



## NEW MEXICO HUMAN SERVICES DEPARTMENT

P.O. Box 2348  
Santa Fe, NM 87504-2348

### INTERDEPARTMENTAL MEMORANDUM

**MAD-GI: 04-08**

**DATE: November 24, 2004**

### MAILED ELECTRONICALLY

**TO:** ISD AND MAD STAFF

**FROM:** CAROLYN INGRAM, DIRECTOR, MEDICAL ASSISTANCE DIVISION  
KATHRYN FALLS, DIRECTOR, INCOME SUPPORT DIVISION

**THROUGH:** ROBERT D. BEARDSLEY, CHIEF, CLIENT SERVICES BUREAU  
REBECCA H. SCHWARZ, ADM/OPS MGR., CSB

**BY:** DINA BACA, MANAGEMENT ANALYST

**SUBJECT: PE/MOSAA APPLICATION PROCESS**

The following is important information for caseworkers when they register and recertify applications submitted by PE/MOSAA Determiners. These are procedures that have been changed in order to ensure that applications are registered appropriately and that applicants are receiving the retroactive eligibility for which they may be entitled. Under Medicaid regulations, applications must be processed within 45 days. The 45 day time period begins on the day the signed application is received.

Effective December 1, 2004 the 45 day time period will begin on the day that the signed application is received by the PE/MOSAA Determiner. Determiners who process applications, should date stamp or indicate in the AGENCY USE ONLY box the date they received the application. In order for the Income Support Division (ISD) office to have 45 days to process the application, it will be necessary for the Determiner to fax a completed copy of the application to their local ISD office on the date that the application is received by the Determiner.

Determiners will continue to mail the completed application along with all supporting documentation as outlined in the PE/MOSAA training packet to the ISD office within ten working days. ISD offices will register the application using the date indicated on the faxed application.

Please address questions regarding this GI to Dina Baca at (505) 476-6821 or e-mail her at [dina.baca@state.nm.us](mailto:dina.baca@state.nm.us).