

# Hospital Presumptive Eligibility Determiner Training

Alabama Medicaid Agency

# Agenda

- HPE as part of the Continuum of Coverage
- HPE Overview
- How Hospitals Can Participate in HPE
- Who is Eligible to Enroll in Medicaid through HPE
- How the HPE Process Works
- Contact Information

# **HPE as part of the Continuum of Coverage**

# Affordable Care Act Coverage Changes

- The Affordable Care Act (ACA) was signed into law in March 2010; it made major changes to how people secure health coverage in the United States. Coverage changes include:
  - Medicaid and CHIP expansion and improvements
  - Health insurance marketplaces for individuals and small businesses
  - Private insurance market reforms

# The Vision for Medicaid and Child Health Insurance Program

- **Single, Streamlined Application**
  - Individuals can apply for Marketplace coverage and all insurance affordability programs (Medicaid, CHIP, premium tax credits) on one application
- **Simplified Eligibility and Enrollment Rules**
  - Modified Adjusted Gross Income (MAGI) is the new income methodology based on IRS-defined concepts of income and household to determine Medicaid and CHIP eligibility for children, pregnant women, parents and other caretaker relatives.
- **Modernized Eligibility Systems**
  - Increases use of automated rules engines to enable real-time eligibility determinations; individuals can apply for coverage online
- **Children's Coverage Improvements**
  - All children up to age 19 with family incomes up to 141% FPL are now Medicaid-eligible
- **Hospital Presumptive Eligibility**
  - Hospitals can now determine individuals to be presumptively eligible for Medicaid

# **HPE Overview**

# What Is Hospital Presumptive Eligibility (HPE)?

- Effective January 2014, hospitals staff determine Medicaid eligibility for certain individuals who are likely to be eligible
- Eligibility under HPE is temporary but allows immediate access to coverage for eligible individuals; this is discussed in more detail later in the presentation

# How HPE Works to Get People Connected to Coverage and Care

- HPE improves individuals' access to Medicaid and necessary services by providing another channel to apply for coverage
- It ensures the hospital will be reimbursed for services provided, just as if the individual was enrolled in standard Medicaid
- HPE is not about short-term coverage; it provides individuals with an opportunity to get connected to longer-term coverage options

# **How Hospitals Can Participate in HPE**

# How Hospitals Can Participate in HPE

- Hospital participation in HPE is optional, but states must provide a mechanism for a hospital to become qualified to conduct HPE
- To make HPE determinations, a hospital must:
  - Participate in the Medicaid program
  - Notify the state of its election to make HPE determinations by completing the HPE Provider Status and Agreement
  - Agree to make HPE determinations consistent with policies and procedures of the state and complete the HPE Determiner Agreement



## **Hospital Presumptive Eligibility (HPE) Application**

### **Provider Status and Agreement**

Presumptive Eligibility (PE) is short-term Medicaid coverage for children up to age 19, pregnant women, former foster care and parent/caretaker relatives. It is also the process of applying for this short-term coverage. This means covered medical services accessed during this time by the eligible individual will be paid by Medicaid. Periods of presumptive eligibility are limited to no more than one presumptive eligibility period within a calendar year.

A finalized and approved full Alabama Medicaid application form may result in 12 months of Medicaid eligibility for children; coverage for pregnant women (which includes two months of post-partum care); coverage for parent/caretaker relatives; coverage for former foster care; Breast and Cervical Cancer Program coverage; or one year of family planning Medicaid coverage for women. The Alabama Medicaid agency expects the HPE provider to make a good faith effort to refer and encourage individuals to begin the full Medicaid application process to provide patients the most comprehensive coverage period

To become a HPE Determiner, an individual must first be a member of an eligible hospital. Each determiner will also be required to complete an Alabama Medicaid sanctioned training to qualify as a Hospital Presumptive Eligibility Determiner. Each qualified hospital will be responsible for ensuring that the trained determiners follow applicable Alabama Medicaid rules

**Provider Status and Agreement**

I understand that presumptive eligibility provider status means that this hospital will, to the best of our ability, use Alabama Medicaid's PE forms and methodology to establish PE for individuals, entitling pregnant women to receive Medicaid coverage for ambulatory prenatal services and full coverage for children, former foster care and parent/caretaker relatives.

I understand that the hospital must keep complete and thorough records on all PE clients, and that these records are subject to review by state *and/or* federal agencies. I understand hospital staff must sign and abide by the Determiner Code of Conduct. Failure to sign the Code of Conduct or to comply with guidelines for establishing PE status may result in denial of application for determiner status or immediate termination of determiner status.

Alabama Medicaid may terminate HPE status immediately if the Code of Conduct is breached or if the HPE fails to comply with Alabama Medicaid guidelines for establishing HPE status.

\_\_\_\_\_  
Provider Name *(Please Print)*

\_\_\_\_\_  
Provider Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Provider's Medicaid Billing Number

\_\_\_\_\_  
Provider's E-mail Address

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



## **Hospital Presumptive Eligibility (HPE) Application Determiner Agreement & Code of Conduct**

### **Determiner Code of Conduct Disclosure or Misuse of Confidential or Official Information and Agreement**

#### Code of Conduct

Presumptive Eligibility Determiners (PEDs) must conduct themselves in a professional manner in all dealings with the public. It is never acceptable to convey an indifferent, hostile or careless attitude toward clients, even if clients are abusive. If a client continues to be abusive or threatening please courteously refer them to an Alabama Medicaid (Medicaid) office.

PEDs shall disqualify themselves from participating in any official action affecting clients or other persons with whom they enjoy a personal relationship that could compromise, or be reasonably perceived by the public as compromising the integrity of their official actions.

PEDs may not receive any financial benefits as a result of his/her provision of services to a client on behalf as a PED of Medicaid, other than what may be provided by Alabama Medicaid.

#### Disclosure or Misuse of Confidential or Official Information

PEDs may not disclose confidential or official information if the disclosure of such information is prohibited by law or regulation or would be contrary to the best interest of Medicaid or its clients.

PEDs may not disclose or misuse confidential or official information not generally available to the public, or acquired by virtue of his/her affiliation with Alabama Medicaid, for his/her own or another's private gain.

PEDs under investigations or charged with criminal activities and/or unethical practices will subject the determiner to immediate termination of their determiner status.

Agreement

Alabama Medicaid and the PED enter into the agreement to allow the PED to authorize temporary Hospital Presumptive Eligibility for Medicaid.

Alabama Medicaid agrees to train PED in all matters relating to PE determination and supply all initial forms needed for PE.

PED agrees to 1) Participate in trainings sponsored by Alabama Medicaid; 2) Transmit to Alabama Medicaid the PE approvals on the day approved, if a weekday, or on the next work day if the PE approval occurs on a weekend; 3) Maintain client confidentiality; 4) Keep complete records on all PE clients; these records are subject to review by state and/or federal agencies 5) Sign, abide by, return the PE Determiner Code of Conduct; 6) comply with Alabama Medicaid guidelines for establishing PE status.

Alabama Medicaid may terminate PED status if the Code of Conduct is breached or if the PED fails to comply with Alabama Medicaid guidelines.

\_\_\_\_\_  
PE Determiner Name (Please Print)

\_\_\_\_\_  
PE Determiner's Signature

\_\_\_\_\_  
Work Telephone

\_\_\_\_\_  
Date

Work E-Mail Address: \_\_\_\_\_

# Hospital Staff Eligible to Make HPE Determinations

- Once a hospital is a qualified entity:
  - Any hospital employee who is properly trained and certified can make HPE determinations
    - This includes employees in hospital-owned physician practices or clinics, including those in off-site locations
  - Participating hospitals may not delegate the authority for HPE determinations to non-hospital staff
    - Third party vendors are permitted to assist with various HPE functions except for the determination

# Staff Training and Certification

- The “Hospital Provider Status and Agreement” must be completed by an authorized hospital representative and submitted to the Medicaid contact in an electronic format
- The “HPE Determiner Agreement” must be completed by the hospital staff member(s) wishing to become a HPE determiner and submitted to the Medicaid contact in an electronic format
- HPE determiners must complete training provided by Medicaid prior to performing HPE determinations
- Ongoing trainings are provided for HPE determiners

[http://medicaid.alabama.gov/content/4.0\\_Programs/4.4\\_Medical\\_Facilities/4.4.1\\_Hospital\\_Services/4.4.1.1\\_Presumptive\\_Eligibility.aspx](http://medicaid.alabama.gov/content/4.0_Programs/4.4_Medical_Facilities/4.4.1_Hospital_Services/4.4.1.1_Presumptive_Eligibility.aspx)

# Alabama HPE Policies and Procedures

- Patients found eligible for HPE must be referred to complete the full Medicaid application (Application Assisters, on line, mail, in person or phone)
- Alabama Medicaid will take corrective action against hospitals, including termination from the HPE program, if the hospital does not follow Medicaid policies

# Alabama HPE Policies and Procedures, continued

- In addition HPE Providers must meet the following standards:
  - 70% of HPE enrollees must submit a regular Medicaid application before the end of the presumptive eligibility period.
  - 50% of HPE enrollees must enroll in Medicaid on an ongoing basis.
  - 90% of HPE determinations must be conducted accurately in accordance with Alabama Medicaid eligibility rules.
  - 100% of applicants HPE applications must be checked for prior HPE enrollment (e.g. applicants are limited to one HPE period per calendar year and pregnant women are limited to one HPE period per pregnancy.)

**Who is Eligible to Enroll in Medicaid  
through HPE?  
What are the Benefits?**

# Populations Eligible for Medicaid via HPE Determinations

- Individuals who do not currently receive Medicaid benefits and have not had a PE period in the timeframe set by the state limited to one PE determination per year (for pregnant women, limited to one PE determination per pregnancy)
- Applicant must attest to their citizenship/qualified non-citizen and state residency status
- Individuals who fall into one of the following income-based groups:
  - Parent and other Caretaker Relatives- 13% Federal Poverty Level (FPL)\*
  - Pregnant Women- 141% FPL\*
  - Children- 141%FPL \*
  - Former Foster Care- No income limit, up to age 26

\*Note: A 5% FPL disregard must be applied for individuals over the applicable income level

**PARENTS AND CARETAKER RELATIVES**

**Income Guidelines**

**Effective February 1, 2020**

**Note: Federal Poverty Levels (FPL) change in February of each year, update amounts will be provided as soon as they are released by the federal government**

<b>FAMILY SIZE</b>	<b>MONTHLY GROSS INCOME LIMIT (18% FPL)* *Note: includes 5% FPL Disregard</b>
1	\$192.00
2	\$259.00
3	\$326.00
4	\$393.00
5	\$461.00
6	\$528.00
7	\$595.00
8	\$662.00

**ADDITIONAL FAMILY MEMBERS**

Add	\$68.00	for each additional family member over 18% of poverty*.
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**\*The amount above includes the 5% Federal Poverty Level (FPL) disregard**

**PREGNANT WOMEN/CHILDREN (AGES 0-18)**

**Income Guidelines**

**Effective February 1, 2020**

**Note: Federal Poverty Levels (FPL) change in February of each year. Update amounts will be provided as soon as they are released by the federal government.**

<b>FAMILY SIZE</b>	<b>MONTHLY GROSS INCOME LIMIT (146% FPL)* *Note: includes 5% FPL Disregard</b>
1	\$1,553.00
2	\$2,098.00
3	\$2,643.00
4	\$3,188.00
5	\$3,733.00
6	\$4,278.00
7	\$4,823.00
8	\$5,368.00

**ADDITIONAL FAMILY MEMBERS**

Add	\$546.00	for each additional family member over 146% of poverty*.
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**\*The amount above includes the 5% Federal Poverty Level (FPL) disregard**

# Duration of Eligibility under HPE

- HPE period begins with, and includes, the day on which the hospital makes the HPE determination
- HPE period ends with:
  - The day on which the state makes the eligibility determination for standard Medicaid, if the individual files a full Medicaid application before the end of the month following the month in which the presumptive eligibility determination was made, or
  - The last day of the month following the month in which the hospital makes the HPE determination, if the individual does not file a full application by that time
- The HPE period is limited to one PE determination per year and once per pregnancy for pregnant women

# HPE Determiner Resources

# Medicaid Household and Income Calculations

- There may be instances where a patient may include information on the HPE application that makes it appear to the HPE Determiner that they are over the applicable income limit for a program
- The following resources are to assist the HPE Determiner to discuss with the patient how to calculate household size and income in instances where the patient may initially appear ineligible for HPE

# Determining Households for Medicaid

- Three categories of individuals
  - Tax filers not claimed as a tax dependent
  - Tax dependents
  - Non-filers and not claimed as a tax dependent
- Based on expected tax filing status

# Modified Adjusted Gross Income household size rules

## **Tax filer Rule:**

If the individual expects to file taxes and is not expected to be claimed as a tax dependent by anyone else:

the household consists of the taxpayer, a spouse living with the taxpayer, and all persons whom the tax payer expects to claim as a tax dependent.

## **Non Filer Rule:**

For individuals who neither expect to file a tax return nor expect to be claimed as a tax dependent, the household consists of the individual and, the following individuals living in the household:

- The individual's spouse
- The individual's natural, adopted and step children under age 19, or, in the case of full-time students, under age 21
- The individual's parents (natural, adopted and step) and siblings (adopted and step) for individuals under age 19, or, in the case of full-time students, under age 21

# General Rules in Determining HH Size

General Rules	Action	Exceptions	Action
Tax payer who is not claimed as a dependent	Include taxpayer and all tax dependents claimed.	Always include married couples living together in the HH of the other spouse regardless of whether they expect to be claimed as a tax dependent of the other spouse or whether they file separately	
Tax dependents	HH is same as the HH of the tax payer unless one of the following exceptions applies: 	<ul style="list-style-type: none"> <li>Individual other than spouse, biological, adopted or stepchild is being claimed as tax dependent by another taxpayer</li> <li>Children who expect to be claimed by one parent as a tax dependent and under age 19 or, under age 21 and a full-time student who is living with both parents but whose parents don't expect to file a joint tax return</li> <li>Children under age 19 or, under age 21 and a full-time student who are being claimed by non-custodial parent</li> </ul>	If one of the exceptions exists follow non-filer HH rules which are: Include the individual and the following if living with the individual: <ul style="list-style-type: none"> <li>Spouse</li> <li>Natural, adopted and step children</li> <li>If the individual is a child, include the child's natural, adopted and step-parent and siblings who are also children</li> </ul>
Non tax filers or individuals not claimed as tax dependent	Follow non-filer HH rules which are: 1. Include the individual and the following if living with the individual: a. Spouse b. Natural adopted and step children c. If the individual is a child, include the child's natural, adopted and step-parent and siblings who are also children	Always include married couples living together in the HH of the other spouse regardless of whether they expect to be claimed as a tax dependent of the other spouse or whether they file separately	
Pregnant women	When determining the HH of the pregnant woman, count the pregnant woman plus the number of unborn.	When determining the HH size of other individuals who have a pregnant woman in their HH, count the pregnant woman and include actual number of babies she is expected to deliver.	

# Determine Modified Adjusted Gross Income for each member of the individual's household

- ✓ Household income equals the sum of the Modified Adjusted Gross Income of every member of the individual's household whose income is counted.
- ✓ Do not count the income of a child, or a person who is expected to be a tax dependent of another household member ... **unless that person is required to file a tax return.**
- ✓ Use special rules for lump sum income, educational scholarships and awards and special Alaska native/American Indian income
- ✓ If needed apply 5% of FPL to determine if individual is eligible for applicable program

# Income

- Self-employment and farm income (after depreciation and deduction of capital losses) is counted
- Social Security Payments are counted, both taxable and non-taxable
- Lump sum payment is counted in the month it is received
- Child support income is not counted
- Veterans income is not counted
- Workers' compensation is not counted
- Gifts and inheritance is not counted

# Income (cont'd)

- Scholarships, fellowship grants and awards used for educational purposes are not counted
- Salary deferrals [flexible spending, cafeteria and 401(k) plans] are not counted
- Temporary Assistance for Needy Families (TANF) is not counted
- Supplemental Security Income (SSI) is not counted
- American Indian and Alaska Native income derived from distributions, payments, ownership interests, and real property usage rights are not counted
- Alimony paid is deducted from income
- Student Loan interest paid is deducted from income

# Farm Income

- Farm income is based on the “Schedule F” tax deductions – Line 34

SCHEDULE F (Form 1040)		Profit or Loss From Farming				OMB No. 1545-0074		
Department of the Treasury Internal Revenue Service (98)		▶ Attach to Form 1040, Form 1040NR, Form 1041, Form 1065, or Form 1065-B. ▶ Information about Schedule F and its separate instructions is at <a href="http://www.irs.gov/form1040">www.irs.gov/form1040</a> .				2012 Attachment Sequence No. 14		
Name of proprietor					Social security number (SSN)			
A	Principal crop or activity	B	Enter code from Part IV	C	Accounting method:	D	Employer ID number (EIN), (see instr)	
				<input type="checkbox"/> Cash <input type="checkbox"/> Accrual				
E Did you “materially participate” in the operation of this business during 2012? If “No,” see instructions for limit on passive losses							<input type="checkbox"/> Yes	<input type="checkbox"/> No
F Did you make any payments in 2012 that would require you to file Form(s) 1099 (see instructions)							<input type="checkbox"/> Yes	<input type="checkbox"/> No
G If “Yes,” did you or will you file required Forms 1099?							<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Part I Farm Income—Cash Method.</b> Complete Parts I and II (Accrual method. Complete Parts II and III, and Part I, line 9.)								
1a	Sales of livestock and other resale items (see instructions)	1a						
b	Cost or other basis of livestock or other items reported on line 1a	1b						
c	Subtract line 1b from line 1a	1c						
2	Sales of livestock, produce, grains, and other products you raised	2						
3a	Cooperative distributions (Form(s) 1099-PATR)	3a		3b	Taxable amount	3b		
4a	Agricultural program payments (see instructions)	4a		4b	Taxable amount	4b		
5a	Commodity Credit Corporation (CCC) loans reported under election	5a		5c	Taxable amount	5c		
b	CCC loans forfeited	5b		5c	Taxable amount	5c		
6	Crop insurance proceeds and federal crop disaster payments (see instructions)	6a		6b	Taxable amount	6b		
a	Amount received in 2012	6a		6b	Taxable amount	6b		
c	If election to defer to 2013 is attached, check here <input type="checkbox"/>	6d	Amount deferred from 2011	6d		6d		
7	Custom hire (machine work) income	7		7		7		
8	Other income (see instructions)	8		8		8		
9	<b>Gross income.</b> Add amounts in the right column (lines 1c, 2, 3b, 4b, 5a, 5c, 6b, 6d, 7, and 8). If you use the accrual method, enter the amount from Part III, line 50 (see instructions)	9		9		9		
<b>Part II Farm Expenses—Cash and Accrual Method.</b> Do not include personal or living expenses (see instructions).								
10	Car and truck expenses (see instructions). Also attach Form 4562	10		23	Pension and profit-sharing plans	23		
11	Chemicals	11		24	Rent or lease (see instructions):	24		
12	Conservation expenses (see instructions)	12		a	Vehicles, machinery, equipment	24a		
13	Custom hire (machine work)	13		b	Other (land, animals, etc.)	24b		
14	Depreciation and section 179 expense (see instructions)	14		25	Repairs and maintenance	25		
15	Employee benefit programs other than on line 23	15		26	Seeds and plants	26		
16	Feed	16		27	Storage and warehousing	27		
17	Fertilizers and lime	17		28	Supplies	28		
18	Freight and trucking	18		29	Taxes	29		
19	Gasoline, fuel, and oil	19		30	Utilities	30		
20	Insurance (other than health)	20		31	Veterinary, breeding, and medicine	31		
21	Interest:			32	Other expenses (specify):			
a	Mortgage (paid to banks, etc.)	21a		a		32a		
b	Other	21b		b		32b		
22	Labor hired (less employment credits)	22		c		32c		
				d		32d		
				e		32e		
				f		32f		
33	<b>Total expenses.</b> Add lines 10 through 32f. If line 32f is negative, see instructions	33		33		33		
34	<b>Net farm profit or (loss).</b> Subtract line 33 from line 9	34		34		34		
If a profit, stop here and see instructions for where to report. If a loss, complete lines 35 and 36.								
35 Did you receive an applicable subsidy in 2012? (see instructions)							<input type="checkbox"/> Yes	<input type="checkbox"/> No
36 Check the box that describes your investment in this activity and see instructions for where to report your loss.								
a		<input type="checkbox"/> All investment is at risk.		b		<input type="checkbox"/> Some investment is not at risk.		

# Self Employment Income

- Self-employment income is based on the “Schedule C” tax deductions
  - Line 31

SCHEDULE C (Form 1040)		Profit or Loss From Business (Sole Proprietorship)		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service (IRS)		For information on Schedule C and its instructions, go to <a href="http://www.irs.gov/schedulec">www.irs.gov/schedulec</a> . Attach to Form 1040, 1040NR, or 1041; partnerships generally must file Form 1065.		2012 Attachment Sequence No. 09
Name of proprietor			Social security number (SSN)	
A	Principal business or profession, including product or service (see instructions)		B Enter code from instructions	
C	Business name. If no separate business name, leave blank.		D Employer ID number (EIN), (see instr.)	
E	Business address (including suite or room no.) ▶ City, town or post office, state, and ZIP code			
F	Accounting method: (1) <input type="checkbox"/> Cash (2) <input type="checkbox"/> Accrual (3) <input type="checkbox"/> Other (specify) ▶			
G	Did you "materially participate" in the operation of this business during 2012? If "No," see instructions for limit on losses			<input type="checkbox"/> Yes <input type="checkbox"/> No
H	If you started or acquired this business during 2012, check here			<input type="checkbox"/>
I	Did you make any payments in 2012 that would require you to file Form(s) 1099? (see instructions)			<input type="checkbox"/> Yes <input type="checkbox"/> No
J	If "Yes," did you or will you file required Forms 1099?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part I Income</b>				
1	Gross receipts or sales. See instructions for line 1 and check the box if this income was reported to you on Form W-2 and the "Statutory employee" box on that form was checked . . . . . ▶ <input type="checkbox"/>			1
2	Returns and allowances (see instructions) . . . . .			2
3	Subtract line 2 from line 1 . . . . .			3
4	Cost of goods sold (from line 42) . . . . .			4
5	<b>Gross profit.</b> Subtract line 4 from line 3 . . . . .			5
6	Other income, including federal and state gasoline or fuel tax credit or refund (see instructions) . . . . .			6
7	<b>Gross income.</b> Add lines 5 and 6 . . . . . ▶			7
<b>Part II Expenses</b> Enter expenses for business use of your home only on line 30.				
8	Advertising . . . . .	8	Office expense (see instructions)	18
9	Car and truck expenses (see instructions) . . . . .	9	Pension and profit-sharing plans . . . . .	19
10	Commissions and fees . . . . .	10	Rent or lease (see instructions):	20
11	Contract labor (see instructions)	11	a Vehicles, machinery, and equipment	20a
12	Depletion . . . . .	12	b Other business property . . . . .	20b
13	Depreciation and section 179 expense deduction (not included in Part III) (see instructions) . . . . .	13	21 Repairs and maintenance . . . . .	21
14	Employee benefit programs (other than on line 19) . . . . .	14	22 Supplies (not included in Part III) . . . . .	22
15	Insurance (other than health)	15	23 Taxes and licenses . . . . .	23
16	Interest:	16a	24 Travel, meals, and entertainment:	24
a	Mortgage (paid to banks, etc.)	16a	a Travel . . . . .	24a
b	Other . . . . .	16b	b Deductible meals and entertainment (see instructions) . . . . .	24b
17	Legal and professional services	17	25 Utilities . . . . .	25
26	<b>Total expenses</b> before expenses for business use of home. Add lines 8 through 27a . . . . . ▶	26	26 Wages (less employment credits) . . . . .	26
29	Tentative profit or (loss). Subtract line 26 from line 7 . . . . .	29	27a Other expenses (from line 48) . . . . .	27a
30	Expenses for business use of your home. Attach Form 8829. Do not report such expenses elsewhere . . . . .	30	b Reserved for future use . . . . .	27b
31	<b>Net profit or (loss).</b> Subtract line 30 from line 29. • If a profit, enter on both Form 1040, line 12 (or Form 1040NR, line 13) and on Schedule SE, line 2. (If you checked the box on line 1, see instructions). Estates and trusts, enter on Form 1041, line 3. • If a loss, you must go to line 32.	31		
32	If you have a loss, check the box that describes your investment in this activity (see instructions). • If you checked 20a, enter the loss on both Form 1040, line 42 (or Form 1040NR, line 43) and	32		

# Countable Income

- Earned income (e.g., wages, salary, or any compensation for work)
- Self-employment income from a business or hobby
- Social Security income, including Social Security Disability Insurance (SSDI) and retirement benefits
- Unemployment benefits
- Investment income, including interest, dividends, and capital gains
- Alimony received
- Pensions and annuities
- Rents and royalties received

Calculated on IRS Form 1040 on lines 7 to 22

(Some gross earnings for employees may already be reduced by “Pre-tax deductions” such as health or life insurance

Form **1040** Department of the Treasury—Internal Revenue Service (99) **2012** U.S. Individual Income Tax Return OMB No. 1545-0074 IRS Use Only—Do not write or staple in this space.

For the year Jan. 1–Dec. 31, 2012, or other tax year beginning , 2012, ending , 20

Your first name and initial Last name

If a joint return, spouse's first name and initial Last name

Home address (number and street). If you have a P.O. box, see instructions. Apt. no.

City, town or post office, state, and ZIP code. If you have a foreign address, also complete spaces below (see instructions).

Foreign country name Foreign province/state/county Foreign postal code

**Filing Status**

1  Single 4  Head of household (with qualifying person). (See instructions.) If the qualifying person is a child but not your dependent, enter this child's name here. ▶

2  Married filing jointly (even if only one had income)

3  Married filing separately. Enter spouse's SSN above and full name here. ▶

5  Qualifying widow(or) with dependent child

Check only one box.

**Exemptions**

6a  Yourself. If someone can claim you as a dependent, do not check box 6a. . . . .

b  Spouse . . . . .

c Dependents:		(2) Dependent's social security number	(3) Dependent's relationship to you	(4) <input type="checkbox"/> If child under age 17 qualifying for child tax credit (see instructions)	Boxes checked on 6a and 6b No. of children on 6c who: • lived with you • did not live with you due to divorce or separation (see instructions) Dependents on 6c <input type="checkbox"/> of above
(1) First name	Last name				
				<input type="checkbox"/>	Add numbers in lines above ▶ <input type="checkbox"/>
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

If more than four dependents, see instructions and check here ▶

d Total number of exemptions claimed . . . . .

**Income**

7 Wages, salaries, tips, etc. Attach Form(s) W-2 . . . . . 7

8a Taxable interest. Attach Schedule B if required . . . . . 8a

b Tax-exempt interest. Do not include on line 8a . . . . . 8b

9a Ordinary dividends. Attach Schedule B if required . . . . . 9a

b Qualified dividends . . . . . 9b

10 Taxable refunds, credits, or offsets of state and local income taxes . . . . . 10

11 Alimony received . . . . . 11

12 Business income or (loss). Attach Schedule C or C-EZ . . . . . 12

13 Capital gain or (loss). Attach Schedule D if required. If not required, check here  . . . . . 13

14 Other gains or (losses). Attach Form 4797 . . . . . 14

15a IRA distributions . . . . . 15a

b Taxable amount . . . . . 15b

16a Pensions and annuities . . . . . 16a

b Taxable amount . . . . . 16b

17 Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E . . . . . 17

18 Farm income or (loss). Attach Schedule F . . . . . 18

19 Unemployment compensation . . . . . 19

20a Social security benefits . . . . . 20a

b Taxable amount . . . . . 20b

21 Other income. List type and amount . . . . . 21

22 Combine the amounts in the far right column for lines 7 through 21. This is your total income ▶ . . . . . 22

**Adjusted Gross Income**

23 Educator expenses . . . . . 23

24 Certain business expenses of reservists, performing artists, and fee-basis government officials. Attach Form 2106 or 2106-EZ . . . . . 24

25 Health savings account deduction. Attach Form 8889 . . . . . 25

26 Moving expenses. Attach Form 3903 . . . . . 26

27 Deductible part of self-employment tax. Attach Schedule SE . . . . . 27

28 Self-employed SEP, SIMPLE, and qualified plans . . . . . 28

29 Self-employed health insurance deduction . . . . . 29

30 Penalty on early withdrawal of savings . . . . . 30

31a Alimony paid b Recipient's SSN ▶ . . . . . 31a

32 IRA deduction . . . . . 32

33 Student loan interest deduction . . . . . 33

34 Tuition and fees. Attach Form 8917 . . . . . 34

35 Domestic production activities deduction. Attach Form 8903 . . . . . 35

36 Add lines 23 through 35 . . . . . 36

37 Subtract line 36 from line 22. This is your adjusted gross income . . . . . 37

For Disclosure, Privacy Act, and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 113208I Form **1040** (2012)

# Adjusted Gross Income (AGI)

Gross income minus adjustments = AGI (also know as adjustments above the line). Listed on IRS Form 1040 on line 37.

- Examples of adjustments\* made to gross income to determine adjusted gross income include:
  - Certain salary deferrals
    - Cafeteria/flexible spending plans,
    - Contributions to “401(k)” plans)
    - Contributions to a health savings account
  - Job-related moving expenses
  - Student loan interest
  - Tuition and fees \*\*
  - Alimony paid

\*Note that many adjustments are capped or may be limited based on a taxpayer’s income

\*\*For many families, the education tax credit is more beneficial

Form **1040** Department of the Treasury—Internal Revenue Service (99) **2012** U.S. Individual Income Tax Return OMB No. 1545-0074 IRS Use Only—Do not write or staple in this space.

For the year Jan. 1–Dec. 31, 2012, or other tax year beginning , 2012, ending , 20

Your first name and initial Last name Your social security number

If a joint return, spouse's first name and initial Last name Spouse's social security number

Home address (number and street), if you have a P.O. box, see instructions. Apt. no.

City, town or post office, state, and ZIP code. If you have a foreign address, also complete space below (see instructions).

Foreign country name Foreign province/state/county Foreign postal code

**Filing Status**

1  Single 4  Head of household (with qualifying person). (See instructions.) If the qualifying person is a child but not your dependent, enter this child's name here. ▶

2  Married filing jointly (even if only one had income)

3  Married filing separately. Enter spouse's SSN above and full name here. ▶

5  Qualifying widow(er) with dependent child

Check only one box.

**Exemptions**

6a  Yourself. If someone can claim you as a dependent, do not check box 6a . . . . .

b  Spouse . . . . .

c Dependents:		(2) Dependent's social security number	(3) Dependent's relationship to you	(4) <input type="checkbox"/> If child under age 17 qualifying for child tax credit (see instructions)
(1) First name	Last name			
				<input type="checkbox"/>

If more than four dependents, see instructions and check here ▶

d Total number of exemptions claimed . . . . .

**Income**

7 Wages, salaries, tips, etc. Attach Form(s) W-2 . . . . . 7

8a Taxable interest. Attach Schedule B if required . . . . . 8a

b Tax-exempt interest. Do not include on line 8a . . . . . 8b

9a Ordinary dividends. Attach Schedule B if required . . . . . 9a

b Qualified dividends . . . . . 9b

10 Taxable refunds, credits, or offsets of state and local income taxes . . . . . 10

11 Alimony received . . . . . 11

12 Business income or (loss). Attach Schedule C or C-EZ . . . . . 12

13 Capital gain or (loss). Attach Schedule D if required. If not required, check here ▶  13

14 Other gains or (losses). Attach Form 4797 . . . . . 14

15a IRA distributions . . . . . 15a b Taxable amount . . . . . 15b

16a Pensions and annuities . . . . . 16a b Taxable amount . . . . . 16b

17 Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E . . . . . 17

18 Farm income or (loss). Attach Schedule F . . . . . 18

19 Unemployment compensation . . . . . 19

20a Social security benefits . . . . . 20a b Taxable amount . . . . . 20b

21 Other income. List type and amount . . . . . 21

22 Combine the amounts in the far right column for lines 7 through 21. This is your total income ▶ 22

23 Educator expenses . . . . . 23

24 Certain business expenses of reservists, performing artists, and fee-basis government officials. Attach Form 2106 or 2106-EZ . . . . . 24

25 Health savings account deduction. Attach Form 8889 . . . . . 25

26 Moving expenses. Attach Form 3903 . . . . . 26

27 Deductible part of self-employment tax. Attach Schedule SE . . . . . 27

28 Self-employed SEP, SIMPLE, and qualified plans . . . . . 28

29 Self-employed health insurance deduction . . . . . 29

30 Penalty on early withdrawal of savings . . . . . 30

31a Alimony paid b Recipient's SSN ▶ . . . . . 31a

32 IRA deduction . . . . . 32

33 Student loan interest deduction . . . . . 33

34 Tuition and fees. Attach Form 8917 . . . . . 34

35 Domestic production activities deduction. Attach Form 8903 . . . . . 35

36 Add lines 23 through 35 . . . . . 36

37 Subtract line 36 from line 22. This is your adjusted gross income ▶ 37

**Adjusted Gross Income**

For Disclosure, Privacy Act, and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 11320E Form 1040 (2012)

# **How The HPE Process Works**

# Covered Services Under Hospital Presumptive Eligibility (HPE)

- Benefits are the same as those provided under the Medicaid group for which the individual is determined presumptively eligible
- Exceptions
  - Pregnant women - benefits limited to ambulatory prenatal care (birthing expenses are not covered)

# The HPE Determination Process

At individual's initial visit, HPE determiner should take the following steps:

1. Assist individual with completing HPE application
  - Assist individual in completing required questions for; name, DOB, sex, residency, citizenship, parent/caretaker
  - Assist individual with calculating monthly family income and household size
  - Ask if previously enrolled in Medicaid (obtain number if possible)
2. Determine if individual meets HPE criteria; if so, confirm eligibility
3. Send individual's information to Alabama Medicaid HPE contact
4. Print/provide eligibility notice to individual
5. Summarize benefits and answer any questions
6. Encourage application for standard Medicaid; Refer to Application Assister if the hospital has Assisters, apply on line at <https://insurealabama.adph.state.al.us>, direct to local Medicaid office or apply by phone.



# Alabama Medicaid Hospital Presumptive Eligibility Application

**Instructions:** To find out if the patient can get Hospital Presumptive Eligibility (HPE), please ask the patient to answer all the questions on this form. This is a voluntary program. All information is confidential. HPE gives patients temporary coverage. If the patient is pregnant, services are limited to ambulatory prenatal and pregnancy-related care only. The patient must fill out a full Alabama Medicaid application to get continued coverage.

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Name                                      (Jr. Sr. II. etc.)  
                                     

Date of birth (month/date/year)                                      Social Security Number (optional)                                      Male                                      Female

If homeless, check the box & tell us where we can reach you.

\_\_\_\_\_  
Home Address (number & street) City State ZIP Code

\_\_\_\_\_  
Mailing Address (if different than above) City State ZIP Code

Living in Alabama?  Yes  No                                      US Citizen or Qualified Non-Citizen?  Yes  No

County living in? \_\_\_\_\_

\_\_\_\_\_  
Best contact phone number                                      Other phone number                                      Email address

\_\_\_\_\_  
What language does the patient speak best?

\_\_\_\_\_  
What language does the patient read best?



1. Does the patient have an Alabama Medicaid Card?  Yes  No

If yes, what is the identification number on the card (if available)? \_\_\_\_\_

2. Is the patient a parent of a child or caretaker relative of a child that lives with the patient?  Yes  No

Best contact phone number \_\_\_\_\_

Other phone number \_\_\_\_\_

Email address \_\_\_\_\_

What language does the patient speak best? \_\_\_\_\_

What language does the patient read best? \_\_\_\_\_

1. Does the patient have an Alabama Medicaid Card?  Yes  No

If yes, what is the identification number on the card (if available)? \_\_\_\_\_

2. Is the patient a parent of a child or caretaker relative of a child that lives with the patient?  Yes  No

3. Was the patient in Foster Care at 18 years old, and is now under 26 years old?  Yes  No

4. Is the patient pregnant?  Yes  No

If yes, when is the expected due date? \_\_\_\_\_ How many babies expected (if known) \_\_\_\_\_

**Note:** *If the patient is pregnant, services are limited to ambulatory, prenatal and pregnancy-related coverage only.*

How many family members live in the patient's household? \_\_\_\_\_

*(Include parent, spouse, and any children under age 21 living in the household)*

How much is the patient's household income?

\$ \_\_\_\_\_ Monthly or \$ \_\_\_\_\_ Yearly

**I certify that I have read and understand this Alabama Medicaid pre-enrollment application. I understand that I must complete the Alabama Medicaid application before the last day of the following month my Alabama Medicaid pre-enrollment application is approved to continue my coverage. I declare that the information I provided is true, correct, and complete.**

\_\_\_\_\_  
Signature of patient or parent/spouse/guardian/emancipated minor

\_\_\_\_\_  
Relationship to patient *(if applicable)*

\_\_\_\_\_  
Date

# HPE Application Questions



## Alabama Medicaid Hospital Presumptive Eligibility Application

**Instructions:** To find out if the patient can get Hospital Presumptive Eligibility (HPE), please ask the patient to answer all the questions on this form. This is a voluntary program. All information is confidential. HPE gives patients temporary coverage. If the patient is pregnant, services are limited to ambulatory prenatal and pregnancy-related care only. The patient must fill out a full Alabama Medicaid application to get continued coverage.

Last Name	First Name	Middle Name	(Jr. Sr. II. etc.)
			<input type="checkbox"/> <input type="checkbox"/>
Date of birth (month/date/year)	Social Security Number (optional)	Male	Female
<input type="checkbox"/> If homeless, check the box & tell us where we can reach you.			
Home Address (number & street) City State ZIP Code			
Mailing Address (if different than above) City State ZIP Code			
Living in Alabama? <input type="checkbox"/> Yes <input type="checkbox"/> No		US Citizen or Qualified Non-Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
County living in? _____			
Best contact phone number	Other phone number	Email address	
What language does the patient speak best?	What language does the patient read best?		

1. Does the patient have an Alabama Medicaid Card?  Yes  No  
 If yes, what is the identification number on the card (if available)? \_\_\_\_\_

2. Is the patient a parent of a child or caretaker relative of a child that lives with the patient?  Yes  No

- Name, beginning with last name  
Ex. Doe Jane Anne
- DOB Ex. 11/22/73
- SSN Ex. 111-22-3333

If patient does not have a SSN, write “None”  
 If patient does not know SSN, write “Unknown”

- Sex Ex. Check Male or Female
  - Homeless Ex. Check if no home address
  - Home Address  
Ex. 123 Main ST Anytown, AL 12345
  - Mailing Address, if not home address  
Ex. PO Box 1 Anytown, AL 12345
- Also used if homelessness is indicated
- Living in Alabama  
Ex. Check yes or no
- Accept attestation of residency

# HPE Application Questions (cont'd)

Mailing Address (if different than above) City State ZIP Code

Living in Alabama?  Yes  No US Citizen or Qualified Non-Citizen?  Yes  No

County living in? \_\_\_\_\_

Best contact phone number \_\_\_\_\_ Other phone number \_\_\_\_\_ Email address \_\_\_\_\_

What language does the patient speak best? \_\_\_\_\_ What language does the patient read best? \_\_\_\_\_

1. Does the patient have an Alabama Medicaid Card?  Yes  No

If yes, what is the identification number on the card (if available)? \_\_\_\_\_

2. Is the patient a parent of a child or caretaker relative of a child that lives with the patient?  Yes  No

3. Was the patient in Foster Care at 18 years old, and is now under 26 years old?  Yes  No

4. Is the patient pregnant?  Yes  No

If yes, when is the expected due date? \_\_\_\_\_ How many babies expected (if known) \_\_\_\_\_

*Note: If the patient is pregnant, services are limited to ambulatory, prenatal and pregnancy-related coverage only.*

How many family members live in the patient's household? \_\_\_\_\_

*(Include parent, spouse, and any children under age 21 living in the household)*

How much is the patient's household income?

\$ \_\_\_\_\_ Monthly or \$ \_\_\_\_\_ Yearly

I certify that I have read and understand this Alabama Medicaid pre-enrollment application. I understand that I must complete the Alabama Medicaid application before the last day of the following month my Alabama Medicaid pre-enrollment application is approved to continue my coverage. I declare that the information I provided is true, correct, and complete.

\_\_\_\_\_  
Signature of patient or parent/spouse/guardian/emancipated minor

\_\_\_\_\_  
Relationship to patient (if applicable)

\_\_\_\_\_  
Date

- US citizen or Qualified Non-Citizen  
Check yes or no (Accept Attestation)  
A list of eligible immigration statuses can be found at the link below:  
<https://www.healthcare.gov/immigration-status-and-the-marketplace/>
- County living in  
Example (Ex.): Montgomery
- Best phone number  
Ex. (123) 456-7891
- Other phone number  
Ex. (456) 789-1011
- Email  
Ex. janedoe@yahoo.com
- What language spoken best  
Ex. English
- What language read best  
Ex. Spanish

# HPE Application Questions (cont'd)

What language does the patient speak best? \_\_\_\_\_

What language does the patient read best? \_\_\_\_\_

1. Does the patient have an Alabama Medicaid Card?  Yes  No

If yes, what is the identification number on the card (if available)? \_\_\_\_\_

2. Is the patient a parent of a child or caretaker relative of a child that lives with the patient?  Yes  No

3. Was the patient in Foster Care at 18 years old, and is now under 26 years old?  Yes  No

4. Is the patient pregnant?  Yes  No

If yes, when is the expected due date? \_\_\_\_\_ How many babies expected (if known) \_\_\_\_\_

*Note: If the patient is pregnant, services are limited to ambulatory, prenatal and pregnancy-related coverage only.*

How many family members live in the patient's household? \_\_\_\_\_

*(Include parent, spouse, and any children under age 21 living in the household)*

How much is the patient's household income?

\$ \_\_\_\_\_ Monthly or \$ \_\_\_\_\_ Yearly

I certify that I have read and understand this Alabama Medicaid pre-enrollment application. I understand that I must complete the Alabama Medicaid application before the last day of the following month my Alabama Medicaid pre-enrollment application is approved to continue my coverage. I declare that the information I provided is true, correct, and complete.

\_\_\_\_\_  
Signature of patient or parent/spouse/guardian/emancipated minor

\_\_\_\_\_  
Relationship to patient (if applicable)

\_\_\_\_\_  
Date

- Does patient have a AL Medicaid card?  
Check yes or no  
If yes, what is the number on the card?
- Is the patient a parent of a child or a caretaker relative that lives with the child?  
Check yes or no (a child is under 19)
- Was the patient in Foster Care at 18 years old, and is now under 26 years old?  
Check yes or no
- Is the patient pregnant?  
Check yes or no, list the number of babies
- How many family members live in the patient's household?  
Patient enters an amount- assist if needed
- How much is the family's income before taxes?  
Patient enters an amount- assist if needed
- Signature of patient

# Verification of Eligibility Criteria for HPE

- Individual cannot be required to provide proof/documentation of any PE eligibility criteria
  - (e.g., medical verification of pregnancy is not required)
- Hospital/state must accept self-attestation of income, citizenship/immigration status and residency

# How to Make a Determination

- HPE determiner will complete the determination and provide notice to the patient upon completion of the HPE application when possible
- Medicaid contact will provide Medicaid number to the HPE determiner for billing purposes

# How to Submit Data

- HPE determinations will be submitted electronically to the Medicaid HPE contact
- The HPE application completed by the patient and the Approval/Denial notice completed by the determiner will be scanned and emailed to Medicaid HPE contact until further notice

# Approval and Denial Notices

- Hospitals must provide individuals with a written notice after the HPE determination is made, which includes:
  - Whether HPE was approved or denied
  - If approved, beginning and ending dates of the HPE period
  - If denied, the reason for the denial and the option to submit a regular Medicaid application
- Hospitals must notify Alabama Medicaid of HPE approvals (and date range for the HPE period) on the day approved, if on a workday, or on the next work day if the HPE approval occurs on the weekend

# Connecting to Full Medicaid Coverage Outside the Hospital

- Individuals can apply for full Medicaid coverage:
  - Application Assisters (primary referral if available)
  - Online at <https://insurealabama.adph.state.al.us>
  - In-person at their local Medicaid office
  - By mailing the single streamline application to  
PO Box 304839  
Montgomery, AL 36130-4839
  - By telephone at 1-888-373-5437
- Individuals can find help completing the single streamlined application at 1-888-373-5437

# Alabama Medicaid Agency

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Application Date \_\_\_\_\_

Dear \_\_\_\_\_

You submitted an application for Alabama Medicaid Hospital Presumptive Eligibility and are;

**Approved** Begins \_\_\_\_\_ Ends \_\_\_\_\_

Child     Pregnant Woman

Parent/Caretaker Relative     Former Foster Care

**Denied**     Too much income     Doesn't fit into an eligibility group

No child in home of Parent/Caretaker     No eligible immigration status

Not an Alabama resident     Other; specify \_\_\_\_\_

If Approved:

- No child in home of Parent/Caretaker
- No eligible immigration status
- Not an Alabama resident
- Other; specify \_\_\_\_\_

If Approved:

- Hospital Presumptive Eligibility (HPE) is short term Medicaid coverage. Coverage begins the date that an eligibility determination is made by the hospital, and ends on either the date of a full eligibility determination, if the individual files a full Medicaid application by the last day of the month following the month in which the HPE determination was made; or, if the individual does not file a full Medicaid application, HPE ends on the last day of the month following the month in which the HPE determination was made. If you are approved as pregnancy only, services are limited to ambulatory prenatal and pregnancy-related care only. If you are approved as a Parent/Caretaker you have full coverage. You must complete a full Medicaid application for possible coverage beyond the short term coverage.

If Denied:

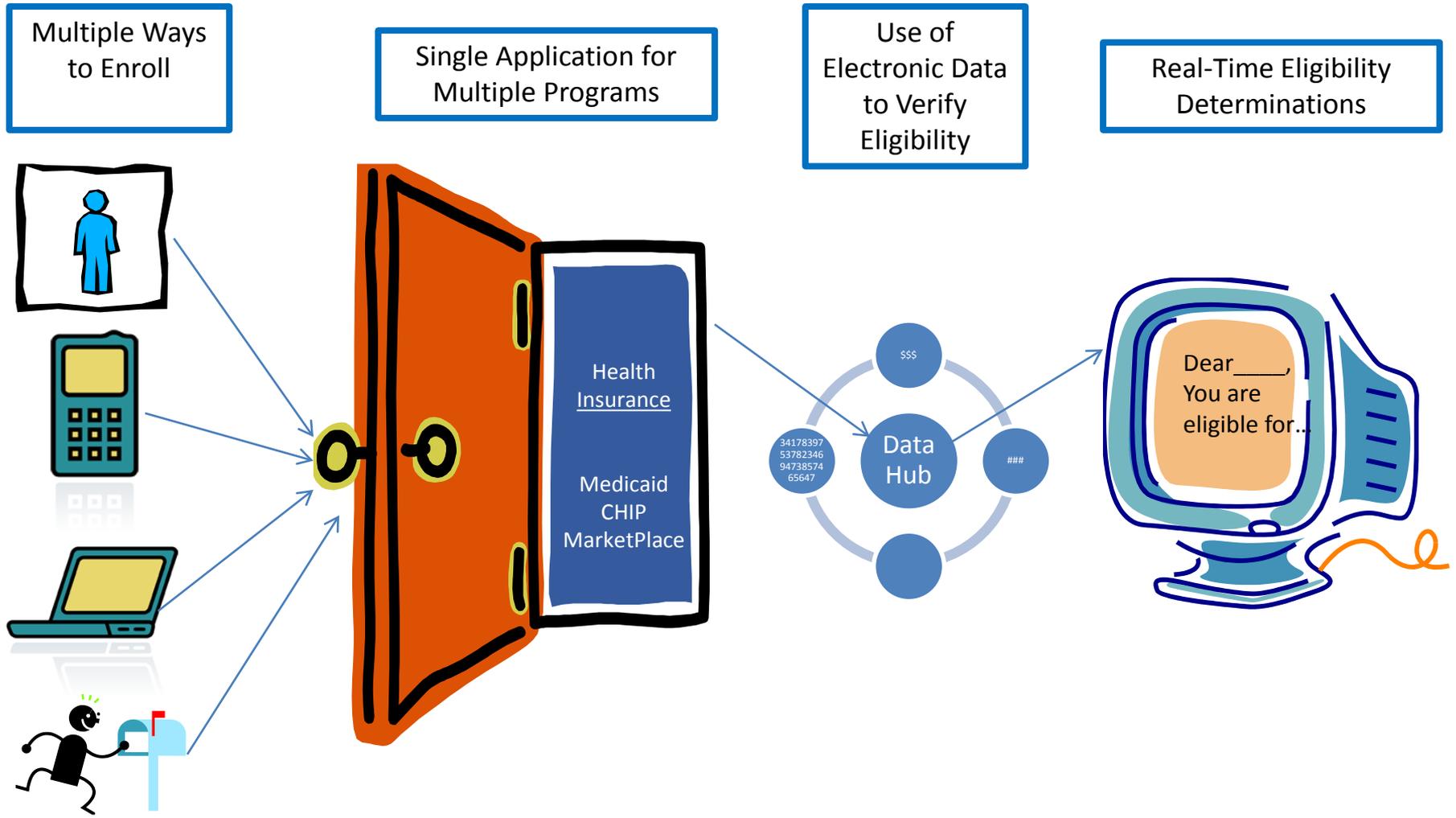
- Information will be provided to you for how and where you can apply for Medicaid including the new streamlined application online at <https://insurealabama.adph.state.al.us>

\_\_\_\_\_  
HPE Determiner Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

# Streamlined Enrollment



# Contact Information

# Alabama Medicaid Hospital Presumptive Eligibility Contact and Additional Resources

- For questions or more information on Alabama Hospital Presumptive Eligibility please contact:

[HPE@MEDICAID.ALABAMA.GOV](mailto:HPE@MEDICAID.ALABAMA.GOV)

[www.medicaid.alabama.gov](http://www.medicaid.alabama.gov)