



Brian P. Kemp, Governor

Frank W. Berry, Commissioner

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**MEMORANDUM**

**TO:** Bradley S. Green, Medicaid Unit Manager  
DFCS Office of Family Independence

**FROM:** Anika Washington, Eligibility Policy Manager *AW*  
DCH Policy, Compliance and Operations Office

**RE:** Application/Renewal Processing Under COVID-19 Disaster

**DATE:** March 20, 2020

The purpose of this memo is provided instruction on the processing of applications and renewals as it relates to the federally declared disaster.

**BACKGROUND**

On March 13, 2020, President Trump declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the “Stafford Act”).

The following changes are effective March 1, 2020 through June 30, 2020.

**Application and Renewal Processing MAGI/Non-MAGI/ABD**

**42 CFR § 435.952(c)** During the disaster DFCS has the authority to accept self-attestation when documentation is not available due to a disaster. This applies to income and resource verification. Documentation is required in the case record. The exception to this regulation is citizenship/immigration status, which must be verified.

**42 CFR § 435.912(e)(2)** Permits time limits to exceed federal timeliness standards in emergency situations. Document the reason for delay in the applicant’s case record.

**42 CFR 435.930** Extension of the renewal certification period. During the disaster, the renewal certification period will be extended for four months from the declaration of the disaster. This applies to renewals due for the month of March and April 2020.

**Qualified Income Trust**

Currently, an applicant with income over the Medicaid CAP require a valid Qualified Income Trust (QIT), and the QIT may NOT be backdated. The requirement that the QIT must not be backdated will be waived and allow eligibility to begin the application month. This eligibility requirement will be waived for any QIT that has not been established in the application month allowing additional time for individuals to comply with the requirement due to the disaster.



**GEORGIA DEPARTMENT  
OF COMMUNITY HEALTH**

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Please issue a numbered bulletin to expedite dissemination of this information to field staff, update Georgia Gateway and all applicable sections of the Office of Family Independence Medicaid Policy and Procedure manual to reflect this change. If you have any questions or need additional information, please contact Anika Washington 404-657-7262 or [awashington1@dch.ga.gov](mailto:awashington1@dch.ga.gov)

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