. Added a definition for Defined Benefit Retirement Plan.
3. Various updates for formatting and clarity.

### **MA803 Special Treatment Trusts - [Section B] Trusts for Individuals Under Age 65 with a Disability**

1. Clarified that income and resources may be freely added to a Disabled Under 65 trust until the customer reaches age 65.
2. Various updates for formatting and clarity.

### **MA803 Special Treatment Trusts - [Section C] Income Only Trusts**

1. Clarified that the customer's parent may create an Income-Only Trust for a customer who is a minor child.
2. Various updates for formatting and clarity.

### **MA803 Special Treatment Trusts - [Section D] Pooled Trusts**

1. Clarified that income and resources may be freely added to a Pooled Trust until the customer reaches age 65.
2. Added clarification regarding when a Pooled Trust is created.
3. Various updates for formatting and clarity.

### **MA803 Special Treatment Trusts - [Section E] Special Treatment Trusts and ALTCS Eligibility**

1. Added information regarding SOC deductions from income outside a Special Treatment Trust – the total income outside the trust plus the total countable disbursements may not exceed the ALTCS income limit.
2. Added information regarding structured settlement annuity payments.
3. Added clarification regarding trust disbursements that are not allowed.
4. Various updates for formatting and clarity.

### **MA1102 Enrollment with a Health Plan - [Section B] Initial Health Plan Enrollment**

1. Language updated for clarity

### **MA1103 Fee for Service**

1. Language updated for clarity

### **MA1104 Enrollment with a Program Contractor - [Section B] EPD Program and Contractor Enrollment Process**

1. Language updated for clarity

### **MA1104 Enrollment with a Program Contractor - [Section D] American Indian Enrollment**

1. Language updated for clarity

### **MA1105 ALTCS Enrollment in a Choice County**

1. Language updated for clarity

### **MA1106 Enrollment Changes - [Section B] Changes That Do Not Require Program Contractor Agreement**

1. Language updated for clarity

### **MA1301 General Information for All Applicants - [Section B] Application Processing**

1. Added information regarding processing timeframes for BCCTP applications.
2. Added additional legal authorities.
3. Various updates for formatting and clarity.

## **MA1402 Proof Needed at Renewal**

1. Added instructions to follow up on any applications for potential benefits that were pending at initial application or the most recent renewal.
2. Various updates for formatting and clarity.

## **MA1901 Estate Recovery Claims - [Section C] Estate Claim Exemptions**

1. Language updated for clarity.

## **MA1902 TEFRA Liens**

1. Language updated for clarity.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 04/19/2022**

## **MA1201 ALTCS Share of Cost (SOC) - [Section B] Income Used in Figuring the SOC**

1. "Policy" table: Change "Special Treatment Trust" entry to link to the income treatment table in MA803E.2.
2. Various updates for formatting and clarity.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 03/29/2022**

## **MA1309 Approval of Applications - [Section B] Approval Letters**

1. Added link to MA1604 for general decision letter information.
2. Various updates for formatting and clarity.

## **MA1310 Denial of Applications - [Section B] Denial Letters**

1. Added link to MA1604 for general decision letter information.
2. Various updates for formatting and clarity.

## **MA1401 General Information about Renewals - [Section B] Decision Letters**

1. Added link to MA1604 for general decision letter information.
2. Various updates for formatting and clarity.

## **MA1501 General Information about Changes - [Section C] Change Letters**

1. Added link to MA1604 for general decision letter information.
2. Various updates for formatting and clarity.

## **MA1604 Written Letters**

1. Merged decision letter information.
2. Various updates for formatting and clarity.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## Revisions Date 03/22/2022

### MA601 General Information About Income

1. Added note about Cost-of-Living Adjustment.

### MA606 Types of Income - [Section DDD] Social Security Benefits

1. Updated Cost-of-Living Adjustment (COLA) definition in definitions table.

### MA903 Transfers That Do Not Affect Eligibility - [Section B] Transfers Made by Certain Other People

1. Proof section updated for clarity.

### MAE1304 SSI-MAO Application Process - [Section A] SSI-MAO Specialty Groups

1. Updated 'applicant' to 'customer' on page.

### MAE1304 SSI-MAO Application Process - [Section B] Disability Determination

1. Updated 'applicant' to 'customer' on page.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## Revisions Date 03/15/2022

### MA604 Receipt of Income - [Section E] Garnishments and Overpayments

1. Added link to new example section MAE604M.

### MA705 Types of Resources - [Section I] Financial Accounts

1. Added note and definition regarding balances held with electronic payment services such as Zelle, PayPal, etc.
2. Various updates for formatting and clarity.

### MA1104 Enrollment with a Program Contractor - [Section B] EPD Program and Contractor Enrollment Process

1. Various updates for formatting and clarity.

### MAE604 Receipt of Income Examples - [Section M] Example Garnishments and Overpayments

1. Added new examples for garnishments and overpayments.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## Revisions Date 03/01/2022

### MA408 KidsCare

1. Added note regarding guaranteed eligibility period for first-time enrollment in KidsCare.
2. Updated legal authorities.

### MA526 Potential Benefits

1. Various changes for formatting and clarity.

### MA608 Income Deeming - [Section B] Sponsored Noncitizen Deeming

1. Added clarification regarding proof required when a sponsor dies.
2. Various updates for formatting and clarity.

### MA611 How to Calculate Income Eligibility for SSI-MAO - [Section B] How to Calculate the Special Income Disregard for Pickle

1. Added clarification that the Pickle disregard only applies when SSI-Cash or SSP benefits were lost due to a COLA increase.

### MA802 Non-Special Treatment Trusts

1. Added language to clarify use of AVS in lieu of requesting multiple years of bank statements.
2. Added missing links in the "Policy" subsection.
3. Added link to section MA804 regarding undue hardship claims for trusts.
4. Various updates for formatting and clarity.

### MA1502 Types of Changes - [Section X] Resource Changes

1. Corrected incorrect link in "Proof" subsection.
2. Various updates for formatting and clarity.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## Revisions Date 01/25/2022

### MA609 Income Deductions – [Section C - Income Deductions for MAGI Programs]

1. Updated disregard amounts

### MA615 – Income Standards

1. Updated income standard tables

## **MA1204 Kidscare Premiums – [Section A - General Information about Kidscare Premiums]**

1. Updated income premium tables

## **MAE611 Calculating Income Eligibility for SSI-MAO Examples [Sections - A, B and C]**

1. Updated FPL-based examples to reflect 2022 FPL limits.

For prior versions of the manual use these links

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revision Date 12/17/2021**

## **MA609 Income Deductions - [Section B] Income Deductions for Non-MAGI Programs**

1. Updated Child Allocation and Student Earned Income exclusion amounts for calendar year 2022.
2. Various updates for formatting and clarity.

## **MA615 Income Standards**

1. Updated Federal Benefit Rate (FBR) standards for calendar year 2022.

## **MA704 Ownership of Resources - [Section D] Ownership Involving an Agent**

1. Added link to new section MAE704C for examples of ownership involving an agent.

## **MA705 Resource Types - [Section I] Financial Accounts**

1. Added link to new section MAE705F for financial account rebuttal examples.

## **MA705 Resource Types - [Section K] Home Property**

1. Updated Home Property Equity Value Limit for calendar year 2022.

## **MA707 Community Spouse Resource Budgeting**

1. Updated Community Spouse Resource Deduction (CSRSD) amount for calendar year 2022.
2. Various updates for formatting and clarity.

## **MA905 Transfer Penalty Period**

1. Updated Private Pay Rate (PPR) for calendar year 2022.

## **MA1201 ALTCS Share of Cost (SOC) - [Section C] Share of Cost (SOC) Deductions**

1. Updated Personal Needs Allowance and Maximum Monthly Spousal Need Standard amounts for calendar year 2022.

## **MAE610 Examples for Calculating Income Eligibility for ALTCS - [Section A] Gross Test Calculation - Non-Community Spouse**

1. Updated example with 2022 Federal Benefit Rate.

## **MAE610 Examples for Calculating Income Eligibility for ALTCS - [[Section B](#)] Gross Income Test Calculation - Community Spouse**

1. Updated examples with 2022 Federal Benefit Rate.

## **MAE610 Examples for Calculating Income Eligibility for ALTCS - [[Section C](#)] Net Income Test Examples**

1. Updated examples with 2022 Federal Benefit Rate.

## **MAE611 Calculating Income Eligibility for SSI-MAO Examples - [[Section A](#)] Calculation for the Customer Only Examples**

1. Updated examples with 2022 Federal Benefit Rate.

## **MAE611 Calculating Income Eligibility for SSI-MAO Examples - [[Section B](#)] Calculation for Customer and Spouse Examples**

1. Updated examples with 2022 Federal Benefit Rate.

## **MAE611 Calculating Income Eligibility for SSI-MAO Examples - [[Section C](#)] Calculation for Customer Child and Ineligible Parents Example**

1. Updated example with 2022 Federal Benefit Rate.

## **MAE704 Ownership of Resources - [[Section C](#)] Ownership Involving an Agent Examples**

1. Added new example section for ownership involving an agent.

## **MAE705 Resource Type Examples - [[Section F](#)] Financial Account Rebuttal Examples**

1. Added new example section for rebutting account ownership.

## **MAE905 Transfer Penalty Period Examples - [[Section I](#)] Prior Private Pay Rates**

1. Added Private Pay Rates for 2022.

For prior versions of the manual use these links:

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revision Date 12/02/2021**

### **MA524 Noncitizen Status - [[Section A](#)] Overview**

1. Various updates for formatting and clarity.

### **MA524 Noncitizen Status - [[Section B](#)] Other Conditions for LPRs, Parolees and Battered Noncitizens**

1. Added clarification regarding the time used to determine how long the customer has been a qualified noncitizen.
2. Added information regarding parolees from Afghanistan.

3. Updated proof requirements for qualified noncitizen status.
4. Added link to new example section MAE524.
5. Various updates for formatting and clarity.

### **MAE524 Qualified Noncitizen for at Least Five Years Examples**

1. Added new example section for determining whether a customer has met the five-year bar.

For prior versions of the manual use these links:

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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### **Revision Date 11/02/2021**

#### **MA704 Ownership of Resources - [Section B] Joint Ownership**

1. Added link to new example section MAE704B.

#### **MA902 Transfers that may Affect Eligibility - [Section B] Creating Joint Ownership**

1. Added link to new example section MAE704B.

#### **MAE704 Ownership of Resources - [Section B] Creating Joint Ownership - Examples**

1. Added new example section for joint ownership of resources.

For prior versions of the manual use these links:

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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### **Revision Date 10/19/2021**

#### **MA705 Resource Types - [Section X] Stocks and Convertible Virtual Currency**

1. Added link to new example section MAE705E.

#### **MAE705 Resource Type Examples - [Section E] Stocks and Convertible Virtual Currency Examples**

1. Added new example section for stocks and convertible virtual currencies.

For prior versions of the manual use these links:

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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### **Revision Date 10/12/2021**

#### **MA606 Types of Income - [Section A] Adoption Assistance (Adoption Subsidy)**

1. Added links.
2. Various updates for formatting and clarity.

#### **MA606 Types of Income - [Section Y] Foster Care and Guardianship Subsidy Payments**



1. Added links.
2. Changed reference to "Department of Economic Security Department of Child, Youth and Families (DES/DCYF)" to "Arizona Department of Child Safety (DCS)".
3. Various updates for formatting and clarity.

## **MA606 Types of Income - [Section CC] Income Tax Refunds**

1. Added information regarding advance refundable tax credits.

## **MA1502 Types of Changes - [Section G] Death**

1. Added note: ALTCS Fee-For-Service customers do not receive a prorated Share of Cost adjustment for the month the customer died.
2. Removed obsolete language from "Proof" subsection.
3. Various updates for formatting and clarity.

## **MA1502 Types of Changes - [Section P] Long Term Care Living Arrangement**

1. Removed obsolete language from "Proof" subsection.
2. Various updates for formatting and clarity.

## **MA1503 Discontinuance**

1. Various updates for formatting and clarity.

For prior versions of the manual use these links:

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revision Date 10/05/2021**

### **MA905 Transfer Penalty Period**

1. Updated Private Pay Rate effective 10/1/2021.

### **MAE905 Transfer Penalty Period Examples - [Section I] Prior Private Pay Rates**

1. Updated Private Pay Rate effective 10/1/2021.

For prior versions of the manual use these links:

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revision Date 09/28/2021**

### **MA1201 ALTCS Share of Cost - [Section C - Share of Cost (SOC) Deductions]**

1. Revised Non-Covered Medical Expenses section and Definitions table; various updates for formatting and clarity.

### **[MAE1201 ALTCS Share of Cost \(SOC\) Examples](#)**

1. All examples moved into subsections for easier reference.

## **MAE1201 ALTCS Share of Cost (SOC) Examples - [[Section A](#) - Community Spouse SOC Examples]**

1. New subsection. Updated examples to include new Standard Utility Allowance Effective 10/01/2021; various updates for formatting and clarity.

## **MAE1201 ALTCS Share of Cost (SOC) Examples - [[Section B](#) - Expenses Incurred While an Application is Pending SOC Examples]**

1. New subsection. Various updates for formatting and clarity.

## **MAE1201 ALTCS Share of Cost (SOC) Examples - [[Section C](#) - Family Allowance (Non-CS) SOC Examples]**

1. New subsection. Various updates for formatting and clarity.

## **MAE1201 ALTCS Share of Cost (SOC) Examples - [[Section D](#) - Health Insurance Premium SOC Examples]**

1. New subsection. Various updates for formatting and clarity.

## **MAE1201 ALTCS Share of Cost (SOC) Examples - [[Section E](#) - Home Maintenance Needs Allowance SOC Examples]**

1. New subsection. Various updates for formatting and clarity.

## **MAE1201 ALTCS Share of Cost (SOC) Examples - [[Section F](#) - Non-Covered Medical Expenses SOC Examples]**

1. New subsection. Various updates for formatting and clarity.

## **MAE1201 ALTCS Share of Cost (SOC) Examples - [[Section G](#) - PNA for Garnishment SOC Examples]**

1. New subsection. Various updates for formatting and clarity.

For prior versions of the manual use these links:

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revision Date 09/14/2021**

### **MA103 Who Administers AHCCCS Medical Assistance?**

1. Comprehensive Medical Dental Program (CMDP) name changed to Mercy Care Department of Child Safety Comprehensive Health Plan (DCS CHP)

### **MA414 Title IV-E Foster Care and Adoption Subsidy**

1. Comprehensive Medical Dental Program (CMDP) name changed to Mercy Care Department of Child Safety Comprehensive Health Plan (DCS CHP)

## **MA513 Former Foster Care**

1. Comprehensive Medical Dental Program (CMDP) name changed to Mercy Care Department of Child Safety Comprehensive Health Plan (DCS CHP)

## **MA707 Community Spouse Resource Budgeting**

1. Updated language for clarity, Definitions updated.

## **MA1102 Enrollment with a Health Plan - [Section A - Overview]**

1. Comprehensive Medical Dental Program (CMDP) name changed to Mercy Care Department of Child Safety Comprehensive Health Plan (DCS CHP)

## **MA1102 Enrollment with a Health Plan - [Section D - Newborn Enrollment]**

1. Comprehensive Medical Dental Program (CMDP) name changed to Mercy Care Department of Child Safety Comprehensive Health Plan (DCS CHP)

## **MA1102 Enrollment with a Health Plan - [Section F - Health Plan Enrollment Changes]**

1. Comprehensive Medical Dental Program (CMDP) name changed to Mercy Care Department of Child Safety Comprehensive Health Plan (DCS CHP)

## **MAE604 Receipt of Income Examples - [Section A - Revocably Assigned Income Examples]**

1. Title changed, examples added, and formatting updated

For prior versions of the manual use these links:

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revision Date 08/31/2021**

### **MA1302 Special Procedures for Certain Applicants - [Section C - Customers who are Homeless, Incapacitated or have an Impairment]**

1. Added link to new example section. Minor changes to language for clarity

### **MAE606 Types of Income - [Section E - Self-Employment Examples]**

1. Updated language for clarity. Added additional examples for self-employment.

### **[MAE1302 Public Fiduciary Referral Examples](#)**

1. Added a new example on when a referral to a public fiduciary is needed

### **MAE1502 Types of Changes Examples - [Section B - Living Arrangement Changes Examples]**

1. Updated language for clarity.

For prior versions of the manual use these links:

## Revision Date 08/17/2021

### MA803 Special Treatment Trusts - [Section A - Special Treatment Trust Overview]

1. Added information regarding revoking trusts.
2. Various updates for formatting and clarity.

### MA1502 Types of Changes - [Section A - Address Change]

1. Updated links.
2. Various updates for formatting and clarity.

For prior versions of the manual use these links:

## Revision Date 08/10/2021

### MA605 Verifying Income

1. Clarified reasonable compatibility policy.
2. Updated definitions and legal authorities

### MA705 Resource Types - [Section R - Promissory Notes, Loans and Property Agreements]

1. Added link to new example section

### MA1011 Quality Assurance

1. Chapter title was changed from Quality Control to "Quality Assurance"
2. Various updates to the policy section for formatting and clarity.

### MAE705 Resource Type Examples - [Section D - Promissory Notes, Loans and Property Agreement Examples]

1. Added a new example section for treatment of promissory notes

For prior versions of the manual use these links:

## Revision Date 08/03/2021

### MA608 Income Deeming - [Section B - Sponsored NonCitizen Deeming]

1. Clarified that if the customer or spouse are receiving SSA Retirement, then they meet the sponsor deeming exemption for 40 qualifying quarters.

### MA1502 Types of Changes - [Section O - Income Changes]

1. Various updates for formatting and clarity.

## MA1006 Eligibility Review

1. Various updates to the policy section for formatting and clarity.
2. Removed one physician review requirement that is no longer needed.

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## Revision Date 07/16/2021

### MA609 Income Deductions — [Section C - Income Deductions for MAGI Programs]

1. Revised clarification regarding when the MAGI 5% Disregard is applied.

### [MAE609 Modified Adjusted Gross Income \(MAGI\) Deductions - Examples](#)

1. Various updates for formatting and clarity.

## MA1303 ALTCS Application Process

1. Updated legal authority.

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## Revision Date 07/02/2021

### MA803 Special Treatment Trusts [Section E - Special Treatment Trusts and ALTCS Eligibility]

1. Updated links. Added ABLE account disbursement entry to Other Expenses for the customers benefit.

### MA1301 Special Procedures for Helping Customers [Section B - Application Processing]

1. Updated links. Added definition for Emergent Medical Need.

### MAE803 Special Treatment Trust Examples [Section E - STT Disbursement Request Examples]

1. Added new examples for Special Treatment Trust disbursements

### MAE705 Resource Type Examples [Section C - Property Essential to Self Support]

1. Added example numbers
2. Example 5 updated for clarity

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## Revision Date 06/29/2021

## **MA606 Types of Income [Section AA - Gifts and Contributions]**

1. Added link to new example section and details about crowdfunding.

## **MAE606 Types of Income [Section G - Crowdfunding]**

1. Added new examples of the treatment of crowdfunding

## **MA1502 Types of Changes [Section G - Death]**

1. Added definition for “capitation” and additional details regarding how SOC is calculated in the month a customer dies.
2. Various updates for formatting and clarity.
3. Added link to examples of prorated SOC

## **MAE1502 Types of Changes Examples [Section C - Prorating Share of Cost When a Customer Dies Examples]**

1. Added new examples of prorated share of cost when a customer dies

## **MA705 Resource Types [Section K - Home Property]**

1. Added reference and link to example section

## **MAE705 Resource Type Examples [Section B - Home Property]**

1. Added example of countable equity value of property in a trust

## **MAE705 Resource Type Examples [Section C - Property Essential to Self-Support]**

1. Updated examples to include more complex scenarios

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## **Revision Date 06/18/2021**

## **MA503 Assignment of Rights to Medical Benefits and Cooperation**

1. Removed obsolete links and updated language for clarity

## **MA1201–ALTCS Share of Cost (SOC)- [Section C - Share of Cost (SOC) Deductions]**

1. Updated Community Spouse Monthly Spousal Need Standards effective 7/1/2021

## **MAE1201–ALTCS SHARE OF COST (SOC) EXAMPLES**

1. Updated Community Spouse Monthly Income Allowance Examples 3 and 4 to include monthly spousal needs standards effective 7/1/2021

## **MA1502 Types of Changes [Section H - DDD Status Change]**

1. Removed obsolete links and updated language for clarity

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## **Revision Date 06/04/2021**

### **MA205 Medicare Enrollment**

1. Removed obsolete information regarding automatic Part B enrollment.
2. Various updates for formatting and clarity.

### **MA302 Types of AHCCCS Medical Assistance Service Packages**

1. Removed unnecessary details regarding payment administration.
2. Various updates for formatting and clarity.

### **MA605 Verifying Income**

1. Various updates for formatting and clarity.

### **MA609 Income Deductions — [Section C - Income Deductions for MAGI Programs]**

1. Added clarification regarding when the MAGI 5% Disregard is applied.
2. Added link to MAE609 for MAGI 5% Disregard examples.
3. Various updates for formatting and clarity.

### **[MAE609 Modified Adjusted Gross Income \(MAGI\) Deductions - Examples](#)**

1. Added additional examples for MAGI 5% Disregard.
2. Various updates for formatting and clarity.

### **MA701 General Information about Resources**

1. Various updates for formatting and clarity.

### **MA705 Resource Types — [Section K - Home Property]**

1. Various updates for formatting and clarity.

### **MA705 Resource Types — [Section T - Real Property]**

1. Various updates for formatting and clarity.

### **MA705 Resource Types — [Section X - Stocks and Convertible Virtual Currency]**

1. Various updates for formatting and clarity.

### **MA705 Resource Types — [Section AA - Vehicles]**

1. Various updates for formatting and clarity.

## **MA1502 Types of Changes — [Section T - Medical Insurance Coverage and Premiums]**

1. Added clarification for effective dates in the Timeframes section.
2. Updated links.

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## **Revision Date 06/01/2021**

### **MA1502 Types of Changes — [Section D - Cancer Treatment Ends]**

1. Added links.
2. Various updates for formatting and clarity.

### **MA1502 Types of Changes — [Section P - Long Term Care Living Arrangement]**

1. Added link to new example section MAE1502A.

### **MAE1502 BCCTP Treatment Ends Examples — [Section A - Living Arrangement Changes Examples]**

1. Added new examples of SOC changes due to living arrangement change.

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## **Revision Date 05/11/2021**

### **MA606 Types of Income [Section TT - Pension and Retirement Income]**

1. Added reference and link to examples about Arizona State Retirement System (ASRS) health insurance premium supplements.

### **[MAE606F Arizona State Retirement System with Health Insurance Supplement Examples](#)**

1. Added new example showing how to count Arizona State Retirement System payments when the customer gets a health insurance premium supplement.

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## **Revision Date 04/27/2021**

### **[MAE614 Income of Children and Tax Dependents for MAGI](#)**

1. Updated language for Clarity

### **MA701 General Information about Resources**



1. Updated links

## **MA1501 General Information about Changes [Section B - Change Reporting]**

1. Updated links

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## **Revision Date 04/09/2021**

### **MA523 Medicare**

1. Updated Language for clarity
2. Updated the definition for 'Conditional enrollment for Medicare Part A' to include approval based on QMB eligibility.

## **MA705 Resource Types - [Section X - Stocks and Convertible Virtual Currency]**

1. Changed the title from Stocks to 'Stocks and Convertible Virtual Currency'.
2. Updated policy and the definitions table to include Convertible Virtual Currency.
3. Listed the documents considered as proof of convertible virtual currency ownership

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## **Revisions Date 03/19/2021**

### **MA606TT Pension and Retirement Income**

1. Added note regarding RRB Unemployment Insurance and RRB Sickness Insurance.
2. Added link to MA701.3 regarding treatment of cash surrender.
3. Various updates for formatting and clarity.

For prior versions of the manual use these links:

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## **Revisions Date 03/15/2021**

### **MA604 Receipt of Income - [Section C - Deposits to Financial Accounts]**

1. Added information about AVS increases and internal note regarding AVS increases that do not have a matching decrease.

### **MA705 Resource Types - [Section I - Financial Accounts]**

1. Added additional clarification to "Proof" subsection regarding proof of ownership and account balance
2. Updated the definitions table to include the term "Financial Accounts"

## **MA1301 General Information for All Applicants - [Section A - Application Forms, Assistance, Cooperation and Voter Registration]**

1. Clarified when an Authorized Representative Form expires.
2. Added examples of legal documents that a customer can use to choose an authorized representative.
3. Added definition of “electronic signature”.

For prior versions of the manual use these links:

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## Revisions Date 03/01/2021

### MA201 What is Medicare Health Insurance?

1. Revised the language in the policy section from "there are four parts or benefits packages in the medicare program" to "The Medicare program contains four benefit packages"
2. Updated the definitions table.
3. Various updates for formatting and clarity.

For prior versions of the manual use these links:

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## Revisions Date 02/19/2021

### MA521 Living Arrangements

1. Added description of subsections A through C.

#### MA521 Living Arrangements - [Section A - Long-Term Care Services]

1. Various updates for formatting and clarity.

#### MA521 Living Arrangements - [Section B - ALTCS Acute Care]

1. Added clarification regarding the ALTCS income test when the customer is in a long term care facility that is not registered with AHCCCS.
2. Updated legal authority.
3. Various updates for formatting and clarity.

#### MA521 Living Arrangements - [Section C - Hospitals]

1. Various updates for formatting and clarity.

### MA1402 Proof Needed at Renewal

1. Updated legal authority.

For prior versions of the manual use these links :

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## Revisions Date 02/05/2021

### MA524 Non-Citizen Status - [Section A - Overview]

1. Updated the definition of "qualified noncitizen" to include the Compact of Free Association (COFA) countries
2. Updated policy section to include that certain qualified noncitizens must meet conditions listed in MA524B
3. Updated the proof section to include the documents required to resubmit SAVE VIS or VLP when unable to verify qualified noncitizen status based on initial SAVE VIS or VLP response and;
4. Updated legal authority

### **MA524 Non-Citizen Status - [Section B - Other Conditions for Lawful Permanent Residents (LPRs), Parolees and Battered Non-citizens]**

1. Updated the prior qualified status to include citizens of the Compact of Free Association (COFA) countries
2. Updated legal authority

### **MA606 Types of Income - [Section N - Census Income]**

1. Updated Language in the policy section for clarity.

For prior versions of the manual use these links

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### **Revisions Date 01/21/2021**

### **MA609 Income Deductions – [Section C - Income Deductions for MAGI Programs]**

1. Updated disregard amounts

### **MA615 – Income Standards**

1. Updated income standard tables

### **MA1204 Kidscare Premiums – [Section A - General Information about Kidscare Premiums]**

1. Updated income premium tables

### **MAE611 Calculating Income Eligibility for SSI-MAO Examples [Sections - [A](#), [B](#) and [C](#)]**

1. Updated FPL-based examples to reflect 2021 FPL limits.

### **MAE1204 General Information about KidsCare Premiums Examples – [[Section A](#) - Premium for Cases with Multiple Income Groups Example]**

1. Updated examples to include 2021 FPL income amounts.

For prior versions of the manual use these links

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### **Revisions Date 01/15/2021**

### **MA602 Budget Groups Income - [Section D - Budget Groups for MAGI]**

1. Revised "Not a taxpayer or tax dependent" table to clarify that siblings over the age of 19 are not part of a customer's budget group.

2. Various updates for formatting and clarity.

### **MA1309 Approval of Applications - [Section B - Approval Letters]**

1. Added link to manual letters procedure

### **MA1310 Denial of Applications - [Section B - Denial Letter]**

1. Added link to manual letters procedure

### **MA1401 General Information about Renewals - [Section B - Decision Letters]**

1. Added link to manual letters procedure

### **MA1402 Proof Needed at Renewal**

1. Updated “Resources” entry in table under “Policy” subsection
2. Various updates for formatting and clarity.
3. Updated Legal Authority

### **MA1604 Written Letters**

1. Added link to manual letters procedure
2. Updated legal authority

For prior versions of the manual use these links

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## **Revisions Date 12/29/2020**

### **MA609 Income Deductions [Section B - Income Deductions for Non-MAGI Programs]**

1. Updated Child Allocation and Student Earned Income Exclusion amounts for 2021

### **MA615 Income Standards**

1. Updated income standard to reflect January 2021 Federal Benefit Rate increase.

### **MA705 Resources Types [Section K - Home Property]**

1. Updated the Home Property Equity Value standard for 2021.

### **MA707 Community Spouse Resource Budgeting**

1. Updated policy to include the 2021 CSRD figures (Subsection 2, CSRD standards - Removed calendar year 2018 and added calendar year 2021).

### **MA803 Special Treatment Trusts [Section E - Special Treatment Trusts and ALTCS Eligibility]**

1. Added link to new examples MAE803C and MAE803D

## **MA905 Transfer Penalty Period**

1. Annual updates to Private Pay Rate (PPR) figures for 2021

## **MA1201 Customer Costs [Section C - Share Of Cost (SOC) Deductions]**

1. Added the FBR standards used for the Personal Needs Allowance for 2021.
2. Added the Maximum Monthly Spousal Need Standard for 2021.

## **MAE610 Calculating Income Eligibility for SSI-MAO Examples [Sections - [A](#), [B](#)]**

1. Updated calculation tables for 2021 figures.

## **MAE611 Calculating Income Eligibility for SSI-MAO Examples [Sections - [A](#), [B](#)]**

1. Updated calculation tables for 2021 figures.

## **MAE803 Special Treatment Trust Examples [[Section C](#) and [Section D](#)]**

1. Created new examples of a completed DE-312 and DE-313.

## **MAE905 Transfer Penalty Period Examples - [[Section I](#) - Prior Private Pay Rates]**

1. Annual updates to Private Pay Rate (PPR) amounts for 2021

For prior versions of the manual use these links

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## **Revisions Date 12/18/2020**

### **MA529 – Prior Receipt of SSI Cash**

1. Updated links.
2. Updated legal authorities.
3. Various updates for formatting and clarity.

### **MA606UU – Prizes and Winnings**

1. Added sections 2 and 3 regarding prorating prizes and winnings over multiple months for MAGI programs.
2. Updated legal authorities.
3. Various updates for formatting and clarity.

**For prior versions of the manual use these links**

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## **Revisions Date 11/24/2020**

### **MA105 – What Laws Apply to AHCCCS Medical Assistance?**

1. Added reference to SSA POMS.
2. Updated links.
3. Various updates for formatting and clarity.

## **MA501 – Age**

1. Removed references to obsolete "Disabled Child" program.
2. Updated legal authorities.
3. Various updates for formatting and clarity.

## **MA514 - Institution for Mental Disease (IMD)**

1. Revised "Proof" subsection to clarify that a collateral contact with the facility is required.
2. Updated legal authorities.
3. Various updates for formatting and clarity.

## **MA531 Resident of Arizona - [Section A - Overview]**

1. Added clarification regarding home property outside Arizona.
2. Updated legal authorities.
3. Various updates for formatting and clarity.

## **MA532 - Social Security Number**

1. Added "Definitions" section.
2. Removed Medicare card as acceptable proof of SSN.
3. Updated legal authorities.

## **MA1304 SSI-MAO Application Process - [Section A - SSI-MAO Specialty Groups]**

1. Removed references to obsolete "Disabled Child" program.

## **For prior versions of the manual use these links**

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## **Revisions Date 11/06/2020**

## **MA1203 AHCCCS Freedom to Work (FTW) Premiums - [Section B - Premium Billing and Payment]**

1. Various updates for formatting and clarity.

## **MAE1203 Freedom to Work (FTW) Premium Begin Date Examples**

1. Added example 3 for adjusting the effective date of a premium change due to untimely processing.

## **MA1204 KidsCare Premiums - [Section B - Premium Billing and Payment]**

1. Various updates for formatting and clarity.

## **MA1204 KidsCare Premiums - [Section D - Premium Hardship Waiver for KidsCare]**

1. Updated links.
2. Various updates for formatting and clarity.

## **MA1602 – Confidentiality – [Section C - Release of Confidential Information]**

1. Added clarification that no separate written authorization is required for the Well Woman HealthCheck program when the customer has signed a BCCTP Patient Contact and Consent form.

### **For prior versions of the manual use these links**

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## **Revisions Date 10/22/2020**

### **MA502 – ALTCS Categorical Eligibility**

1. Updated legal authorities.
2. Various updates for formatting and clarity.

### **MA1001 – General Provisions**

1. Updated link to October 2020 revision of Appendix A: EPD PAS.
2. Updated link to October 2020 revision of Appendix B: DD PAS.

### **For prior versions of the manual use these links**

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## **Revisions Date 10/08/2020**

### **MA905 Transfer Penalty Period**

1. October 2020 annual updates to Private Pay Rate (PPR) amounts.

### **MAE905 Transfer Penalty Period Examples - [Section I - Prior Private Pay Rates]**

1. October 2020 annual updates to Private Pay Rate (PPR) amounts.

### **For prior versions of the manual use these links**

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## **Revisions Date 10/01/2020**

### **MA1201 ALTCS Share of Cost (SOC) - [Section C - Share of Cost (SOC) Deductions]**

1. October 2020 annual updates to Standard Utility Allowance (SUA) amounts.

### **MAE 1201 ALTCS Share of Cost (SOC) Examples**

1. Community Spouse Monthly Income Allowance Example(CSMIA) Example has been updated to reflect October 2020 SUA changes.

**For prior versions of the manual use these links**

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**Revisions Date 09/25/2020**

**MA413 Supplemental Security Income Medical Assistance Only (SSI MAO)**

1. Specialty program eligibility requirements moved from "Definitions" to "Policy" section.
2. Updated "Legal Authority" section.
3. Various formatting updates for clarity.

**For prior versions of the manual use these links**

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**Revisions Date 09/18/2020**

**MA417 Hospital Presumptive Eligibility**

1. Updates to the categories list under Hospital Presumptive Eligibility (HPE) program
2. Added Legal References and updated links.

**For prior versions of the manual use these links**

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**Revisions Date 09/11/2020**

**MA301 Types of AHCCCS Medical Assistance Health Services**

1. Updated links, added table and removed definitions.
2. Updated Legal References

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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**Revisions Date 08/28/2020**

**MA409 Medicare Savings Program (MSP)**

1. Updated links.
2. Various updates for formatting and clarity.

**MA904 Compensation Received for Transfers**



1. Added proof requirements for a valid contract made before a transfer.
2. Various updates for formatting and clarity.

### **For prior versions of the manual use these links**

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### **Revisions Date 08/21/2020**

#### **MA1301 General Information for All Applicants - [Section A - Application Forms, Assistance, Cooperation and Voter Registration]**

1. Added information that explains that the Authorized representative must accept responsibility as representative.
2. Added clarification of what documents may be used to choose a representative.
3. Updated links

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### **Revisions Date 08/14/2020**

#### **MA705 Resource Types - [Section S - Property Essential to Self-Support]**

- A clarification was moved from the definitions to policy that when a home property is producing income, it is excluded as a home property.

#### **MA705 Resource Types - [Section K - Home Property]**

- Clarification of policy for home property that's producing income and for home properties located out of state.

#### **MA525 Not an Inmate**

- Language updated to differentiate between eligibility and TXIX payment for services.

### **For prior versions of the manual use these links**

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### **Revisions Date 08/07/2020**

#### **MA606 Types of Income - [Section AA - Gifts and Contributions]**

1. Added treatment of panhandling income

#### **MA704 Ownership Resources - [Section B - Joint Ownership]**

1. Update links to related topics on joint ownership and transfers

#### **MA903 Transfers That Do Not Affect Eligibility**

1. Various updates for formatting and clarity.

### **MA903 Transfers That Do Not Affect Eligibility - [Section A - Transfer Before the Look-Back Period]**

1. Section title changed.
2. Various updates for formatting and clarity.

### **MA903 Transfers That Do Not Affect Eligibility - [Section B - Transfers Made By Certain Other People]**

1. Various updates for formatting and clarity.

### **MA903 Transfers That Do Not Affect Eligibility - [Section C - Transfers That Do Not Include the Customer's Resources]**

1. Various updates for formatting and clarity.

### **MA903 Transfers That Do Not Affect Eligibility - [Section D - Adding a Person's Name to a Financial Account]**

1. Various updates for formatting and clarity.

### **MA903 Transfers That Do Not Affect Eligibility - [Section E - Purchases and Payment of Debts]**

1. Various updates for formatting and clarity.
2. Added note regarding Special Treatment Trust disbursements.

### **MA903 Transfers That Do Not Affect Eligibility - [Section F - Transfers of Excluded Resources or Income]**

1. Various updates for formatting and clarity.

### **MA903 Transfers That Do Not Affect Eligibility - [Section G - Transfer of Home Property to Specific People]**

1. Added clarification regarding transfers of home property to a customer's blind child.
2. Various updates for formatting and clarity.

### **MA903 Transfers That Do Not Affect Eligibility - [Section H - Transfer of Resources to or for the Benefit of Specific Individuals]**

1. Added clarification regarding transfers to a trust for a customer's disabled child.
2. Various updates for formatting and clarity.

### **MAE903 Transfers That Do Not Affect Eligibility - Examples**

1. New Example section added.
2. Provides examples for MA903

### **MA905 Transfer Penalty Period**

1. Added link to MA906 for clarity.

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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### **Revisions Date 07/27/2020**

#### **[MAE609 Modified Adjusted Gross Income \(MAGI\) Deductions - Examples](#)**

1. New section on MAGI deductions

### **For prior versions of the manual use these links**

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### **Revisions Date 07/17/2020**

#### **MA404 Breast and Cervical Cancer Treatment Program (BCCTP)**

1. Updated legal authorities

#### **MA606 Types of Income - [Section III - Supplemental Security Income (SSI)]**

1. Clarified the treatment of SSI Cash income for non-MAGI programs

#### **MA609 Income Deductions - [Section B - Income Deductions for Non-MAGI Programs]**

1. Revised language regarding countable income when determining the child allocation

#### **MA606 Types of Income - [Section A - Adoption Assistance (Adoption Subsidy)]**

1. Clarified treatment of Title IV-E income.

#### **MAE604 Receipt of Income Examples - [Section I - Example Seasonal income]**

1. Changed 'Base Wage' to 'AZ DOR'

#### **MA901 Transfers Overview**

1. Various updates for formatting and clarity.
2. Added links for additional information regarding constructively received income and resources.
3. Added additional definitions.
4. Added proof of compensation to "Proof" subsection.

### **For prior versions of the manual use these links**

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### **Revisions Date 07/10/2020**

## **MA406 Child**

1. Removed Definitions section. Corrected Legal Authorities

## **MA520 Legal Marriage**

1. Reference to Statement of Facts (DE-118) form replaced with the new Customer Statement – Common Law Marriage (DE-119) form.
2. Various updates for formatting and clarity.

## **MA526 Potential Benefits**

1. Updated who is potentially eligible for Veteran's pension or compensation.

## **MA530 Receiving Social Security Title II**

1. Updated language for clarity and updated links.

## **MA602 Budget Groups Income - [Section A - ALTCS Budget Groups]**

1. Various updates for formatting and clarity.

## **MA602 Budget Groups Income - [Section C - SSI-MAO and MSP Budget Groups]**

1. Various updates for formatting and clarity.

## **MA705I Financial Accounts**

1. Updated Links

## **MA803D Pooled Trusts**

1. Updated that the Pooled Special Treatment trust may be created at any age
2. Updated Legal Authorities

## **MA906 Rebutting the Transfer Penalty Period**

1. Updates were made to remove all references to the DE-510 form.
2. Removed the need for the written statement to be signed under penalty of perjury.

## **MA907 Undue Hardship Claims for Transfer Penalties**

1. Clarified policy and updated proof section for Undue hardship Claims for Transfer Penalties
2. Added definitions for incapacitated and mentally competent
3. Updated related links

## **MA1502 Types of Changes - [Section R - Marital Status]**

1. Updated "Proof" subsection to reference the new Customer Statement – Common Law Marriage (DE-119) form.
2. Various updates for formatting and clarity.

## **MA1701 Eligibility Appeals**

1. Added information regarding the customers right to request an expedited appeal.
2. Updated related links

## **MA1706 Changes Received During the Hearing Process**

1. Clarified when changes are processed during the appeal process.
2. Corrected the legal authorities.

## **MAE1706 Changes Before the Hearing is Held - Examples**

1. Corrected examples to be consistent with the policy changes in MA1706

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## **Revisions Date 06/30/2020**

### **MA1201C – ALTCS Share of Cost (SOC) - [Section C - Share of Cost (SOC) Deductions]**

1. Updated Community Spouse Monthly Spousal Need Standards.
2. Removed the link to the procedure for Verifying Part D premiums as procedure is obsolete.

### **MAE1201 – ALTCS SHARE OF COST (SOC) EXAMPLES**

1. Updated Community Spouse Monthly Income Allowance Example - Step Action Table.

### **MA401 Adults**

1. Corrected links
2. Removed “incarceration” as a related condition of eligibility
3. Added additional legal authority

### **MA403 Arizona Long Term Care System (ALTCS)**

1. Updated formatting and language for clarity.

### **MA404 - BREAST AND CERVICAL CANCER TREATMENT PROGRAM (BCCTP)**

1. Updated the conditions of Eligibility list to include 'Apply for potential benefits'

### **MA416 Young Adult Transitional Insurance (YATI)**

1. Reformatted for clarity

### **MA527 - PREGNANT**

1. Removed repealed legal authorities
2. Updated terminology

## **For prior versions of the manual use these links**

## Revisions Date 05/15/2020

### MA1401A General Information About Renewals - [Section A - Renewal Processes]

1. Added that Voter Registration forms are sent to customers with auto-renewal letters.

#### For prior versions of the manual use these links

## Revisions Date 05/13/2020

### MA609 Income Deductions - [Section C - Income Deductions for MAGI Programs]

1. Added link to procedure for determining if alimony is an allowed deduction for MAGI.

### MA606 Types of Income - [Section G - Alimony and Spousal Maintenance]

1. Added link to new procedure for determining treatment of alimony for MAGI programs.

### MA606 Types of Income - [Section AA - Gifts and Contributions]

1. Updated links on cash gifts and contributions table

#### For prior versions of the manual use these links

## Revisions Date 04/20/2020

### MA803 Special Treatment Trusts - [Section A - Special Treatment Trust Overview]

1. Changed references from “AHCCCS” to “AHCCCS or State Medicaid Agency” as remainder beneficiary in the conditions table.

### MA903 Transfers That Do Not Affect Eligibility - [Section G - Transfer of Home Property to Specific People]

1. Updated the definitions table to include the term “Institutionalized”.

#### For prior versions of the manual use these links

## Revisions Date 04/09/2020

### MA517 Insurance - State Employee Health Plan

1. Clarified that employees of school districts and charter schools are not state employees.
2. Various updates for formatting and clarity.

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 03/09/2020**

### **MA403 Arizona Long Term Care System (ALTCS)**

1. Updated ALTCS conditions of eligibility chart to include 'Transfers'.

### **MA905 Transfer Penalty Period**

1. Updated Private Pay Rates effective 01/01/2020.
2. Various updates for formatting and clarity.

### **MAE905 Transfer Penalty Period Examples [[Section I](#) - Prior Private Pay Rates]**

1. Updated Private Pay Rates effective 01/01/2020.

## **For prior versions of the manual use these links**

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## **Revisions Date 02/25/2020**

### **MA505 Cancer (Breast or Cervical) Diagnosis**

1. Corrected legal authority references.
2. Various updates for clarity.

### **MA507 Citizen of the United States**

1. Updated Definitions and Legal References.
2. Wake Island was added as a U.S. Territory.
3. Updated language and formatting.

### **MA534 Verifying Non-Financial Conditions of Eligibility**

1. New section regarding verification.

### **MA605 Verifying Income**

1. Clarification added to other methods of proof.

### **MA701 General Information about Resources**

1. Clarification added to Proof section.

## **MA1301 General Information for All Applicants [Section A - Application Forms, Assistance, Cooperation and Voter Registration]**

1. Clarified section 2 about 'who can sign the Application' for another person to include an adult in the customer's Premium Tax Credit Budget Group.
2. Added additional information to Customer Cooperation section for staff to check the case file and available sources before requesting proof from the customer.

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## **Revisions Date 02/14/2020**

### **MA804 Undue Hardship Claims for Trusts**

1. New section adding criteria for undue hardship claims for trusts.

### **MA1003 Preadmission Screening Criteria for an Applicant or Member who is Elderly or Physically Disabled (EPD)**

1. Updated definition for "grooming" to be the same as the EPD manual.

### **MA1102 Enrollment with a Health Plan [Section A - Overview]**

1. Changed "Steward Health Choice" to "Health Choice Arizona".

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## **Revisions Date 02/03/2020**

### **MA502 ALTCS Categorical Eligibility**

1. Removed ACE references
2. Added clarifying note with reference to IV-E foster care or adoption subsidy in HEAplus.

### **MA513 Former Foster Care**

1. Removed reference to ACE

### **MA606 Types of Income [Section H - Allocated Income]**

1. Removed reference to ACE

### **MA606 Types of Income [Section N - Census Income]**

1. Updated policy on application of temporary census income for medical assistance programs.
2. Updated definitions and links



## **MA606 Types of Income [Section UUU- Wages]**

1. Added a NOTE and a link with reference to temporary census income

## **MA608 Income Deeming [Section B - Sponsored Non-Citizen Deeming]**

1. Removed reference to ACE and related links

## **MA609 Income Deductions [Section B - Income Deductions for Non-MAGI programs]**

1. Removed link to a procedure that has been removed from the manual

## **MA905 Transfer Penalty Period**

1. Removed reference to ACE and related link to a procedure that has been removed from the manual.

## **MA1011 Quality Control**

1. Removed reference to ACE

## **MA1106 ALTCS Enrollment Changes [Section C-Changes Requiring Program Contractor Agreement]**

1. Removed reference to ACE
2. updated language and formatting.

## **MA1301 General Information for All Applicants [Section A - Application Forms, Assistance, Cooperation and Voter Registration]**

1. Removed application for AHCCCS Long Term Care Services (ACE-102). The application for ALTCS now falls under Health-e-Arizona Plus (HEAplus) Online Application.

## **MA1309 Approval of Applications [Section B - Approval Letters]**

1. Removed reference to ACE

## **MA1502 Types of Changes [Section S - Medical Improvement]**

1. Removed ACE references
2. Added clarifying note with reference to IV-E foster care or adoption subsidy in HEAplus.

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## **Revisions Date 01/28/2020**

## **MA609 Income Deductions [Section C - Income Deductions for MAGI Programs]**

1. Updated FPL Disregard table to reflect January 2020 FPL figures.

## **MA615 Income Standards**

1. Updated to reflect the 2020 Federal Poverty Level income standards for all Medical Assistance programs.
2. Updated formatting

## **MA1204 KidsCare Premiums [Section A - General Information about KidsCare Premiums]**

1. Updated the income ranges for KidsCare premiums to reflect the increase in the 2020 Federal Poverty Level amounts.

## **MAE611 Calculating Income Eligibility for SSI-MAO Examples [Section A, B, C]**

1. Updated FPL-based examples to reflect 2020 FPL limits.

## **MAE1204 General Information about KidsCare Premiums Example [Section A]**

1. Updated FPL-based examples to reflect new FPL limits published January 2020.

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 01/15/2020**

### **MA408 KidsCare**

1. Corrected legal references, updated links, definition, and formatting

### **MA508 Community Spouse**

1. Updated links and formatting to improve clarity.

### **MA 516 Insurance Ended**

1. Updated to clarify that the period of ineligibility for KidsCare is 3 months rather than 90 days when a person chooses to end creditable health care.
2. Updated Legal References

### **MA1007 PAS Reassessments**

1. Updated PAS reassessment criteria.
2. Updated language and formatting to improve clarity.

### **MA1009 Preadmission Screening and Resident Review (PASRR)**

1. Clarified policy and updated definition for the term 'Intellectual cognitive disability'.
2. Updated the definitions table

### **MA1010 The ALTCS Transitional Program**

1. Updated language for clarity

### **MA1308 Applications for KidsCare**

1. Updated language from 90 days to 3 months

### **MA1301 General Information for All Applicants [Section A - Application Forms, Assistance, Cooperation and Voter Registration]**

1. Removed application for AHCCCS Long Term Care Services (ACE-102). The application for ALTCS now falls under Health-e-Arizona Plus (HEAplus) Online Application.

### **MA1309 Approval of Applications [Section B - Approval Letters]**

1. Removed reference to ACE

### **MA1502 Types of Changes [Section S - Medical Improvement]**

1. Removed reference to ACE

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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### **Revisions Date 01/10/2020**

### **MA606 Types of Income [Section CCC - Self-Employment]**

1. Clarification for when to use the process for verifying self-employment income was made.

### **MA1401 General Information about Renewals [Section A - Renewal Process]**

1. Clarified that a no response required renewal is still used when a customer's MSP eligibility ends or changes and the customer is ALTCS eligible.

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### **Revisions Date 12/31/2019**

### **MA1403 Persons Losing SSI Cash Eligibility**

1. ALTCS loss of SSI Cash is processed as a change. Link to change and change process provided

### **MA1502 Types of Changes [Section AA - SSI Cash Eligibility Ends]**

1. Updated Title and updated policy to include ALTCS does not require a full renewal.

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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### **Revisions Date 12/30/2019**

### **MA602 Income Eligibility [Section A - ALTCS Budget Groups]**

1. Removed DE-118 Statement of Facts by removing Legal marriage chart and pointing to Proof of Legal Marriage in MA520.

### **MA606 Types of Income [Section U - Educational Assistance]**

1. Removed reference to DE-118 Statement of Fact.
2. Removed reference to DE - 201 Release of Information Authorization.

### **MA702 Resource Groups**

1. Removed DE-118 by removing the marriage proof table and referring to MA520

### **MA704 Ownership Resources [Section C - Equitable Ownership]**

1. Removed "statement of fact" and replaced with "written statement."

### **MA705 Resource Types [Section BB - Unspent Income]**

1. Removed DE-118 Statement of Fact.
2. Removed DE-201 Permission to Release Information.

### **MA903 Transfers That Do Not Affect Eligibility [Section H - Transfer of Resources to or for the Benefit of Specific Individuals]**

1. Removed references to DE-118 Statement of Facts and replaced with written statement

### **MA1502 Types of Changes [Section R - Marital Status]**

1. Changed DE-118 Statement of Fact to Written statement.

### **MAE704 Ownership of Resources [Section A - Equitable Ownership Example]**

1. Replaced references to the Statement of Fact (DE-118) form with written statement.

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 12/20/2019**

### **MA609 Income Deductions [Section B - Income Deductions for Non-MAGI Programs]**

1. Updated Child Allocation and Student Earned Income Exclusion amounts for 2020

### **MA615 Income Standards**

1. Updated income standard to reflect January 2020 Federal Benefit Rate increase.

### **MA705 Resources Types [Section K - Home Property]**

1. Updated the Home Property Equity Value standard for 2020.

## **MA707 Community Spouse Resource Budgeting**

1. Updated policy to include the 2020 CSRD figures (Subsection 2, CSRD standards - Removed calendar year 2017 and added calendar year 2020).

## **MA803 Special Treatment Trusts [Section E - Special Treatment Trusts and ALTCS Eligibility]**

1. Clarified what documentation is needed for renewal.

## **MA1002 Preadmission Screening**

1. Removed areas that repeated or were processes rather than policy.

## **MA1201 Customer Costs [Section C - Share Of Cost (SOC) Deductions]**

1. Added the FBR standards used for the Personal Needs Allowance for 2020.
2. Added the Maximum Monthly Spousal Need Standard for 2020.

## **MAE610 Calculating Income Eligibility for SSI-MAO Examples [Sections - [A](#), [B](#), [C](#)]**

1. Updated calculation tables for 2020 figures.

## **MAE611 Calculating Income Eligibility for SSI-MAO Examples [Sections - [A](#), [B](#), [C](#)]**

1. Updated calculation tables for 2020 figures.

### **For prior versions of the manual use these links**

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revisions Date 11/26/2019**

### **MA1104 Enrollment with a Program Contractor [Section C - DDD Enrollment]**

1. Updated DDD enrollment section to include integrated plans effective 10/1/2019.
2. Removed outdated information and terminology and updated legal references.

### **MA1104 Enrollment with a Program Contractor [Section D - American Indian Enrollment]**

1. Updated the section to include the integrated plans effective 10/1/2019
2. Removed obsolete information about enrollment transition choices when the customer turns 21.

### **MA1109 Children's Rehabilitative Services [Section B - CRS Application and Designation]**

1. Updated the section to include the integrated plans effective 10/1/2019
2. Removed obsolete information about enrollment transition choices when the customer turns 21.

### **MA1109 Children's Rehabilitative Services [Section C - CRS Designation Changes]**

1. Updated enrollment transition choices when the customer turns 21.

### **For prior versions of the manual use these links**

## Revisions Date 11/25/2019

### MA504 Blind

1. Updated links and formatting

### MA509 Disability

1. Updated links and formatting

### MA511 Entitled to Title II DAC Payments

1. Updated links and formatting

### MA512 Entitled to Title II DWW Payments

1. Updated links and formatting

### MA529 Prior Receipt of SSI Cash

1. Updated links and formatting

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## Revisions Date: 11/13/2019

### MA802 Non-Special Treatment Trusts

1. Replaced "Statement of Facts (DE-118)" with "Written Statement" in proof section. Also, added "supporting documents" to proof.

#### **For prior versions of the manual use these links**

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## Revisions Date: 10/29/2019

### MA402 Freedom to Work (FTW)

1. Added definition of Medically Improved Coverage Group and added legal authority.

### MA509 Disability

1. Revised chapter title from Disabled to Disability.
2. Updated wording and language for clarity.

### MA510 Employed

1. Provided additional clarification regarding people employed but on leave for certain reasons.

## **MA606 Types of Income - [Section TT - Pension and Retirement Income]**

1. Various updates for formatting and clarity.

## **MA705 Resource Types - [Section I - Financial Accounts]**

1. Replaced DE-118 Statement of Fact with Written Statement
2. Added detail for ABLE accounts for submitting PCRs

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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**Revisions Date: 10/18/2019**

## **MA1401 General Information about Renewals - [Section A - Renewal Process]**

1. Updated policy to clarify that when a renewal pends for information that was not available from the data services hubs and the eligibility worker finds the proof in the case file or from other sources, the renewal can be completed as a no-response renewal.

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**Revisions Date: 10/01/2019**

## **MA905 Transfer Penalty Period**

1. Updated Private Pay Rate for October 2019.
2. Clarified that Private Pay Rate may be updated at any time, not just annually.

## **MA1201 ALTCS Share of Cost (SOC) - [Section C - Share of Cost (SOC) Deductions]**

1. Updated Standard Utility Allowance for October 2019.
2. Various updates for formatting and clarity.

## **MAE 905 Transfer Penalty Period - [Section I - Prior Private Pay Rates]**

1. Update for October 2019 changes.
2. Clarified that PPR may change at any time, not just annually each October.

## **MAE1201 ALTCS Share of Cost Examples**

1. Re-worded example to specify the year, so that it does not need to be updated annually.

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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**Revisions Date: 08/16/2019**

## **MA606 Types of Income - [Section RRR - Veterans Administration (VA) Benefits]**

1. Added a link to a new procedure for determining the correct VA benefit amounts for VA Improved Pensions
2. Formatting updates for clarity

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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**Revisions Date: 07/12/2019**

## **MA606 Types of Income – [Section G - Alimony and Spousal Maintenance]**

1. Revised to reflect January 1, 2019 changes to how Alimony Payments are counted for MAGI programs
2. Updated Definitions and Legal Authorities section

## **MA609 Income Deductions – [Section C - Income Deductions for MAGI Programs]**

1. Revised Adjustments to Gross Income table
2. Updated the description for Alimony Paid adjustment type
3. Removed the Domestic Productions Activity Deduction adjustment type

## **MA1502 Types of Changes – [Section L - Expenses]**

1. Updated the Adjustments to Gross Income table with the following:
2. Added information about Alimony Payments
3. Removed Domestic Productions Activity Deduction

## **MA526 – Potential Benefits**

1. Added new section on Applying for potential benefits online
2. Added referral links to assist customers applying for potential benefits
3. Added that a confirmation number from a VA or UI application is acceptable proof.
4. Updated language and formatting
5. Expanded definition of Cash Benefits

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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**Revisions Date: 07/01/2019**

## **MA1313 - Prior Quarter Coverage**

1. Updated prior quarter eligibility to apply to children and pregnant woman categories only.
2. Updated Definitions

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**Revisions Date: 06/21/2019**

## **MA1201 ALTCS Share Of Cost (SOC) [Section C - Share Of Cost (SOC) Deductions]**



1. The standards used to calculate the Community Spouse Monthly Income Allowance (CSMIA) have been updated with the amounts effective 7/1/2019.
2. Revised MSN and 30% MSN Figures

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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**Revisions Date: 06/07/2019**

### **MA1602 Confidentiality [Section C - Release of Confidential Information]**

1. Added definition of 'case file'
2. Revised the policy section for clarity

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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**Revisions Date: 05/17/2019**

### **MA525 Not an Inmate**

1. Revised "Definitions" to reflect changes in the law and provide additional clarification.
2. Added additional definitions for "Public Institution" and "Voluntarily living in a public institution".
3. Updated legal authority references.

### **MA1502 Types of Changes [Section V]**

1. Revised for clarity.
2. Revised "Definitions" section to reflect changes in the law and provide additional clarification.
3. Added additional definitions for "Public Institution" and "Voluntarily living in a public institution".
4. Added additional legal authority references.

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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**Revisions Date: 04/30/2019**

### **MA905 Transfer Penalty Period**

1. Updated effective dates of yearly pay rate change.

### **MA1001 General Provisions**

1. Updated links to Appendix A and Appendix B.
2. MA1001 **Appendix A for the EPD PAS** and **Appendix B for the DD PAS** were revised to include that the ALTCS PAS can be completed in the hospital.

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[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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**Revisions Date: 03/29/2019**

## **MA 1002 Preadmission Screening (PAS) Process**

1. Updated the time-frame for using a prior eligible PAS when the customer reapplies.
2. Removed outdated policy for hospitalized customers
3. Updated formatting

### **For prior versions of the manual use these links**

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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**Revisions Date: 02/20/2019**

## **MA1302– SPECIAL PROCEDURES FOR CERTAIN CUSTOMERS**

1. Added new subsection F, Customers Requesting Letters in an Alternative Format
2. Various formatting updates for clarity

## **MA1603 – NON-DISCRIMINATION**

1. Added information regarding how a customer may contact AHCCCS to ask for letters to be sent in an alternative format.

### **For prior versions of the manual use these links**

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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**Revisions Date: 02/01/2019**

## **MA609 – INCOME DEDUCTIONS [SECTION C]**

1. Added 5% Federal Poverty Level disregard amounts that are effective 2/1/2019.

## **MA615 – INCOME STANDARDS**

1. Updated to reflect the 2019 Federal Poverty Level income standards for all Medical Assistance programs.

## **MA1204 – KIDSCARE PREMIUMS – [SECTION A]**

1. Updated the income ranges for KidsCare premiums to reflect the increase in the 2019 Federal Poverty Level amounts.

### **For prior versions of the manual use these links**

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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**Revisions Date: 01/01/2019**

## **MA609 Income Deductions [Section B]**

1. Subsection 2, Student Earned Income Exclusion – Removed calendar year 2014 and added calendar year 2019.
2. Subsection 8, Child Allocations – Removed calendar year 2016 and added calendar year 2019.

## **MA615 Income Standards**

1. Added the ALTCS Standards for 2019
2. Added the SSI-MAO FBR Standards for 2019

## **MA705 Resource Types** (entire chapter)

1. Updated Proof subsection on Life Insurance
2. Updated language and formatting
3. Updated Manual references and links

## **MA705I Financial Accounts**

1. Updated language on verifying financial accounts.
2. Updated language on specific exceptions relating to ABLE financial accounts.

## **MA705K Home Property**

1. Subsection 2 - Removed calendar year 2017 and added the Home Equity limit for 2019

## **MA707 Community Spouse Resource Budgeting**

1. Subsection 2, CSRD Standards – Removed calendar year 2016 and added calendar year 2019.

## **MA1201C Share of Cost Deductions**

1. Added the FBR standards used for the Personal Needs Allowance for 2019.
2. Added the Maximum Monthly Spousal Need Standard for 2019.

### **For prior versions of the manual use these links**

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revision Date: 12/21/2018**

## **MA1010 - The ALTCS Transitional Program**

1. Updated language and formatting to improve clarity.
2. Updated the main policy section by adding eligibility criteria and covered services as numbered lists.
3. Added Definitions
4. Updated proof subsection.

### **For prior versions of the manual use these links**

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revision Date: 12/14/2018**

## **MA1707- The Eligibility Hearing [Sections A; B; C ]**

1. The timeframes subsection under section A and C is updated for clarity.
2. Updated the table on scheduling and holding the hearing.
3. Updated manual references and links

## **MA1709 – Disability Reconsideration Requests**

1. Updated language for clarity
2. Updated the section Eligibility Office Responsibilities with updated names of offices.
3. Updated manual references and links

## **MA602 - Budget Groups Income (Section D)**

1. Removed reference to FPEP. Program no longer exists.

## **MA1402 Proof needed at Renewal**

1. Removed reference to FPEP. Program no longer exists.

### **For prior versions of the manual use these links**

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revision Date: 12/07/2018**

## **MA1801 Fraud and Abuse**

1. Updated manual references and links.

### **For prior versions of the manual use these links**

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revision Date: 11/29/2018**

## **MA905 Transfer Penalty Period**

1. Updated Private Pay Rates table.

## **MA1201C Share of Cost (SOC) Deductions**

1. Updated Standard Utility Allowance tables

## **MA1303 ALTCS Application Process**

1. Removed subsections and moved the information specific to the ALTCS application process as numbered list to the main policy section.
2. Updated language for clarity and revised chapter to meet standard terminology
3. Added definitions and legal authorities

## **MA1304 SSI-MAO Application Process [ A; B ]**

1. Updated language for clarity and revised the whole chapter to meet standard terminology
2. Added definitions and legal authorities

## **MA1305 Medicare Savings Program (MSP) Application Process**

1. Updated policy to include information on when a customer can qualify for SLMB or QI-1 even if they do not have Medicare Part B
2. Updated formatting, manual references and links.

## **MA1401 General Information about Renewals [ A; B; and C]**

1. Updated policy on the Renewal Process for all programs, for both “No Response Required renewals” and “Response Required renewals”
2. Updated language for clarity
3. Updated definitions and legal authorities

## **MA1402 Proof Needed at Renewal**

1. Updated language on the requirements for Non-Citizen status.
2. Updated formatting, manual references and links.

## **MA1601 Language Interpretation and Translation**

1. Updated language for clarity
2. Updated formatting, manual references and links.

## **MA1602 Confidentiality [ A; B; and C ]**

1. Updated language on Additional Protections for certain medical information in 1602C
2. Updated formatting, manual references and links.

## **MA1703 Pre-Hearing Discussion**

1. Updated language for clarity

### **For prior versions of the manual use these links**

[Part 1](#) (Chapters 100 through 900) | [Part 2](#) (Chapters 1000 through 1900) | [Part 3](#) (Examples and Revisions)

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## **Revision Date: 11/16/2018**

## **MA607 Expenses Exceed Income**

1. Updated language for clarity
2. Updated links to new examples

## **MA614 How to Calculate Income Eligibility Using MAGI**

1. Updated language for clarity
2. Updated links to new examples

## **MA1004 Developmentally Disabled Status**

1. Updated language for clarity

## **MA1302 Special Procedures for Certain Applicants [ A; B; C; D; E ]**

1. Updated language for clarity and revised chapter to meet standard terminology
2. Added definitions and legal authorities in MA1302A.
3. “Proof” subsections removed in MA1302C and MA1302E.
4. Added definitions in MA1302D.

## **MA1604 Written Letters**

1. Updated language and formatting to improve clarity on Written Letters policy.

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## **Revisions Prior to 11/16/2018**

For version history of this manual prior to 11/16/2018, please submit a request to [EligibilityPolicyManual@azahcccs.gov](mailto:EligibilityPolicyManual@azahcccs.gov).

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# Index

# Glossary