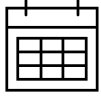


# Cover Virginia Incarcerated Unit (CVIU) Medicaid Coverage Renewal Process

February 2023

## Medicaid Coverage Must be Renewed Annually



Beginning on April 1, 2023, eligibility for Medicaid must be evaluated for renewal every **12 months**. Anyone with Medicaid coverage, including individuals who are incarcerated, must renew their Medicaid coverage annually for continual coverage.

## Information Required to Renew Medicaid Coverage



Renewals require information necessary to determine ongoing eligibility that is subject to change, such as **income and resources**. Verification of information that is not subject to change, such as date of birth and SSN, is not required at renewal, unless it was not previously verified.

## The Ex Parte Renewal Process



Before sending out renewal documents, the state will check available data sources and if possible, renew coverage automatically or Ex Parte. If ongoing eligibility is confirmed, the Virginia Case Management System (VaCMS) will mail the enrollee a Notice of Action (NOA) for continued coverage. No response is required by the enrollee unless they have changes to report. Ex Parte processing for the incarcerated population, on average, yields a **74% success rate**.

## Three Phased Renewal Process

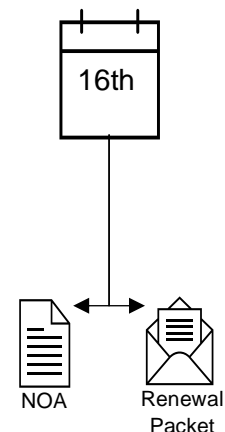
### Phase I Ex Parte



Sixty (60) days prior to enrollees' Medicaid termination dates, cases are queued to run through the Ex Parte process (the automated renewal process).

Ex Parte processing runs on the Saturday **after the 16<sup>th</sup>** of the month in VaCMS.

- **If the case passes Ex Parte**, VaCMS generates an NOA for continued coverage and mails this to the mailing address in VaCMS. The enrollee's coverage is extended.
- **If the case fails Ex Parte**, VaCMS generates a renewal packet that is mailed to the mailing address in VaCMS on the Monday following the Ex Parte run. For Department of Corrections (DOC) enrollees, VaCMS sends renewal packets via mail to the DOC Headquarters.



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## Phase II Renewal Packet

Once the enrollee receives the Renewal Packet, they must complete a telephonic, paper, or online renewal. This should be completed within 2 weeks of receipt.



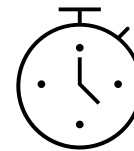
- DOC and Jail staff may submit paper renewals to the CVIU Eligibility Inbox.
- Once the CVIU receives the renewal, the CVIU Eligibility Unit will process the renewal prior to the 15<sup>th</sup> of the month in which the renewal is due.

**Note:** To ensure that all renewals submitted are processed in a timely manner, aim to have all renewals submitted one month prior to the renewal due date. **Ex:** Renewals with a due date of 9/30/2023 should be submitted by 8/31/2023, at the latest.

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## Phase III Reconsideration Period – 3 Calendar Months

- Coverage is cancelled if the individual fails to complete their renewal or send requested verifications.
- After coverage is cancelled, the individual has **90 days** to complete their renewal or submit verifications. This is the *reconsideration period*.
- When the individual provides the renewal form or verifications within the reconsideration period, the CVIU will process the renewal, and if approved, reinstate coverage back to the date of closure. VaCMS will send a Notice of Continued Coverage and the next renewal due date to the individual. If ineligible, the VaCMS will mail a Notice of Action with the reason for the cancellation to the address on file.
- When the renewal or verifications are provided after the reconsideration period (plus an additional 5 day grace period), the renewal application will be processed as a *new application*.



## FAQs

### 1. Will I be notified once renewal process is complete?

Yes. VaCMS will send an NOA for continued coverage and the next renewal due date via mail to the individual. If ineligible, VaCMS will send an NOA providing the reason.

### 2. What will happen if I send back the renewal or verifications within the 90 day reconsideration period?

Verifications will be processed to determine ongoing Medicaid coverage.

### 3. What will happen if I send back the renewal or verifications after the Grace Period?

A new application will be needed.

### 4. What will happen if I do not complete my renewal or submit verifications?

Coverage is canceled if the individual fails to complete their renewal or send requested verifications.