Virginia Medicaid Advisory Committee (MAC)

Member Recruitment and Selection Policy

(Compliant with 42 CFR § 431.12)

1. Purpose

This policy establishes the procedures for recruitment, evaluation, selection, and appointment of members to the Virginia Medicaid Advisory Committee (MAC), ensuring compliance with federal requirements under 42 CFR § 431.12 and promoting transparent, equitable, and representative stakeholder participation.

2. Authority

The Virginia Department of Medical Assistance Services (DMAS) operates the MAC under the authority of 42 CFR § 431.12. The Medicaid Director (or designee) retains final authority for appointment of all MAC members.

3. Scope

This policy applies to:

All MAC member recruitment and selection activities

Beneficiary Advisory Council (BAC) member integration into MAC

Initial appointments and vacancy replacements

4. Policy Statement

DMAS shall implement a transparent, publicly available, and equitable recruitment and selection process to ensure that MAC membership:

- Meets federally required representation categories
- Reflects the diversity of the Medicaid population
- Includes required participation from BAC members
- Operates on a rotating, non-consecutive term basis

5. Membership Requirements

5.1 Composition

The MAC shall include representation from:

Medicaid beneficiaries (via BAC participation requirements)

Consumer advocacy organizations

Health care providers

Participating Medicaid managed care organizations (MCOs) or their associations.

Relevant State agencies (as ex-officio, non-voting members)

5.2 Beneficiary Advisory Council (BAC) Representation

MAC membership must include BAC members at or above the following thresholds:

1) For the period from July 9, 2025 through July 9, 2026, 10 percent of the MAC members must come from the BAC
2) for the period from July 10, 2026 through July 9, 2027, 20 percent of MAC members must come from the BAC
3) thereafter, 25 percent of MAC members must come from the BAC.

6. Recruitment Process

6.1 Public Notice

The State Medicaid Agency shall:

Publicly post MAC membership opportunities on its website

Disseminate announcements through stakeholder networks

Conduct targeted outreach to underserved and underrepresented communities

6.2 Accessibility

Recruitment materials and application processes shall:

Be accessible in multiple formats (electronic and paper)

Include language access services

Provide reasonable accommodations in accordance with Americans with Disabilities Act (ADA) requirements

7. Application Process

All applicants must apply to the MAC by submitting an online Expression of Interest form at https://www.ask.vamedicaid.dmas.virginia.gov/. If you need help with the application, please email mac@dmas.virginia.gov.

Applicants must complete a standardized application that includes:

Contact information

Stakeholder category identification

Relevant experience or lived experience

Statement of interest

Optional demographic information

Applications shall be accepted on a rolling basis or during defined recruitment periods.

8. Review and Evaluation

8.1 Review Panel

The Medicaid Agency shall designate a review panel that may include:

Agency staff

Subject matter experts

8.2 Evaluation Criteria

Applicants shall be evaluated based on:

Alignment with required membership categories

Ability to represent Medicaid beneficiary perspectives

Relevant professional or lived experience

Commitment to active participation

9. Selection and Appointment

9.1 Final Selection

The Medicaid Director (or designee) shall:
Review recommendations from the evaluation process
Ensure compliance with all federal composition requirements
Appoint members accordingly
9.2 Terms of Service

Members shall serve terms of two (2) years

Terms shall be staggered to ensure continuity

Members may not serve consecutive terms

9.3 MAC Leadership positions

The DMAS Director or designee shall determine MAC leadership positions based on: member interest and relevant experience.

9.4 Vacancies

Vacancies shall be filled using the same recruitment and selection process outlined in this policy.

10. Transparency and Public Reporting

DMAS shall maintain and publish on its website:

This recruitment and selection policy
Current MAC membership roster
Member categories and representation
Term durations and vacancy status

11. Ongoing Compliance and Monitoring

DMAS shall:

Monitor MAC composition for compliance with federal requirements

Maintain documentation of recruitment and selection activities

Adjust recruitment strategies as needed to ensure compliance and representation

12. Equity and Participation Supports

To ensure meaningful participation, DMAS shall:

Provide reasonable accommodations and language services

Offer logistical support (e.g., virtual access, scheduling flexibility)

Provide stipends or reimbursement for beneficiary members, where applicable

13. Effective Date

These Policies and Procedures shall go into effect immediately upon approval by the Director or their designee.

14. Review and Revision

This policy shall be reviewed annually and updated as necessary to maintain compliance with federal regulations and State priorities.