



Michael R. Pence, Governor
State of Indiana

Division of Family Resources
402 W. WASHINGTON STREET, ROOM W392
INDIANAPOLIS, IN 46204-2747

MEMORANDUM

TO: All Staff

FROM:

RE: HIP Unverified Changes that need Authorized

DATE: 9/20/16

Unverified changes for HIP do not get authorized and should be left pending. There are situations where a case needs authorized that is pending for unverified changes. If a client has HIP and they report a pregnancy, we will need to proceed forward with authorization to implement \$0 cost sharing. The second situation is TMA. When TMA reaches the end of the TMA period the case needs acted on to remove TMA and allow regular HIP to be opened. This includes any reason that TMA should end including failure to comply with reporting at 6 or 9 months or the task to close TMA due to 12 months reached. Due to not closing HIP for failure to comply, we will authorize the case with the last verified information we have in the case to implement these changes and the move to the new category. If no new category forms, then case can be closed with the last verified information. This will usually be a result of not qualifying due to being over income.

In order to complete these actions, last verified income or other pending information will need entered into case in order to authorize the pregnancy change or end of TMA. Once authorization of the TMA and the new HIP category is complete, the “?” mark can be reentered into case for the unverified information and left pending.

It is best that the authorization and/or SRED occur immediately after change report. Authorization can occur while waiting to receive any other verifications back from a pend.

