Module 4:
MADAP Eligibility: The Enrollment Application

MADAP Eligibility

Maryland Department of Health
Prevention and Health Promotion Administration

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About *Alive!* Maryland

The **Maryland Department of Health** has engaged with **HealthHIV** to launch *Alive! Maryland*, the first-ever comprehensive capacity building initiative for the infectious disease and primary care workforces in the State of Maryland.

For more information on this initiative and a listing of trainings, resources, and events, please visit

www.alivemaryland.org

Services

POINT TO POINT
Technical Assistance Services

ACCESS POINT
On-Demand Training Resources

- Individualized trainings and technical assistance
- CME-eligible virtual trainings and self-paced curricula
- Downloadable resources and toolkits for community partners
- Interactive MDH training calendar

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CBA and Training Core Content Areas

- Effective HIV, Viral Hepatitis, STI Prevention, Care, and Treatment Programs for specific populations
- Health Equity
- Financial and Grants/Management/Compliance
- Care and Treatment
- Organizational and Infrastructure Development
- Prevention and Surveillance
- Ending the HIV Epidemic (EHE)

Objectives

To describe how to complete the MADAP/MADAP+ application

- making sure it is accurate and legible,
- accompanied with documentation that is current for proof of residency and income,
- with a completed medical form for new applicants,
- sent to MADAP by an acceptable route

To trouble-shoot problems with the MADAP application process to avoid delays or interruptions in coverage.

Enrollment Application - *One and Done*

- The new MADAP Enrollment Application must be completed and submitted with the necessary documentation to determine eligibility for MADAP/MADAP Plus.
- A client needs to complete an Enrollment Application one time only.
- An individual can submit a MADAP application on their own – a case manager is not required.
- If the applicant was a MADAP client in the past but does not have an Enrollment Application on file, the person is required to complete the Enrollment Application.

Complete Application and Documents

- ❑ Follow instructions for Enrollment Application
- ❑ Be sure the application is
- ❑ complete—that every question has been answered and all required documentation included (if not applicable, respond with “N/A”)
- ❑ legible
- ❑ signed by the client (and client’s spouse, if applicable) and that the signature date is within the past 60 days

Check the EVS

To ensure efficient processing, case managers are advised to do the following:

- Check the Eligibility Verification System for Maryland Medical Assistance (EVS) before submitting a client's application
- The EVS is available for registered providers to check on recipients' eligibility for any type of Maryland Medicaid benefits.
- A registered provider may use the EVS either by dialing 1-866-710-1447 or by visiting the website: www.emdhealthchoice.org

Submit to MADAP

To submit a MADAP Enrollment Application:

- MADAP will accept applications and documentation by mail, fax, confidential email, or in person at the MADAP office.

Fax Lines: 410-333-2608, 410-244-8617
Email address: client.services@maryland.gov or *Filezilla.**

- Applications cannot be given to staff at any location off the premises of the MADAP office.

Search: MADAP Enrollment Application to download forms

*Scan-in email box

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MADAP Eligibility

To be eligible for MADAP one must be:

- HIV positive
- Maryland Resident
- At or below 500% Federal Poverty Line
- Not eligible for MA

HIV Status Documentation

- Submit the current A-1 Medical Criteria form with the Enrollment application, ***one time only***
- Make sure the client's name is on the form
- All sections of the form need to be filled out
- The test date for the HIV Viral load must be within the past 12 months of submitting the application
- The test date for the CD4 T-cell count has no time limit
- Must be signed, dated and completed with the credentials of a licensed clinician (M.D., D.O., PA or NP)

Maryland Residency

To determine Maryland residency:

- An applicant must provide proof of current Maryland residency or having established residency in Maryland, submitted with the Enrollment Application
- An applicant does not need to be a U.S. citizen or lawfully present to be MADAP eligible
- If an applicant is homeless, verification must be provided (No Income and Homeless Verification form, A-2)

Proof of Address

We will accept:

- Current lease or mortgage statement
- Bill with address (utility bill, phone bill) dated within 60 days of the application's receipt
- Post-marked envelope, with address on envelope, dated within 60 days of the application's receipt
- Paystubs and award letters with current address
- Letters from MADAP or case managers

We will NOT accept:

- Bills or envelopes more than 60 days old
- Driver licenses or Maryland ID cards issued over 1 year of the application's receipt

Household Size

To determine household size for MADAP eligibility, the household members include:

- the applicant, and
- other persons living in the residence with whom the applicant has a legal or financial relationship and/or that are listed as dependents on the applicant's recent tax return

Household Size

Other included household members must have one of the following relationships with the applicant:

- The applicant's legal spouse
- The natural, adopted, stepchild(ren), or child(ren) under court-ordered guardianship younger than 19 years old

Household Size

When a child younger that 19 years old is the applicant, the other household members include:

- The natural, adoptive parent(s), stepparent or court-ordered guardian

- The natural, adopted, stepchild(ren) or child(ren) under court-ordered guardianship younger than 19 years old of the custodial parent (and spouse, if married)

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Income Eligibility

- Income eligibility for the MADAP program is based on the projection of gross household income that is reasonably expected to be available to the client for the 12-month period beginning with the month in which the completed MADAP application is filed.

- Gross income (before any pay deductions) includes both earned and unearned income. No deductions are made from the gross household income prior to calculating MADAP eligibility.

Income and Assets

Updated 2021-22 Income Guidelines:
Medicaid, QHP Cost Sharing and APTC, MADAP, SSA LIS (Extra Help) and SPDAP

Maryland Medicaid -- Effective 02/01/2021						<138% FPL (2021)[2]
Household Size	Weekly (52)	Bi-weekly (26)	Semi-monthly (24)	Max Monthly (12)	Annual	Maximum Assets
1	$ 342	$ 684	$ 741	$ 1,482	$ 17,784	n/a
2	$ 462	$ 925	$ 1,002	$ 2,004	$ 24,048	n/a
3	$ 583	$ 1,165	$ 1,263	$ 2,525	$ 30,300	n/a
4	$ 703	$ 1,407	$ 1,524	$ 3,048	$ 36,576	n/a
5	$ 824	$ 1,648	$ 1,785	$ 3,570	$ 42,840	n/a
6	$ 944	$ 1,889	$ 2,046	$ 4,092	$ 49,104	n/a
7	$ 1,065	$ 2,130	$ 2,308	$ 4,615	$ 55,380	n/a
8	$ 1,185	$ 2,370	$ 2,568	$ 5,136	$ 61,632	n/a

Maryland Qualified Health Plan (QHP) CY2022 Cost Sharing and APTC -- Effective 01/01/2022						138% to 250% FPL (2021)[1]
Household Size	Weekly (52)	Bi-weekly (26)	Semi-monthly (24)	Monthly (12)	Max Annual	Maximum Assets*
1	$ 619	$ 1,238	$ 1,342	$ 2,683	$ 32,200	n/a
2	$ 838	$ 1,675	$ 1,815	$ 3,629	$ 43,550	n/a
3	$ 1,056	$ 2,112	$ 2,288	$ 4,575	$ 54,900	n/a
4	$ 1,274	$ 2,548	$ 2,760	$ 5,521	$ 66,250	n/a
5	$ 1,492	$ 2,985	$ 3,233	$ 6,467	$ 77,600	n/a
6	$ 1,711	$ 3,421	$ 3,706	$ 7,413	$ 88,950	n/a
7	$ 1,929	$ 3,858	$ 4,179	$ 8,358	$ 100,300	n/a
8	$ 2,147	$ 4,294	$ 4,652	$ 9,304	$ 111,650	n/a

Maryland Qualified Health Plan (QHP) CY2022 APTC Only -- Effective 01/01/2022						251% to 400% FPL (2021)[1]
Household Size	Weekly (52)	Bi-weekly (26)	Semi-monthly (24)	Monthly (12)	Max Annual	Maximum Assets
1	$ 991	$ 1,982	$ 2,147	$ 4,293	$ 51,520	n/a
2	$ 1,340	$ 2,680	$ 2,903	$ 5,807	$ 69,680	n/a
3	$ 1,689	$ 3,378	$ 3,660	$ 7,320	$ 87,840	n/a
4	$ 2,038	$ 4,077	$ 4,417	$ 8,833	$ 106,000	n/a
5	$ 2,388	$ 4,775	$ 5,173	$ 10,347	$ 124,160	n/a
6	$ 2,737	$ 5,474	$ 5,930	$ 11,860	$ 142,320	n/a
7	$ 3,086	$ 6,172	$ 6,687	$ 13,373	$ 160,480	n/a
8	$ 3,435	$ 6,871	$ 7,443	$ 14,887	$ 178,640	n/a

Maryland AIDS Drug Assistance Program (MADAP) & MADAP-Plus -- Effective 02/01/2021						500% FPL (2021)
Household Size	Weekly (52)	Bi-weekly (26)	Semi-monthly (24)	Monthly (12)	Max Annual	Maximum Assets
1	$ 1,238	$ 2,477	$ 2,683	$ 5,367	$ 64,400	n/a
2	$ 1,675	$ 3,350	$ 3,629	$ 7,258	$ 87,100	n/a
3	$ 2,112	$ 4,223	$ 4,575	$ 9,150	$ 109,800	n/a
4	$ 2,548	$ 5,096	$ 5,521	$ 11,042	$ 132,500	n/a
5	$ 2,985	$ 5,969	$ 6,467	$ 12,933	$ 155,200	n/a
6	$ 3,421	$ 6,842	$ 7,413	$ 14,825	$ 177,900	n/a
7	$ 3,858	$ 7,715	$ 8,358	$ 16,717	$ 200,600	n/a
8	$ 4,294	$ 8,588	$ 9,304	$ 18,608	$ 223,300	n/a
9	$ 4,731	$ 9,462	$ 10,250	$ 20,500	$ 246,000	n/a
10	$ 5,167	$ 10,335	$ 11,196	$ 22,392	$ 268,700	n/a

MADAP: Gross income is used before any adjustments for taxes or other deductions.

For households with more than 10 persons, add $22,700 of annual income ($4,540 x 500%) for each additional person using the 2021 FPL per person factor.

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Income and Assets

For households with more than 10 persons, add $22,700 of annual income ($4,540 x 500%) for each additional person using the 2021 FPL per person factor.

SSA Full Subsidy (LIS) 0-135% -- Effective 01/01/2021						Medicare Btwn 0% & 135% FPL[1]
Household Size	Weekly (52)	Bi-weekly (26)	Semi-monthly (24)	Monthly (12)	Max Annual	Maximum Assets*
1	$ 334	$ 669	$ 725	$ 1,449	$ 17,388	$9,470
2	$ 452	$ 905	$ 980	$ 1,960	$ 23,517	$9,470 (Single), $14,960 (Married)
3	$ 570	$ 1,140	$ 1,235	$ 2,471	$ 29,646	$9,470 (Single), $14,960 (Married)
4	$ 688	$ 1,376	$ 1,491	$ 2,981	$ 35,775	$9,470 (Single), $14,960 (Married)
5	$ 806	$ 1,612	$ 1,746	$ 3,492	$ 41,904	$9,470 (Single), $14,960 (Married)
6	$ 924	$ 1,847	$ 2,001	$ 4,003	$ 48,033	$9,470 (Single), $14,960 (Married)
7	$ 1,042	$ 2,083	$ 2,257	$ 4,514	$ 54,162	$9,470 (Single), $14,960 (Married)
8	$ 1,159	$ 2,319	$ 2,512	$ 5,024	$ 60,291	$9,470 (Single), $14,960 (Married)
SSA Partial Subsidy (LIS) 135-150% -- Effective 01/01/2021						**Medicare Btwn 135% & 150% FPL[2]**
Household Size	Weekly (52)	Bi-weekly (26)	Semi-monthly (24)	Monthly (12)	Max Annual	Maximum Assets*
1	$ 372	$ 743	$ 805	$ 1,610	$ 19,320	$14,790
2	$ 503	$ 1,005	$ 1,089	$ 2,178	$ 26,130	$14,790 (Single), $29,520 (Married)
3	$ 633	$ 1,267	$ 1,373	$ 2,745	$ 32,940	$14,790 (Single), $29,520 (Married)
4	$ 764	$ 1,529	$ 1,656	$ 3,313	$ 39,750	$14,790 (Single), $29,520 (Married)
5	$ 895	$ 1,791	$ 1,940	$ 3,880	$ 46,560	$14,790 (Single), $29,520 (Married)
6	$ 1,026	$ 2,053	$ 2,224	$ 4,448	$ 53,370	$14,790 (Single), $29,520 (Married)
7	$ 1,157	$ 2,315	$ 2,508	$ 5,015	$ 60,180	$14,790 (Single), $29,520 (Married)
8	$ 1,288	$ 2,577	$ 2,791	$ 5,583	$ 66,990	$14,790 (Single), $29,520 (Married)
Maryland Senior Prescription Drug Assistance Program (SPDAP) -- For Enrollment Effective 02/01/2021						**Medicare <300% FPL (w/o Full LIS)[2]**
Household Size	Weekly (52)	Bi-weekly (26)	Semi-monthly (24)	Monthly (12)	Max Annual	Maximum Assets
1	$ 743	$ 1,486	$ 1,610	$ 3,220	$ 38,640	n/a
2	$ 1,005	$ 2,010	$ 2,178	$ 4,355	$ 52,260	n/a
3	$ 1,267	$ 2,534	$ 2,745	$ 5,490	$ 65,880	n/a
4	$ 1,529	$ 3,058	$ 3,313	$ 6,625	$ 79,500	n/a
5	$ 1,791	$ 3,582	$ 3,880	$ 7,760	$ 93,120	n/a
6	$ 2,053	$ 4,105	$ 4,448	$ 8,895	$ 106,740	n/a
7	$ 2,315	$ 4,629	$ 5,015	$ 10,030	$ 120,360	n/a
8	$ 2,577	$ 5,153	$ 5,583	$ 11,165	$ 133,980	n/a

[1]For households with more than 8 persons, add applicable sum of annual income ($4,540 x max ###% FPL) for each additional person using the 2021 FPL per person factor.

[2]For households with more than 8 persons, add applicable sum of annual income ($4,540 x max ###% FPL) for each additional person using the 2021 FPL per person factor.

*The Medicare Low-Income Subsidy (LIS) resource limits include $1,500 per person for burial expenses. Assets include cash or other liquid assets.

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Income Eligibility

Earned income is defined as:

- Gross Wages (before any payroll deductions)
- Commissions and fees
- Salaries and tips (before any payroll deductions)
- Profit from self-employment
- Profit from rent received

Income Eligibility

Earned income, continued:

- Overtime: Income derived from working recurring overtime is considered in projecting earned income.

- Bonuses: Bonuses received on a regular basis (e.g. monthly, quarterly, annually) are counted in the income calculation. One-time only bonuses will not be included in the projected income calculation.

Income Eligibility

Unearned income is defined as:

- Payments from unemployment insurance
- Veteran's benefits
- Private/Group insurance or Disability Plan
- Black Lung Program
- Social Security Disability or Retirement
- Railroad retirement
- Pensions and Retirement Plans
- Annuities and other regular benefits

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Proof of Income

INCOME DOCUMENTATION
Income documentation must represent 30 days worth of income from within the last 60 days
We count income for the entire legal household, including client's spouse (even if client is separated but the spouse lives in the same house), relatives living in home (under 19 years old), or client's parent(s) or a dependent child, if reported on tax returns
We project the client's income for the next 12 months

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Proof of Income

Acceptable Documentation:

- Pay stubs
- Current year's award letters
- Unemployment balance documentation
- [www.na.cityprepaid.com/gov/defaultlogin.do]
- In certain instances: tax or business records, rent receipts, bank statements

MADAP Income Forms:

- No Income and Homeless Verification form, A-2
- Cash Only Verification form, A-3

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Out of the Ordinary Eligibility Concerns

Circumstances that require special handling:

- Applicants with self-employment, seasonally-employment and Cash Only income
- Applicants with income and household changes due to COVID-19
- Documenting residency for homeless applicants
- Applicants with undocumented status and immigration concerns

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Closing for Module 4

To describe how to complete the MADAP/MADAP+ application

- making sure it is accurate and legible,
- accompanied with documentation that is current for proof of residency and income,
- with a completed medical form for new applicants,
- sent to MADAP by an acceptable route

To trouble-shoot problems with the MADAP application process to avoid delays or interruptions in coverage.

Next: Module 5 – Application Approval and Eligibility Renewal

Resources/References

- Maryland AIDS Drug Assistance Program (MADAP)
  Infectious Disease Prevention and Health Services Bureau
  Prevention and Health Promotion Administration
  Maryland Department of Health
  https://health.maryland.gov/phpa/OIDPCS/Pages/MADAP.aspx
- MADAP Standard Operating Procedures and Reference Guide
  % MADAP
- Code of Maryland Regulation (COMAR)
  Title 10: Maryland Department of Health; Subtitle 18
  www.dsd.state.md.us
- Maryland Medicaid Programs
  https://mmcp.health.maryland.gov
  https://encrypt.emdhealthchoice.org/emedicaid

Resources/References

- Annual Update of the HHS Poverty Guidelines
  https://www.federalregister.gov/documents/2022/01/21/2022-01166/annual-update-of-the-hhs-poverty-guidelines

- Resource and Cost-Sharing Limits for Low-Income Subsidy (LIS)
  https://www.cms.gov/Medicare/Prescription-Drug-Coverage/LimitedIncomeandResources

- Program Parts & Initiatives/ADAP
  Ryan White HIV/AIDS Program (RWHAP)
  HIV/AIDS Bureau, Health Resources and Services Administration (HRSA)
  https://ryanwhite.hrsa.gov/about/parts-and-initiatives
  https://ryanwhite.hrsa.gov/about/parts-and-initiatives/part-b-adap