



Mike Braun, Governor
State of Indiana

Indiana Family and Social Services Administration
Office of Medicaid Policy and Planning

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INDIANAPOLIS, IN 46204

Beneficiary Advisory Council

BAC

Member Handbook

Updated April 2026



Beneficiary Advisory Council

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MEMORANDUM

To: Beneficiary Advisory Council Member

From: Medicaid Director

Date: August 5, 2025

Subject: Welcome to the Beneficiary Advisory Council!

It is with sincere pleasure that we welcome you to the Indiana Beneficiary Advisory Council (BAC). We wanted to take a moment to thank you for your service, as well as provide some basic information on the BAC. The MAC was established under IC 12-15-33.3, in compliance with 42 CFR § 431.12, and is intended to serve in an advisory capacity to Indiana's Medicaid Advisory Committee and Indiana's Medicaid agency on various aspects of the program. This is a new council for the State of Indiana, and we are looking forward to how people with lived Medicaid experience can help shape the Medicaid program.

In recent years, Indiana's Office of Medicaid Policy and Planning (OMPP) has made a concerted effort to enhance the level of programming and information it has provided to the MAC and that effort will continue to BAC members. Our hope for the BAC is that members gain valuable insights into the Medicaid program, increase transparency, and provide feedback on both proposed and established programs and policies within OMPP.

The BAC has regular meetings once a quarter. The agenda will typically sent one week prior to the meeting and may include notification on OMPP rule-making efforts, policy and programmatic updates, notice reviews, and time for members to share lived experience of the Medicaid program and will particularly emphasis subject in IC 12-152-33-9.5.

Once again, thank you for your participation on the BAC and we look forward to working with you!

Below you will find information related to scheduling, meeting attendance, agendas and other useful information as you serve on the Beneficiary Advisory Council (BAC).

1. **Scheduling and Meeting Attendance:** BAC meetings are conducted quarterly, and meeting dates will be discussed and approved at the last meeting of the year. BAC quarterly meetings must be scheduled to take place ahead of quarterly MAC meetings. All meeting invitations will be issued at the beginning of each year, following 2025.
2. **Agenda:** The agenda for each meeting will be sent to you the Friday before the meeting. If you do not receive it at least three calendar days prior to the meeting, please email the BAC email BAC@fssa.in.gov or call Ms. Charity Lumpkin, Member Experience Manager and another agenda will be sent.
3. Additional information about the BAC can be found on the Beneficiary Advisory Council's page on the OMPP website: <https://www.in.gov/fssa/ompp/advisory-committees/beneficiary-advisory-council/>

Please direct all questions or concerns to BAC@fssa.gov or call the OMPP Member Experience Manager at 317-233-3570.

Beneficiary Advisory Council

Indiana Code 12-15-33.3

Information Maintained by the Office of Code Revision Indiana Legislative Service Agency

<https://iga.in.gov/laws/2025/ic/titles/12>

[12-15-33.3-1](#) "Commission"

[12-15-33.3-2](#) Creation of commission

[12-15-33.3-3](#) Members; appointments

[12-15-33.3-4](#) Appointment term; vacancy

[12-15-33.3-5](#) Office staffing commission

[12-15-33.3-6](#) Meetings

[12-15-33.3-7](#) Per diem

IC 12-15-33.3-1 "Commission"

Sec. 1. As used in this chapter, "commission" refers to the Medicaid beneficiary advisory commission created by section 2 of this chapter.

As added by P.L.26-2025, SEC.11.

IC 12-15-33.3-2 Creation of commission

Sec. 2. The Medicaid beneficiary advisory commission is created under the executive branch of government to act in an advisory capacity to the office in matters related to policy development and in the effective administration of the Medicaid program.

As added by P.L.26-2025, SEC.11.

IC 12-15-33.3-3 Members; appointments

Sec. 3. (a) The commission is composed of individuals who:

(1) are:

(A) current and former Medicaid beneficiaries; and

(B) family members and caregivers of current and former Medicaid beneficiaries; and

(2) are appointed as follows:

(A) Four (4) members appointed by the administrator of the office.

(B) One (1) member who is not a member of the general assembly, appointed by the president pro tempore of the senate.

(C) One (1) member who is not a member of the general assembly, appointed by the minority leader of the senate.

(D) One (1) member who is not a member of the general assembly, appointed by the speaker of the house.

(E) One (1) member who is not a member of the general assembly, appointed by the minority leader of the house.

(b) The administrator of the office shall appoint the chair of the commission from among the members of the commission and serves at the pleasure of the administrator.

As added by P.L.26-2025, SEC. 11.

IC 12-15-33.3-4Appointment term; vacancy

Sec. 4. (a) Except as provided in subsection (b), and subject to subsection (c), an appointment to the commission is for a four (4) year term that expires as follows:

(1) For a member appointed under section 3(a)(2)(A) of this chapter, December 31, 2027, and every fourth year thereafter.

(2) For a member appointed under section 3(a)(2)(B) through 3(a)(2)(E) of this chapter, December 31, 2029, and every fourth year thereafter.

(b) A member described in subsection (a)(2) who is appointed to the commission in 2025 serves until the member's term expires on December 31, 2029.

(c) A member of the commission:

(1) serves at the pleasure of the appointing authority who appointed the member to the commission; and

(2) serves until the member's successor is designated.

(d) A vacancy on the commission shall be filled by the appointing authority of the member whose position on the commission is vacant. An individual appointed to fill a vacancy serves for the unexpired term of the individual's predecessor.

As added by P.L.26-2025, SEC. 11.

IC 12-15-33.3-5Office staffing commission

Sec. 5. The office shall provide staff support to the commission.

As added by P.L.26-2025, SEC. 11.

IC 12-15-33.3-6Meetings

Sec. 6. The commission shall:

(1) meet at least four (4) times each year, with one (1) meeting held in each calendar quarter; and

(2) hold special meetings at the request of the commission or the secretary.

As added by P.L.26-2025, SEC. 11.

IC 12-15-33.3-7Per diem

Sec. 7. (a) Each member of the commission who is not a state employee is entitled to the minimum salary per diem provided by [IC 4-10-11-2.1](#)(b). The member is also entitled to reimbursement for mileage, traveling expenses as provided under [IC 4-13-1-4](#), and other expenses actually incurred in connection with the member's duties as provided in the state policies and procedures established by the Indiana department of administration and approved by the budget agency.

(b) Each member of the commission who is a state employee is entitled to reimbursement for traveling expenses as provided under [IC 4-13-1-4](#) and other expenses actually incurred in connection with the member's duties as provided in the state policies and procedures established by the Indiana department of administration and approved by the budget agency.

(c) Expenses paid under subsections (a) and (b) shall be paid from appropriations made to the family and social services administration.

As added by P.L.26-2025, SEC.11.

Beneficiary Advisory Council

Purpose

Indiana Beneficiary Advisory Council (BAC) Purpose

Indiana is committed to partnering with Medicaid members and/or caretakers to inform policymaking and program design by ensuring those with lived experience in the Medicaid program have a meaningful voice.

The Indiana Beneficiary Advisory Council (BAC) is designed to meet the following objectives:

- Prioritize input and engagement of those Hoosiers with current or recent Medicaid lived experience in which policymaking and program design respect personal strengths, preferences and contributions and where we work together with Hoosier Medicaid members and their families.
- Afford opportunities for honest dialogue and engagement that lead to mutual understanding between Indiana Medicaid and Hoosier members with the goal to ensure optimal health outcomes for all Indiana Medicaid beneficiaries served by our programs through the design, implementation, and operationalization of policies and programs.
- Provide (BAC) membership on the Indiana Medicaid Advisory Council (MAC) to improve bi-directional feedback, transparency and accountability to a committee that formally consisted of elected officials, provider representatives, consumer representatives, taxpayer representatives and citizens.

Discussion and recommendations from the Indiana Beneficiary Advisory Council (BAC) will guide Indiana Medicaid and will be shared with the Office of Medicaid Policy and Planning Leadership, the Family Social Services Administration Leadership and the Indiana Medicaid Advisory Council.

Membership

The Indiana BAC will have 8 members. Indiana Medicaid seeks to have members from different geographical regions of the state, members from different backgrounds, and from all Medicaid program types represented on the Indiana BAC. Indiana Medicaid encourages all Medicaid members interested in participating on the BAC to apply.

Who Should Apply

Indiana Medicaid encourages current Medicaid members, prior IN Medicaid Members who have had benefits within the last two (2) years or are caring for a Medicaid member to apply to participate on the BAC.

How to Participate on the BAC

People wanting to participate are encouraged to apply. All applicants must apply for the BAC by applying. If you need help completing, you can ask for assistance by emailing: fssa.BeneficiaryAdvisoryCouncil@fssa.in.gov

BAC Member Selection

The Office of Medicaid Policy and Planning reviews applications and interviews selected applicants to ensure membership is diverse and representative of the Indiana Medicaid population. Applicants will meet with the Member Experience Manager or designee for a short interview. The Member Experience Manager will recommend applicants for the BAC to the Medicaid Director. The Medicaid Director will appoint 4 members to the BAC through this process. Per SEA 486, members of the General Assembly will appoint 4 members to the committee. Per CMS guidelines these members will be approved by the acting Medicaid Director.

LEARNING ABOUT THE MMEC

All new members of the BAC will meet with the Member Experience manager to review what to expect at BAC meetings, review how to use technology to participate in BAC meetings and go over topics discussed at prior meetings.

Membership Terms

IC 12-15-33.3 members' terms are as follows:

Except as provided in subsection (b), and subject to subsection (c), an appointment to the commission is for a four (4) year term that expires as follows:

- (1) For a member appointed under section 3(a)(2)(A) of this chapter, December 31, 2027, and every fourth year thereafter.
- (2) For a member appointed under section 3(a)(2)(B) through 3(a)(2)(E) of this chapter, December 31, 2029, and every fourth year thereafter.
- (b) A member described in subsection(a)(2) who is appointed to the commission in 2025 serves until the member's term expires on December 31, 2029.

Chairperson

A chairperson will be appointed by the Medicaid Director and will serve at the pleasure of the administrator. The chairperson will:

- Help the Member Experience Manager organize and plan meetings,
- Find guests to share information, and
- Run the meeting.

Resignation and Removal REVIEW SEA 486 FOR UPDATES

Resignation is when a member feels they need to leave the BAC before their term ends. If a member cannot be on the BAC anymore, a seat will be opened.

Members may be removed from their seat on the BAC for good cause. Examples of good cause are:

- Excessive absences from BAC meetings.
- Misconduct during BAC meetings, as established in the BAC Bylaws.

Benefits

We value our BAC members! While you are on the committee:

- The BAC offers members direct access to our resources and staff while they serve their term. Please contact the Member Experience to learn more.
- Each member of the commission who is not a state employee is entitled to the minimum salary per diem provided by IC 4-10-11-2.1(b). The member is also entitled to reimbursement for mileage, traveling expenses as provided under IC4-13-1-4, and other expenses actually incurred in connection with the member's duties as provided in the state policies and procedures established by the Indiana department of administration and approved by the budget agency.

BAC members fulfill their commitment:

- Will be able to ask for a letter of recommendation from our Member Liaison
- Can use the Member Liaison as a professional reference.

These are helpful when you are applying for a job or other committee-like work.

Release of Information

IN Medicaid may request that members sign a release allowing a picture, the name, and/or basic information about the member to be published on the www.in.gov/FSSA website. Members on the BAC are not required to have their name published and may request to remain anonymous. Members who choose to remain anonymous will be referred to in meeting minutes as BAC member and a number designation.

Meetings

The BAC will meet quarterly. Meetings will be held virtually by Teams with an option for individuals to join by phone. Meetings will last no longer than 2 hours.

Additional meetings may be held as needed when requested by committee members or the MAC.

FSSA will publish a yearly schedule of BAC meetings. The meeting schedule will be posted on the FSSA website, but meetings are not open to the public.

Attendance

IN Medicaid encourages members to attend every meeting to the best of their ability. Bylaws will be drafted and attendance requirements will be determined.

Meeting Minutes

Meeting minutes, or notes of what was discussed, will be taken at every meeting. IN Medicaid will summarize the topic, suggestions and follow-up on progress. Minutes will be posted on the FSSA website.

Disability and Other Accommodations

IN Medicaid will assist members with accommodations such as American Sign Language (ASL) translation, captioning, and caregiver participation for members with barriers. IN Medicaid encourages members to tell the Member Experience Manager about any assistance they will need to attend and participate in the BAC meetings.

IN Medicaid will also make accommodations for written or recorded materials presented at meetings such as translation, captions, descriptions of pictures, etc.

Contact:

BAC@fssa.in.gov

Beneficiary Advisory Council Members Updated

Abigail Beckham

Mindi Ramsey

Chris Grosse

Bryan Hudson

Legislative Appointments

Senate:

Neil Samahon

Amber O'haver

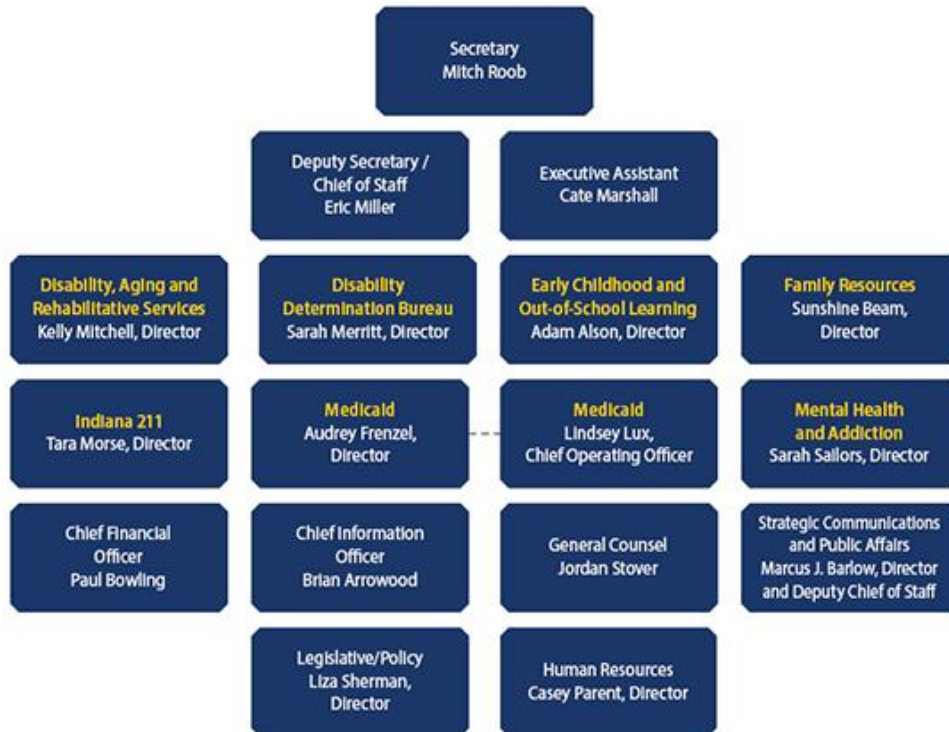
House:

Kate Miller

Shawn Fulton



FSSA Executive Leadership



March 16, 2026 9:48 AM

Link to full FSSA/OMPP org chart: [OMPP Organization Chart](#)

Special State Appointee (Board and Commission members) Training

[IG: Special State Appointee \(Board and Commission members\) Training](#)

Ethics Training

Welcome to the OIG's Ethics Training for **special state appointees (board and commission members)**. Completing this training will satisfy your obligation under the Code of Ethics to train within six weeks of your date of appointment and every two years thereafter. Completion of the entire course is mandatory. Please report your completion as required by your board/commission staff or Ethics Officer.

You can access the course here:

[Ethics Training Course](#)

Please contact your agency Ethics Officer or your board/commission Director for additional information on ethics training.

Frequently Asked Questions

Why do I need to complete the ethics training?

Administrative rule 42 IAC 1-4-1 requires all special state appointees in the executive branch to be trained in the Code of Ethics.

When do I need to complete the ethics training by?

You must complete the ethics training within six weeks of your appointment and then again at least every two years.

If I completed the training earlier this year or last year, do I still need to take the two-year refresher course?

Yes. All special state appointees must complete the refresher course.

Beneficiary Advisory Council

2025-2026 Meeting Dates

Statute requires quarterly meetings or as the chair or Medicaid Director requests. The final agenda will be distributed the two Fridays before a meeting date.

1 st QT	1/6/2026
2 nd QT	5/19/2026
3 rd QT	7/14/2026
4 th QT	10/14/2026

Dates subject to change as BAC must meet ahead of the MAC quarterly