

# Income eligibility- What is it and why is it necessary

- DHS DASA Mission
- Service populations
- Accessibility
- Public Policy
- Audit Compliance

## When is income eligibility required

- **At any point that the vendor elects to potentially bill the services to a DHS DASA fund source**
- **At the point that it is determined that the client does not have private insurance or Medicaid**

# What are the current income eligibility requirements ?

- Current income requirement can be found in the SFY 2015 DHS DASA contract and policy manual. This manual is states applicable added contractual criteria for all DHS DASA funded services, including client income eligibility.
- Client income eligibility criteria can be found on pages 2-4.
- The manual may be found and downloaded from the following location:  
<http://www.dhs.state.il.us/page.aspx?item=29747>

# Patient Eligibility/Documentation

- All patients who access DASA funds must meet financial eligibility criteria.
- This eligibility review must be documented, along with proof of income, in the patient chart.
- Any overrides to patient eligibility must also be documented in the patient chart with supporting documentation
- Any patient receiving a DASA service paid for by contract funds will be assessed a co-pay based on a sliding fee schedule.

# Examples of Income Override

- Minors
- Emancipated Minors
- Extreme Medical costs
- DCFS Wards
- DOC Wards

# Patient Eligibility Medicaid

Medicaid patients receiving a Medicaid service cannot be assessed a co-pay.

Medicaid patients receiving a contract service can be assessed a co-pay for that service (i.e, Recovery Home, Halfway House, etc)

A patient who is Medicaid eligible is not automatically eligible for DASA contract funds. This must still be assessed using required documentation.

# Recommendations for documentation

*Documentation sources may be such things as :*

- Most recent income tax filing
- Most recent employment check pay stub
- Most recent benefits check or statement
- Notarized letter from a significant other

## Required policies regarding waiver processes, sliding fee scales, etc

- DHS DASA requires polices for having an annually board of directors approved sliding fee schedule for assessing co-payments as well as service fees. This policy must be annually reviewed and must have documentation to support that the policy is being utilized/employed as part of the agency's ongoing fee assignment procedures.
- Specifics for these DHS DASA requirements can be found in the SFY 2015 DHS DASA contract and policy manual, pages 2-4

# Subcontracting and client eligibility requirements

- It should be noted that all contractual, administrative rule, federal, and state regulatory and financial requirement also apply to all services subcontracted and paid for using DHS DASA funds.
- This means that subcontractors must apply client eligibility reviews in the same manner as the primary vendor.

# Audit reviews requiring documentation of client eligibility

Audit reviews from DHS and internal Agency/Vendor reviews may include a review of the providers current client eligibility related policies , procedures, and documentation.

Please note , DHS DASA compliance reviews, and post payment audit reviews will review the providers current client eligibility related policies , procedures, and a random documentation sample as part of their review processes.

The provider should have a quality assurance plan and process in place to provide ongoing reviews of the appropriateness and effectiveness of the client eligibility processes and documentation required.

# Reference location regarding client eligibility requirements

- **DHS DASA contractual Policy Manual**  
(The manual may be found and downloaded from the following location: [Http://www.dhs.state.il.us/page.aspx?item=29747](http://www.dhs.state.il.us/page.aspx?item=29747))
- **DHS DASA Help Desk :**  
[Http://www.DHS.DASAHHELP@ILLINOIS.GOV](mailto:Http://www.DHS.DASAHHELP@ILLINOIS.GOV)

# Questions and Discussion