

**Service Chapter:** Medicaid 510-03 and 510-05

**Effective Date:** February 21, 2025

### **Overview**

Updating #1 and #5 in policy section for further clarification and aligning both policy manuals. The remainder of this section remains unchanged.

### **Description of Changes**

#### **1. Decision and Notice 510-03-25-25 - Change**

Updating eligibility policy for further clarification and align policy manuals.

#### **2. Decision and Notice 510-05-25-25 – Change**

Updating eligibility policy for further clarification and align policy manuals.

## Policy Section Updates

### CFR 431.210 – 431.214

(N.D.A.C. Section 75-02-02.1-03)

#### **1. Decision and Notice 510-03-25-25**

1. A decision as to eligibility will be made promptly on applications, ~~within~~ by the forty-five fifth days, except in unusual circumstances. When these time periods are exceeded, the case must contain documentation to substantiate the delay. Consideration must be given to weekends and holidays to ensure notices are sent by the appropriate timeframe. See #5 below for further information.
5. ~~System generated notices are dated and mailed on the next working day after they are approved in the eligibility system. Consideration must be given to weekends and holidays (i.e. a notice approved on a Friday is dated and mailed the following Monday, however, if Monday is a holiday, the notice is dated and mailed on Tuesday. This may mean approving the notice 1 to 5 days prior to the effective date of action).~~

System generated notices are dated and mailed on the next working day after the eligibility is authorized in the eligibility system. Consideration must be given to weekends and holidays to ensure notices are mailed no later than the effective date of the action.

Example: Eligibility is authorized on a Friday. The notice will be dated and mailed on the following Monday. If Monday is a holiday, the notice is dated and mailed on Tuesday. This may mean authorizing the eligibility 1 to 5 days prior to the effective date of the action.

#### **2. Decision and Notice 510-05-25-25**

1. A decision as to eligibility will be made promptly on applications, ~~within~~ by the forty-five fifth days, except in unusual circumstances. When these time periods are exceeded, the case must contain documentation to substantiate the delay. Consideration must be given to weekends and holidays to ensure notices are sent by the appropriate timeframe. See #5 below for further information.
5. ~~System generated notices are dated and mailed on the next working day after they are approved in the eligibility system. Consideration must be given to~~

~~weekends and holidays (i.e. a notice approved on a Friday is dated and mailed the following Monday, however, if Monday is a holiday, the notice is dated and mailed on Tuesday. This may mean approving the notice 1 to 5 days prior to the effective date of action).~~

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