
MEDICAID ELIGIBILITY
FORMS AND INSTRUCTIONS

DOM-303 - NOTICE OF DELAY

PURPOSE & USE

This form is used only for applications pending beyond the applicable standard of promptness due to agency delay. The purpose of the form is to explain to the applicant or representative the reason for the agency delay. Agency delay includes all delays attributed to the worker or DDS resulting in an overdue application.

The exception to issuing DOM-303 for an application processing agency delay is in the instance of a transfer of resources. Although an application may become overdue because a transfer is discovered, the Notice of Transfer of Resources form issued to the applicant serves as notice that the transfer issue must be resolved before eligibility is determined.

Refer to Section C for policy governing Standards of Promptness for applications.

INSTRUCTIONS

Prepare an original and 1 copy. Issue the original to the applicant or representative and file the copy in the case record. Enter the applicable due date for the application and an explanation for the delay.

The worker will sign, date and return address stamp the form.

NOTICE OF DELAY

Applicant's Name _____
Medicaid ID # _____

At the time the application for Medicaid was filed, we explained that Medicaid is allowed _____ days to complete the application and determine eligibility. This processing period ended on _____; however, your application has not been completed due to agency delay. The reason for the delay is explained below:

You will be notified when a decision has been reached on your application.

Medicaid Specialist _____ Date _____

Regional Office Address/Telephone: