

Revised Policy Communiqué #07-05 - 1/2 to Full Copay Batch -Updated Cases

We have revised this Communiqué to provide you with an update on the Confirmation Notice we are instructing you to send. The revision is written below in red font.

Title: 1/2 to Full Co-pay Batch - Updated Cases

Date: May 21, 2007

Priority: High

Category: Informational

Action Required: Read and Disseminate to appropriate staff.

Response Required: None

Please refer to System Communiqué #07-20 – School Age Flip Batch Process; CCMIS Unavailable for 4 hours on Saturday May 12, 2007, which is attached for your convenience.

Discussion:

We executed the half co-pay batch for the end of school year on Saturday, May 12, 2007. The batch process updated the co-pay from half to full for all cases that are currently assessed at half co-pay. The full co-pay effective date is Monday, June 11, 2007. In System Communiqué 07-20, we promised you a spreadsheet listing cases that were flipped from half to full co-pay. We have attached the spreadsheet that we promised in this Communiqué.

Please review the cases listed in the spreadsheet for your CCIS and generate Enrollment Summaries and Confirmation Notices for those clients whose co-payments will be changing.

Note: We have revised the Confirmation Notice in CCMIS for ½ school age co-pay [§ 3041.108(c)] to reflect an INCREASE in co-pay. If a new family comes into care and the ½ co-pay must be assigned for the remainder of the school year, please advise the parent and provider by sending an Enrollment Summary as there is no longer a Confirmation Notice in CCMIS reflecting a DECREASE of the co-pay to ½. This Confirmation Notice will be revised again in time to send the ½ school age co-pay DECREASE notice in the fall.

Remember that the necessary correspondences must be mailed at least 13 days before the higher co-payment goes into effect.

Next Steps:

- 1) Distribute this Communiqué to appropriate CCIS staff members.
- 2) Ensure that appropriate CCIS staff members understand this Communiqué.
- 3) Review the cases listed in the spreadsheet listed for your CCIS.
- 4) Generate the necessary Enrollment Summaries and Confirmation Notices at least 13 days prior to June 11, 2007
- 5) Direct questions about this Communiqué to Ben Thau (717) 772-1398 or (717) 903-1523.