

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT

State of VIRGINIA

Pursuant to the provision of Title XIX, eligibility determinations are performed by state staff employed by the Department of Medical Assistance Services and assigned to the Central Processing Unit or by staff supervised by the State Department of Social Services and administered by county and city departments of social services.

A. Responsibilities of the Department of Medical Assistance Services' Central Processing Unit. Determination of eligibility.

1. Certification of Medicaid eligibility for children who apply for the State Children's Health Insurance Program but are screened for Medicaid eligibility and found eligible.
2. Acceptance of applications for medical assistance under Title XIX submitted on behalf of children screened for SCHIP and found potentially eligible for Medicaid.
3. Responsibilities identified in this item shall apply to state staff.
 - a. Determination of initial eligibility.
 - b. Certification of applicants found eligible.
 - c. Recertification on basis of periodic reviews of eligibility.
 - d. Notification to the Department of Medical Assistance Services and to the applicant/recipient of the initial eligibility decision and any subsequent change in eligibility status.
4. Fair hearing (appeals).
 - a. Provision by the eligibility staff of information to the applicant/recipient regarding his right to appeal and the method of obtaining a hearing.
 - b. Preparation and submission to the Department of Medical Assistance Services Division of Appeals, a statement of facts covering the case circumstances and the action taken by the Central Processing Unit eligibility staff.
 - c. Participation by the Central Processing Unit eligibility staff in the appeal hearing relating to its action.

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B. Responsibilities of the Social Services Department. Determination of eligibility

1. Certification by local social services agency superintendents/directors of current public assistance recipients and foster care children of the local social services department.
2. Acceptance of applications for medical assistance under Title XIX.
 - a. By the local department of social services of the city or county in which the applicant resides, or
 - b. By State employees located in designated institutions.
3. Responsibilities identified in this item shall apply to both local and sState staff.
 - a. Determination of initial eligibility.
 - b. Certification of applicants found eligible.
 - c. Recertification on basis of periodic reviews of eligibility.
 - d. Notification to the Department of Medical Assistance Services and to the applicant/recipient of the initial eligibility decision and any subsequent change in eligibility status.

C. Responsibilities of the Social Services Department. Social services.

1. Determination by local departments of social services of eligibility for social services.
2. Provision by local departments of social services as specified in the State Plan for services to individuals determined eligible.

D. Fair hearing (appeals).

1. Provision by the local department of social services of information to the applicant/recipient regarding his right to appeal and the method of obtaining a hearing.
2. Prepare and submit to the Department of Medical Assistance Services a statement of facts covering the case circumstances and the action taken by the local social services department.
3. Participation by the local social services department in the appeal hearing relating to its action.

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- E. Fraud.
1. Investigation by the local department of social services of situations involving eligibility in which there is no reason to suspect that there has been deliberate misrepresentation by an applicant/recipient with intent to defraud.
 2. Report to the Department of Medical Assistance Services in instances where there is evidence that fraud may exist.
- F. Quality Control. Establishment of a system of quality control according to regulations issued by the Department of Health and Human Services which specify the function as the responsibility of the State's Title IV-A Program.
- G. Non-discrimination. Assurance that, in the determination of eligibility and the provision of social services, there will be no discrimination on the basis of race, color or national origin.
- H. Staffing.
1. Provision of staff in local social services departments, in accordance with prevailing State standards, adequate to provide for eligibility determinations and the provision of social services.
 2. Designation of state staff members to serve as coordinators between the two state agencies and as consultants to the local departments of social services.
 3. Provision of state staff to provide quality control in relation to eligibility determination and social services.
- I. Staff development and recruitment.
1. Provision by the State Department of Social Services in cooperation with the Department of Medical Assistance Services, of a comprehensive program of education and in-service training for social work staff working in the Medical Assistance Program.
 2. Consultive services to Department of Medical Assistance Services in its staff development program.
 3. Recruitment by Department of Social Services of social work staff for state and local social services departments.

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- J. Maintenance of records.
1. Maintenance by local departments of social services of individuals records containing pertinent facts about the applicant's/recipient's application; determination of initial and continuing eligibility, and need for and provision of social services.
 2. Maintenance of statistical records and submittal of reports as required by the Department of Health and Human Services.
- K. Review of local operations.
1. Planned examination and evaluation by state representatives of local departments of social services operations, including reporting of findings.
 2. Policy interpretation by State staff to local departments on a continuing basis.
 3. Corrective action when a policy is not being implemented properly.
- L. Exchange of information.
1. Provision by the local social services department to the Department of Medical Assistance Services of pertinent information regarding applicants/recipients including findings with respect to initial and continuing eligibility.
 2. Provision by the local social services department to the local health department of information regarding health needs and medical problems identified in the counseling process.
 3. Furnishing by the local social services department to the local health department, information regarding social services needed and rendered which is pertinent to the provisions of medical care.
 4. Provision of a continuing flow of information on State and local levels with respect to available social services.
 5. Transmittal to Department of Medical Assistance Services of all Department of Social Services' material issued to local departments of social services related to the Medical Assistance Program.
 6. Furnishing the Department of Medical Assistance Services pertinent statistical records and reports on both State and local levels.
- M. Organization and staffing. The organizational chart of the Virginia Department of Social Services, and the organization and staffing of the Divisions of Benefit Programs, Service Programs, and Regional Offices follow.

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