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APPLICATION AND REDETERMINATION PROCESSING

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APPLICATION PROCESS

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**G. REVIEW AND  
EVALUATION OF  
ELIGIBILITY  
INFORMATION**

The worker must determine eligibility based on information secured during the initial interview and information contained on DOM-300. Appropriate DOM Forms must be present in the case record as the basis for the determination along with other legal or official documents secured which documents and supports the eligibility decision.

In addition to the completion of the appropriate DOM Forms, there are other supporting documents that the worker must obtain, if applicable, before eligibility can be determined. Documents such as legal deeds, wills, tax receipts, statements from knowledgeable sources, etc., are also required in cases involving resources. Refer to Sections D-H, for specifics.

After all applicable forms are completed and other required documents obtained, an eligibility decision is reached and the client is notified. No application will be held after the Regional Office has made the eligibility decision unless awaiting termination of Medicaid eligibility through another source. If, however, the needed information is not received after issuing DOM-307, 309, and, if applicable, DOM-303, the application must be denied.

**1. Regional Office  
Supervisor  
Responsibility**

After the worker makes the eligibility decision, the case is submitted to the Supervisor for review. The Supervisor is responsible for the accuracy, completeness, and consistency of information contained in the case record. The Supervisor attests to the validity of the information when signing off on the case in MEDS.

taken **2. Concept of  
the Prudent  
Man**

This term is sometimes called the "reasonable man" and is from the practice of law. It refers to the element of judgement that is exercised by persons in making choices, determining goals and in evaluating statements of others.

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Although all factors of eligibility must be verified, the concept of the prudent man must be used in evaluating and questioning information which the applicant has given which is not logical, consistent nor reasonable. Examples of use of the concept are:

- The worker must seek a reasonable explanation when a person has recently sold property or has owned other types of assets and suddenly becomes dispossessed of his holdings. It may be that the applicant has become senile, been cheated, or met with some other disaster, but the worker must gather as many facts as possible and then use reason and judgement in assessing the facts before making a decision as to the veracity of the explanation.
  
- The worker should seek further information or a logical and reasonable explanation of the circumstances when the applicant declares no income or resources but states that his payment for shelter, utilities, food, etc., are all current. The worker will ask the applicant to explain how he has managed to pay his expenses when he has no income or how he has managed to pay his expenses when he has no income or resources. There may be a logical and reasonable explanation for this, such as: (1) he has had income in the past which was recently terminated as in the case of loss of employment; (2) he had resources or cash savings which he has now exhausted; or (3) he has paid his past living expenses by incurring debts, establishing credit at a store, obtaining loans, etc. When the applicant or recipient can offer and substantiate no logical and reasonable explanation as to how he had paid his past living expenses with no income or resources, and offers vague explanations such as "I just get by," etc., then eligibility cannot be determined and the application must be denied or assistance terminated for this reason.