



A Tradition of Stewardship  
A Commitment to Service

NAPA COUNTY HEALTH AND HUMAN SERVICES AGENCY  
Self Sufficiency Services Division

**POLICY AND PROCEDURE:**

**EFFECTIVE DATE: 04/01/17**

**TITLE**

**ORIGINAL DATE OF ISSUE: 06/12/02**

**Expedited MC for Foster Care Entrants**

**LAST REVISION DATE: 03/30/17**

**REVIEW FREQUENCY:**

Biennial

**APPROVAL:**

*Jana Bruckstein* 3/22/17  
Title and Signature Date

**POLICY # 2000601-1013-19**

**APPROVAL:**

*Lynnette* 3/23/17  
Division Manager Date

**DISTRIBUTION:**

- Emp. Services
- Eligibility
- CWS
- Juv. Probation
- Quality Mgmt

**APPROVAL:**

*MMJ* 3-28-17  
HHS Director Date

**POLICY STATEMENT:**

It is the policy of the Napa County Health and Human Services, Self Sufficiency Services Division to provide access to Medi-Cal for all entrants into Foster Care as quickly and efficiently as possible. By providing this service, vulnerable children in our community will receive the prompt medical attention they are entitled to. This procedure outlines the flow between Child Welfare Services staff, Juvenile Probation, and Self Sufficiency Services Staff when providing emergency Medi-Cal for children just placed in Foster Care.

**ADMINISTRATION:**

- Foster Care Eligibility Worker (EW)
- Social Worker (SW)
- Probation Officer (PO)
- MEDS Coordinator/Analyst

**DEFINITIONS:**

- C-IV** – Eligibility system used by the EWs. All eligibility case information is stored in C-IV.
- MEDS** – Medi-Cal Eligibility Data System – A State system that stores/maintains client information and eligibility status reported by the counties.

## **END OF POLICY**

### **PROCEDURE**

1. Foster Care children are to be treated as immediate need applicants:
  - a. Proof of Medi-Cal eligibility is to be provided to CWS by SSSD as soon as the detention order is issued (prior to Medi-Cal card issuance). For Juvenile Probation cases, proof is to be requested as soon as the child is ordered into Foster Care.
    - i. Emergency (paper) Medi-Cal card from MEDS
  - b. Detention is normally issued within 72 hours of the removal of the child from the home.
2. CWS/Juvenile Probation Staff Responsibility
  - a. Notify the Eligibility Worker by email or phone when a child is in custody and provide name, DOB, and SS number
  - b. Notify EW by email or phone when detention has been ordered or when ordered into Foster Care for Juvenile Probation cases.
    - i. A verbal confirmation is acceptable per the State
3. Eligibility Worker (EW) Responsibility
  - a. Upon receiving the information on the child from the CWS /JP Staff, the worker shall:
    - i. Determine if the child is in current receipt of Medi-Cal. If the child IS currently receiving Medi-Cal benefits, the worker shall:
      - 1) Request an Emergency Medi-Cal card from the MEDS staff
      - 2) Provide the Emergency Medi-Cal card to the CWS/JP Staff within 3 business days
    - ii. If the child is NOT currently receiving Medi-Cal benefits, the worker shall
      - 1) Register an application for Medi-Cal
      - 2) Open a Medi-Cal case-- The case may not necessarily need to be granted right away, but the information is to be provided to the Help Desk to enter appropriate information into the MEDS System
      - 3) Request an Emergency Medi-Cal card from the MEDS staff and deliver it to the CWS/JP Staff as proof of Medi-Cal eligibility within 3 business days
      - 4) Complete the MC250 and the MC13 (if applicable), and provide to the CWS Staff for signature within 3 business days. (For JP cases, the Probation Officer completes the forms and forwards them to the EW within 3 business days)
        - (a) This serves as an application for the child
        - (b) Provide an MC 219 to the Social Worker or Probation Officer for their records
      - 5) Complete the processing of the case in C-IV. (Mandatory}
      - 6) Case is to remain open until the Foster Care case has been granted
      - 7) EW is to close the Medi-Cal case before granting the Foster Care Case

### **REFERENCES:**

**FORMS**

MC250 - Application and Statement of Facts for Child Not Living with a Parent or Relative

MC219 - Rights and Responsibilities

MC13 - Statement of Citizenship

**CONTACT PERSON(S):**

Alli Muller, Staff Services Analyst

**END OF PROCEDURE**

**REVISION HISTORY:**

<b>Revision</b>	<b>Date</b>	<b>Description of Change</b>	<b>Requested By</b>
0.0	05/12/2002	Procedure created – working draft	D. Washburn
1.0	06/12/2002	Procedure finalized and issued	D. Washburn
5.0	03/30/2017	Procedure updated, renumbered and transferred to new lead.	A. Muller