MADA APPLICATION PROCESSING

POLICY:

MADA is for anyone who is applying for Medical Assistance based on a disability. The purpose of MADA is to obtain a disability determination from the Disability Determination Bureau for someone who is applying for SSI-related Medical Assistance. Customers applying for MADA must be asset eligible for EBD MA. In addition, please note that being an undocumented alien does not disqualify you from being eligible for a disability determination. All MADA requests will be processed by the assigned ESS.

PROCEDURE:

1) **The customer must first complete an application for EBD Medical Assistance**. This could be either a ACCESS, mail in, phone or in person application. If processing a request for another program and the customer requests MADA, please immediately process a request for Medical Assistance. They must provide all non-financial (except proof of disability) and financial (income and assets) verification.

2) The ESS will give the customer the MA Disability application(**MA107**) and **1 release** to sign "Authorization to Disclose Information to DDB-ADDD" (**MP137**). **Note: Top portion of ADDD form has to be filled out by client, and the signature must be dated. If these are missing, DDB may reject the forms once they receive them.**

3) ESS receives the completed MADA paperwork back from the customer. ESS will check to ensure that the paper work is complete, codes and submits to Scanning.

   To be considered a completed MADA, the following sections must be completed:
   ➤ Section I
   ➤ Section II questions 1 and 2
   ➤ Section VIII
   Note: Section IX is no longer required to be completed.

4) When paperwork is complete and submitted to DDB via the ECF, the ESS will update the disability page in CWW.   On the CWW disability screen, the DDB application status section must be completed for the first 3 questions. Run eligibility, case must be in a pending status for EBD related MA. The last two will auto populate by DDB. (It could take 3 - 6 months to receive a decision back from DDB).

5) Once a decision is made by DDB, the disability screen in CWW will be auto updated, the ESS will receive an alert and then will need to run eligibility.

ECF Scanning codes

Code	Document
MADA	MADA Application
ADDD	Authorization to Disclose Information to the DDB

ADDMD	Any additional medical documents
REP	Authorized Representative form.