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Title 22@ Social Security

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Division 2@ Department of Social Services-Department of Health Services

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Part 2@ Health and Welfare Agency-Department of Health Services Regulations

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Subdivision 7@ California Children's Services

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Chapter 3@ Client Application and Eligibility Requirements

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Article 3@ Residential Eligibility

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**41610 CCS Residential and Financial Eligibility and**

Section 41610@ CCS Residential and Financial Eligibility and Enrollment Fee Determination

## **Enrollment Fee Determination**

### **(a)**

The county shall conduct residential and financial eligibility and enrollment fee determination for applicants upon initial application to CCS for treatment services and shall annually thereafter redetermine financial eligibility and enrollment fees for clients continuing to receive treatment services under Sections 123870 and 123900 of the Health and Safety Code. Such determination shall be made within 30 calendar days of receipt by the county of the information needed to make the determination.

### **(b)**

The county shall submit written notification of financial eligibility and enrollment fee requirements to the parents, legal guardian of a minor applicant or applicant 18 years of age or older within five calendar days of receipt of a completed application form or to the parents, legal guardian of a minor client or to a client 18 years of age or older a minimum of 30 calendar days before the annual redetermination is scheduled. (1) The written notification at a minimum, shall include the following: (A) A statement that the parents, legal guardian of a minor applicant or applicant/client 18 years of age or older must, within 30 calendar days of the date of written notification, provide the information needed for the county to determine residential and financial eligibility and enrollment fee. (B) A list of documentation which must

be provided, including: 1. Necessary income documents including: a. California state income tax form (540 or 540A) and federal income tax form (1040 or 1040A) for the previous tax year. b. Pay stubs, W-2 forms, copies of cash grant award letters or warrants, employee confirmation letters, and other substantiating documentation if the family did not file tax returns or the tax return forms are unavailable. 2. Residential eligibility information, if any, specified by the county. 3. Guardianship and custody information and documentation, if appropriate. (C) Either: 1. The date, time, and place of a scheduled eligibility interview, or 2. Instructions for submitting the necessary documents by mail.

**(1)**

The written notification at a minimum, shall include the following: (A) A statement that the parents, legal guardian of a minor applicant or applicant/client 18 years of age or older must, within 30 calendar days of the date of written notification, provide the information needed for the county to determine residential and financial eligibility and enrollment fee. (B) A list of documentation which must be provided, including: 1. Necessary income documents including: a. California state income tax form (540 or 540A) and federal income tax form (1040 or 1040A) for the previous tax year. b. Pay stubs, W-2 forms, copies of cash grant award letters or warrants, employee confirmation letters, and other substantiating documentation if the family did not file tax returns or the tax return forms are unavailable. 2. Residential eligibility information, if any, specified by the county. 3. Guardianship and custody information and documentation, if appropriate. (C) Either: 1. The date, time, and place of a scheduled eligibility interview, or 2. Instructions for submitting the necessary documents by mail.

**(A)**

A statement that the parents, legal guardian of a minor applicant or applicant/client 18 years of age or older must, within 30 calendar days of the date of written notification, provide the

information needed for the county to determine residential and financial eligibility and enrollment fee.

**(B)**

A list of documentation which must be provided, including: 1. Necessary income documents including: a. California state income tax form (540 or 540A) and federal income tax form (1040 or 1040A) for the previous tax year. b. Pay stubs, W-2 forms, copies of cash grant award letters or warrants, employee confirmation letters, and other substantiating documentation if the family did not file tax returns or the tax return forms are unavailable. 2. Residential eligibility information, if any, specified by the county. 3. Guardianship and custody information and documentation, if appropriate.

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**a.**

California state income tax form (540 or 540A) and federal income tax form (1040 or 1040A) for the previous tax year.

**b.**

Pay stubs, W-2 forms, copies of cash grant award letters or warrants, employee confirmation letters, and other substantiating documentation if the family did not file tax returns or the tax return forms are unavailable.

**2.**

Residential eligibility information, if any, specified by the county.

**3.**

Guardianship and custody information and documentation, if appropriate.

**(C)**

Either: 1. The date, time, and place of a scheduled eligibility interview, or 2. Instructions for submitting the necessary documents by mail.

**1.**

The date, time, and place of a scheduled eligibility interview, or

**2.**

Instructions for submitting the necessary documents by mail.

**(c)**

If the county has not received a response to the first notification, the county shall, 15 calendar days after the first notification, send a second notification to the parents, legal guardian of a minor applicant/client or applicant/client 18 years of age or older. Such notification shall include the following information at a minimum.

(1) A statement that the county will not open an applicant's case or will close a client's case if the family does not appear at a rescheduled eligibility interview or submit necessary financial documents no later than the due date contained in the first notification. (2) A request for information as set forth in subsection (b)(1)(B). (3) Either, (A) The date of a rescheduled eligibility interview with instructions to submit required documents, or (B) Instructions for submission of necessary income documents by mail.

**(1)**

A statement that the county will not open an applicant's case or will close a client's case if the family does not appear at a rescheduled eligibility interview or submit necessary financial documents no later than the due date contained in the first notification.

**(2)**

A request for information as set forth in subsection (b)(1)(B).

**(3)**

Either, (A) The date of a rescheduled eligibility interview with instructions to submit

required documents, or (B) Instructions for submission of necessary income documents by mail.

**(A)**

The date of a rescheduled eligibility interview with instructions to submit required documents,  
or

**(B)**

Instructions for submission of necessary income documents by mail.

**(d)**

If the county has not received a response to the first or second notification the county shall send a third written notification to the parents, legal guardian of a minor applicant/client or applicant/client 18 years of age or older if these parties do not appear at a rescheduled interview or do not submit necessary documents. Such notification shall at a minimum include the following:(1) A statement that the parents, legal guardian of a minor applicant/client or applicant/client 18 years of age or older has not appeared at a rescheduled interview or has not submitted necessary financial information. (2) A statement of the disposition the county made of the case.

**(1)**

A statement that the parents, legal guardian of a minor applicant/client or applicant/client 18 years of age or older has not appeared at a rescheduled interview or has not submitted necessary financial information.

**(2)**

A statement of the disposition the county made of the case.

**(e)**

The county shall use an eligibility worksheet which is either provided by the State or prepared by the county to determine residence in the county, financial eligibility

and enrollment fee status and shall require at a minimum information covering the following areas: (1) Residence, including current address, length of time at that address, previous address, address from which last year's state or federal taxes were filed, county of voter registration, if any. (2) Insurance, including third-party coverage under Medi-Cal, Medicare, private or group insurance, type of coverage, name of carrier and description of covered benefits, including limitations, if any, on that coverage. (3) Family status, including at a minimum: (A) Name and address of parents and indication of which parent has legal custody, if applicable. (B) Name and address of person, if any, with whom applicant/client resides other than the natural or adoptive parent(s). (4) Income information including at a minimum: (A) Income source for the mother, father and applicant/client. (B) Family size as reported on each income tax form. (C) Medi-Cal eligibility information. (D) Adjusted gross income computation. (E) Estimated out-of-pocket costs for care if Adjusted Gross Income is greater than \$40,000. (5) Documentation of payment of the annual enrollment fee as required by Section 123900(e) of the Health and Safety Code. (6) Financial eligibility or annual enrollment fee exemption criteria as specified under Section 123900(f) of the Health and Safety Code. (7) Legal agreement, between the county and the parents, legal guardian, or applicant/client 18 years of age or older. At a minimum the agreement shall include: (A) CCS eligibility determination. (B) Annual enrollment fee determination. 1. Effective dates of annual enrollment fee. 2. Due date(s) of the annual enrollment fee. 3. Agreement to fully utilize any health insurance, and assign insurance rights. 4. Agreement to repay CCS costs if found not eligible. 5. Prompt notification of any change. 6. Repayment from lawsuit, etc. (C) Statutory conditions under which CCS authorizes and pays for services and requires families to reimburse CCS for payments made to families by insurance or lawsuits, for services paid by CCS. The county shall determine the legal relationship

of the person(s) with whom a minor applicant/client resides and who applies for CCS services on behalf of the child in order to determine residential and financial eligibility, and enrollment fee. 1. If the person is a legal guardian, the county shall specify on the agreement the county with legal jurisdiction and shall request verification of guardianship. If guardianship is verified the county shall determine the family is eligible to proceed with residential and financial eligibility and enrollment fee determination. 2. If the person is not a legal guardian, the county shall determine the family is not eligible to proceed with residential and financial eligibility and enrollment fee determination. The county shall give written notification to the person that only a parent, legal guardian, or persons legally designated to represent the client or applicant, may apply for CCS and the county shall give appropriate information regarding guardianship. (D) Effective dates of the legal agreement. (E) Privacy notification conforming to Civil Code Section 1798.17 requirements.

**(1)**

Residence, including current address, length of time at that address, previous address, address from which last year's state or federal taxes were filed, county of voter registration, if any.

**(2)**

Insurance, including third-party coverage under Medi-Cal, Medicare, private or group insurance, type of coverage, name of carrier and description of covered benefits, including limitations, if any, on that coverage.

**(3)**

Family status, including at a minimum: (A) Name and address of parents and indication of which parent has legal custody, if applicable. (B) Name and address of person, if any, with whom applicant/client resides other than the natural or adoptive parent(s).

**(A)**

Name and address of parents and indication of which parent has legal custody, if applicable.

**(B)**

Name and address of person, if any, with whom applicant/client resides other than the natural or adoptive parent(s).

**(4)**

Income information including at a minimum: (A) Income source for the mother, father and applicant/client. (B) Family size as reported on each income tax form. (C) Medi-Cal eligibility information. (D) Adjusted gross income computation. (E) Estimated out-of-pocket costs for care if Adjusted Gross Income is greater than \$40,000.

**(A)**

Income source for the mother, father and applicant/client.

**(B)**

Family size as reported on each income tax form.

**(C)**

Medi-Cal eligibility information.

**(D)**

Adjusted gross income computation.

**(E)**

Estimated out-of-pocket costs for care if Adjusted Gross Income is greater than \$40,000.

**(5)**

Documentation of payment of the annual enrollment fee as required by Section 123900(e) of the Health and Safety Code.

**(6)**

Financial eligibility or annual enrollment fee exemption criteria as specified under Section 123900(f) of the Health and Safety Code.



**(7)**

Legal agreement, between the county and the parents, legal guardian, or applicant/client 18 years of age or older. At a minimum the agreement shall include: (A) CCS eligibility determination. (B) Annual enrollment fee determination. 1. Effective dates of annual enrollment fee. 2. Due date(s) of the annual enrollment fee. 3. Agreement to fully utilize any health insurance, and assign insurance rights. 4. Agreement to repay CCS costs if found not eligible. 5. Prompt notification of any change. 6. Repayment from lawsuit, etc. (C) Statutory conditions under which CCS authorizes and pays for services and requires families to reimburse CCS for payments made to families by insurance or lawsuits, for services paid by CCS. The county shall determine the legal relationship of the person(s) with whom a minor applicant/client resides and who applies for CCS services on behalf of the child in order to determine residential and financial eligibility, and enrollment fee. 1. If the person is a legal guardian, the county shall specify on the agreement the county with legal jurisdiction and shall request verification of guardianship. If guardianship is verified the county shall determine the family is eligible to proceed with residential and financial eligibility and enrollment fee determination. 2. If the person is not a legal guardian, the county shall determine the family is not eligible to proceed with residential and financial eligibility and enrollment fee determination. The county shall give written notification to the person that only a parent, legal guardian, or persons legally designated to represent the client or applicant, may apply for CCS and the county shall give appropriate information regarding guardianship. (D) Effective dates of the legal agreement. (E) Privacy notification conforming to Civil Code Section 1798.17 requirements.

**(A)**

CCS eligibility determination.

**(B)**

Annual enrollment fee determination. 1. Effective dates of annual enrollment fee. 2. Due date(s) of the annual enrollment fee. 3. Agreement to fully utilize any health insurance, and assign insurance rights. 4. Agreement to repay CCS costs if found not eligible. 5. Prompt notification of any change. 6. Repayment from lawsuit, etc.

**1.**

Effective dates of annual enrollment fee.

**2.**

Due date(s) of the annual enrollment fee.

**3.**

Agreement to fully utilize any health insurance, and assign insurance rights.

**4.**

Agreement to repay CCS costs if found not eligible.

**5.**

Prompt notification of any change.

**6.**

Repayment from lawsuit, etc.

**(C)**

Statutory conditions under which CCS authorizes and pays for services and requires families to reimburse CCS for payments made to families by insurance or lawsuits, for services paid by CCS. The county shall determine the legal relationship of the person(s) with whom a minor applicant/client resides and who applies for CCS services on behalf of the child in order to determine residential and financial eligibility, and enrollment fee. 1. If the person is a legal guardian, the county shall specify on the agreement the county with legal jurisdiction and shall request verification of guardianship. If guardianship is verified the county shall determine the family is eligible to proceed with residential and financial eligibility and enrollment fee determination. 2. If the person is not a legal guardian, the county shall determine the family is

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**2.**

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**(D)**

Effective dates of the legal agreement.

**(E)**

Privacy notification conforming to Civil Code Section 1798.17 requirements.