![Washington State Health Care Authority]

Institutional Medical for Children – K01 application process

Washington Apple Health (Medicaid)

Overview

HCA staff will provide assistance with MAGI-based coverage for children who are institutionalized, or expected to be institutionalized, for 30 days or longer who are not otherwise eligible for free Apple Health coverage.

Process

When a child who is not currently active on Apple Health coverage is admitted to a hospital, Child Study & Treatment Center, CLIP facility, or other institution, for an anticipated stay of 30 days or longer:

- ➢ **Facility staff** shall –
    1. Direct the child's parent or guardian to complete an application through the www.wahealthplanfinder.org portal, including upload of immigration and social security number documents, if necessary.
        - o If the application is approved for free Apple Health coverage, no additional action is necessary.
        - o If the application is denied, proceed to step 2.
    2. Send an email to K01App@hca.wa.gov
        - o Subject line: "K01 App – Child's first name and last name"
        - o Email template (Required information):
            - ▪ HPF Application Number:
            - ▪ Date of admission:
            - ▪ Date of discharge (if known):
            - ▪ Will this child be in the facility for 30 days or longer?: (Yes/No)
        - o Attach a signed release of information form if you want HCA staff to be able to discuss the application.

- ➢ **HCA eligibility staff** shall –

    1. Check the K01App@hca.wa.gov email box each working day.
    2. Review the MAGI application outcome and confirm the child is not eligible for Apple Health for Kids (N11) coverage:
        - o Resolve application errors, if any.
        - o Contact the family to clarify any questionable or missing information.
        - o Request verification documents if necessary.
    3. If ineligible for Apple Health (N11) coverage, process eligibility for K01 coverage via ACES 3G and mail appropriate award letter.
    4. Respond by [Secure] email back to the facility worker upon completion of application with the ProviderOne number and start date of coverage.
    5. Mark email item as completed and move to completed folder.

Note: If facilities receive a paper application, these should be imaged and emailed to K01App@hca.wa.gov.