
APPLICATION AND REDETERMINATION PROCESSING

AUTHORIZING CHANGES

1. Death Closures

If a client's death has been verified, the case will be closed as of the actual death date. Advance notice is not required.

The date of death must be established and date and source of verification recorded in the case folder. The following sources of verification are acceptable:

- viewing death certificate
- contact with the funeral home or attending physician
- signed statements from two (2) persons who can attest to the date of death
- dated newspaper clippings
- contact with the hospital or nursing home where patient died

2. Temporary Closure of Two Months Or Less

In situations where it is known that a client will be ineligible for two months or less, the closure will be processed in the

normal manner; however, at the end of the temporary ineligibility period the case may be reinstated without completing new eligibility forms necessary for reapplication. The case record will show:

- the exact length of time during which the ineligibility will exist
- the date the recipient will again be eligible
- the reason for the temporary ineligibility