York/Adams Drug & Alcohol Commission Policy & Procedure Manual	Number: T-4 Policy: Medical Assistance applications must be submitted in their entirety for all YADAC funded clients
Date Created: 1/13/15 *Effective Date: 2/13/15*	*Page:* *1 of 1*

I. Purpose:

Providers must submit completed Medical Assistance applications on all YADAC funded clients, which in turn shall generate valid determination letters.

II. Policy:

It is the contracted providers' responsibility to ensure that YADAC funding is the payment of last resort and as such, must ensure that all other viable funding options such as Medical Assistance have been exhausted.

As such, the contracted provider must ensure that:

- *All clients receiving YADAC funding submit a completed Department of Human Service Medical Assistance application;*
- *Documentation that a complete Medical Assistance application was submitted be made available to YADAC upon request;*
- *A copy of a valid Medical Assistance determination letter be obtained and retained in the client file within 45 days of enrollment into treatment;*
- *Available Medical Assistance tracking systems are utilized to determine client Medical Assistance activity status at each client appointment as a means to safeguard YADAC funding as the payer of last resort.*

Failure to ensure the Medical Assistance application was fully executed will result in the forfeiting of YADAC payment of services.

As it is the provider's responsibility to ensure that the application was fully executed and thereby generated a valid determination letter, it is expected that the provider follow up with the individual throughout the course of treatment regarding required documentation and inform the individual whose application is in question that YADAC funding shall be forfeited if determination letter is not received within the 45 day timeframe. In the event that a fully executed Medical Assistance application determination resulted in a rejection of benefits, and the rejection letter has not been obtained by the provider within the 45 day required timeframe, YADAC funding shall be denied and will resume from the date the letter is received by the provider.

Approved By:

Audrey Gladfelter 1/13/15

YADAC Administrator Date