
APPLICATION AND REDETERMINATION PROCESSING

APPLICATION PROCESS

D. METHODS OF MAKING APPLICATION

The right to apply for Medicaid is a basic right under State and Federal law. The Regional Office accepts applications for aged, blind and disabled applicants who do not receive SSI benefits and applications for illegal aliens who have received emergency services covered by Medicaid. The Regional Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except for holidays.

The methods of applying are:

1. **Visit to a Regional Office (RO)**

An applicant or representative must be given the opportunity to apply without delay when an individual visits a Regional Office in order to apply for Medicaid, he/she will be given the opportunity to complete the DOM-300.
2. **Contact With RO Outside the RO**

Regional Office eligibility staff are authorized to accept applications while on official duty outside the Regional Office. Such contacts may occur while the staff member is at a contact center, nursing home, hospital or other public facility.
3. **Applications Received by Mail**

The DOM-300 may be completed and mailed to the Regional Office. The date of application is the date the DOM-300 is received in the Regional Office or the date postmarked, whichever is earlier.
4. **Applications Received by Fax**

Regional Office eligibility staff are authorized to accept applications by fax. The application with the original signature should be mailed in and filed in the case record. The date of the application will be the date that it was faxed to the Regional Office.

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- 5. Inquiry or Referral** Anyone who inquires about eligibility requirements should be told of the opportunity to apply. If an application is desired, the Regional Office must mail out the DOM-300 if one is requested. The application will not be considered filed until received back in the Regional Office. An application can be completed by telephone with the worker using the DOM-300. The signature page can be mailed out. The date of the application will be the date the signed signature page is returned.
- If another person or agency refers the name of an individual in need of medical assistance to the Regional Office, the Regional Office will mail an application to the individual if sufficient information regarding a mailing address is provided.
- 6. Requests for Application By Out of State Applicant** Applications for Mississippi residents who are temporarily out of State may be accepted but the applicant must return to State before the application processing period ends. Exception: If the applicant is hospitalized in another State but plans to return to Mississippi upon discharge, then the application may be processed in the usual manner.