

**Medicaid Eligibility for
Developmental Disabilities Home and Community-Based Services
when Living Out-of-State
July 2017**

Purpose

This document provides information to assist individuals who receive Vermont Developmental Disabilities Home and Community-Based Services (HCBS) funding and who live out-of-state for the purposes of receiving services in a shared living arrangement so as not to lose their Vermont Medicaid or Supplemental Security Income (SSI).

Specifically, it outlines the process for informing the Social Security Administration (SSA) and the Long-Term Care (LTC) Benefit Program Specialists at the Department of Vermont Health Access (DVHA) when someone is in one of these living arrangements.

The document also provides information on how living out-of-state affects a person's benefits and what to report to DVHA when a person moves out-of-state for treatment or permanently.

Premise

1. A person must have Vermont Medicaid in order to receive developmental disabilities HCBS funding in Vermont¹.
2. A person cannot receive Medicaid from more than one state at a time.
3. In order for SSA to consider a person "living out of state for the purposes of receiving treatment", the person needs to be in Living Arrangement H: Custodial Care (also known as "shared living" or "developmental home").

When a person receiving developmental disabilities HCBS funding is in an out-of-state living arrangement for:

1. "treatment purposes" – living with a home provider over the NH, MA or NY border, or
2. on a trial visit or extended temporary visit to another state,

that person may retain his/her Vermont residency status and may therefore continue to be a Vermont Medicaid recipient and receive the full SSI amount, including the Vermont portion.

People receiving specialized treatment in an out-of-state Medicaid facility (such as for Prader Willi Syndrome) may also qualify but that is a separate process and not addressed here.

¹ A person may apply and be eligible for Medicaid because of being found eligible for home and community-based services funding, but the person must still meet the financial eligibility criteria for Medicaid.

What to Report

If a person is being placed out-of-state for treatment purposes, the following people **must** be notified. **It is critical these three notifications are made to avoid the person losing Vermont Medicaid.**

1. District Social Security Administration (Burlington, Montpelier or Rutland) – ask for the person’s caseworker (SSA residency code must always be “Vermont”).
2. Department of Vermont Health Access, Member Services – call 1-800-250-8427. The representative will either make the necessary changes or transfer you to the district LTC Benefits Program Specialist.
3. Developmental Disabilities Services Division – complete and send the “Living Out-of-State for Treatment Purposes Report Form” on page 5 to the DDS Program Tech. [The Program Tech will document the information on DAIL’s internal spreadsheet and notify DVHA Long Term Care Assistant Operations.]

“Living Out-of-State for Treatment Purposes Report Form”

Information that needs to be reported when a person moves out-of-state:

- Person’s first and last name
- Social Security number
- Date of birth
- Date of move
- DA/SSA
- Last permanent address – town where the person lived prior to the move
- Residency address in Vermont – name and address of the individual/provider responsible for getting the mail from DVHA on behalf of the person. This will be considered the Vermont address where the person is maintaining Vermont residency and is usually the address of the person’s representative payee. If the representative payee lives outside of Vermont or the person is their own payee, for the purposes of reporting to SSA, use the developmental disabilities services provider address.
- Physical address – address of where the person is living out-of-state and the name of the home provider.

It is preferable to make these notifications prior to the person moving. If mail is returned to DVHA with an out-of-state address, DVHA will close Vermont Medicaid as soon as possible unless DVHA has been notified it is an out-of-state placement for treatment purposes.

Information that needs to be reported when a person returns to Vermont or moves permanently out-of-state:

- Person’s first and last name
- Social Security number
- Date of birth
- State where they had been living
- Date person moved back to Vermont or when person became a resident of the other state
- Physical address in Vermont where person is living or the state where person became a permanent resident

Reporting to DVHA – LTC

Move Out-of-state for Treatment Purposes

As noted above, when someone is being placed out-of-state for treatment purposes, DVHA needs to know if the address they have on record should change. Ultimately the address should be where review applications and other DVHA notices are sent. The representative payee is responsible for all mail sent from DVHA, so if the person's authorized representative is someone other than the person's representative payee, then the payee needs to forward all notices and applications to the authorized representative.

During the period when the person is living out-of-state for treatment purposes, it is important to notify DVHA of the move and that it is for treatment purposes only. If an annual DVHA eligibility form is being filled out, the person's Vermont mailing address (that of the representative payee or provider agency) should be provided as the person Vermont residence. Enclose a note explaining the person is living out-of-state for treatment purposes but Vermont residency is being maintained. The following is a sample note to send to the local DVHA office:

“[Person's name with SSN and DOB] was living in [name of town of last permanent address] but is now currently receiving treatment at [out-of-state address] as of [move date] but remains a Vermont resident of [address of payee]”.

Temporary Move Out-of-state for Trial Visit or Extended Vacation

It is not necessary to report someone who is going out-of-state for a short trip or visit. However, if a person is going out-of-state for an extended stay (e.g., spending the winter in Florida), the local DVHA office should be notified. The following is a sample note to send to the local DVHA office:

“[Person's name with SSN and DOB] will be out of Vermont from [date leaving] to [date returning]. [Person's name] is not moving, but is visiting [name of state]”

If the person is on a temporary absence for a full calendar month, SSA also needs to be contacted with the information listed on page two of this notice.

Permanent Move within Vermont

If a person is moving permanently within the state of Vermont, contact the Department of Vermont Health Access, Member Services at 1-800-250-8427 to report the change in address. Please also contact the Social Security Administration at 1-800-479-6151 to report the change of address.

Permanent Move Out-of-state

A person may not maintain his/her Vermont residency when he/she moves permanently and becomes a resident of another state and no longer receives funding or services from a Vermont service provider. A person would need to apply for Medicaid in the new state and discontinue Vermont Medicaid. As noted above, if a person is permanently moving out-of-state and ending his/her Vermont residency, contact the Department of Vermont Health Access, Member Services at 1-800-250-8427 to report the change in address. Please also contact the Social Security Administration at 1-800-479-6151 to report the change of address.

How Visiting or Living Out-of-State Affects Benefits

Whenever someone receiving Medicaid leaves the state of Vermont for any reason, it is important to be aware of the limitations of Vermont Medicaid insurance. For example, many doctors, hospitals, pharmacies and other medical providers outside of Vermont are not enrolled as Vermont Medicaid providers and therefore cannot accept Vermont Medicaid as payment unless they are willing to enroll as a Medicaid provider. There are some things that can be done to increase the likelihood of insurance coverage.

1. Check with medical providers in the state where the person will be receiving treatment or visiting to see if they are Vermont Medicaid providers. Many providers in towns bordering Vermont accept Vermont Medicaid, but some do not.
2. If a medical provider is not enrolled as a Vermont Medicaid provider, ask if they are willing to enroll. To enroll, the provider needs to call HP Enterprise Services (802-878-7871).
3. Plan in advance to have sufficient medication on hand when going out-of-state.
4. Some people receiving treatment or visiting out-of-state still see a regular doctor and other healthcare providers in Vermont. However, they still may need medical treatment while out-of-state. If the person needs emergency or unexpected medical care from a non-Vermont Medicaid provider, the medical provider can enroll as a Vermont Medicaid provider after the fact and bill Vermont Medicaid for the treatment that already took place.

If you have questions regarding this notice, please contact:

June Bascom
Developmental Disabilities Services Division/DAIL
380 State Drive
Waterbury, VT 05671-2030
Phone: 802-241-0352
Fax: 802-241-0410
june.bascom@vermont.gov

Living Out-of-State for Treatment Purposes Report Form

To: Tammi Provencher – Program Tech
 Mail: DDS/DAIL, 280 State Drive, Waterbury, VT 05671-2030
 Phone: 802-241-0305
 Fax: 802-241-0410
 Email: tammi.provencher@vermont.gov

From: DA/SSA _____
 Contact person _____
 Date form submitted _____

Moved Out-of-State

First name	
Last name	
SS #	
DOB	
Last permanent address (town person lived prior to move)	
Date of move	
Residency address in VT (payee's or provider's name and address)	Payee/provider name: Street: Town/State/Zip:
Physical address (out-of-state placement)	Home provider name: Street: Town/State/Zip:

Moved Back to Vermont

First name	
Last name	
SS #	
DOB	
State person had been living	
Date returned	
Physical address in VT	c/o: Street: Town/State/Zip:

[For DAIL use only – file: DDS/DAIL Shared/Medicaid/Living Out of State – email: [AHS - DVHA - LTC AOPS](#)]