

**Wyoming Department of Health**  
**Division of Healthcare Financing, Community-Based Services Unit**  
 Community Choices Waiver Program  
 Case Manager Meeting Summary

<b>Date and Time</b>	<b>Conference Line</b>	<b>Guest Passcode</b>
October 22, 2019, 2:30 – 4:30 PM	1-877-278-2734	154416

Agenda Item	Summary of Discussion	Requests and Follow-Up
Welcome / Introductions	Everyone introduced themselves.	
SNAP presentation – Andi Barker	<ul style="list-style-type: none"> <li>• Individuals may apply for SNAP benefits by visiting their local DFS office or by going online to <a href="http://dfs.wyo.gov">dfs.wyo.gov</a> and downloading the Application for Assistance. The local DFS office can also assist with completing the application.</li> <li>• Applications can be submitted to the participant’s local DFS office: in person, mailed, emailed, or faxed.</li> <li>• SNAP resource limits are \$3,500 for a household with a participant that is age 60 or older, or with a member who is disabled. All other households have a resource limit of \$2,250.</li> <li>• Income for a household is determined by taking the total income less any resulting in their net income. That income is considered the disposable income.</li> <li>• Household size is also a factor in determining benefit amounts.</li> <li>• Once an application has been submitted the participant will be contacted by their local DFS office to conduct the interview process, this can be done by phone or in person.</li> <li>• Correspondence will be sent if more information is needed and also to notify the benefit amount.</li> <li>• DFS does have 30 days to process an application, however the process does not normally take that long and can be expedited if all information is received up front (verification of income and resources).</li> <li>• If an application does need to be pended for more information the participant is allowed 10 days to provide the necessary documentation.</li> <li>• Meals provided as a waiver benefit can affect the benefit amount, if they are institutionalized and that institution provides 50% or more of their meals. In most ALF situations the participant will not qualify for SNAP.</li> <li>• The max benefit is not normally issued unless the participant has expenses that far exceed their income.</li> </ul>	<ul style="list-style-type: none"> <li>• SNAP follow up will be offered Spring of 2020</li> </ul>

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WYOMING MEDICAID  
 DIVISION OF HEALTHCARE FINANCING

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SNAP presentation – Andi Barker cont.	<ul style="list-style-type: none"> <li>• Child support can be allowed as a deduction, as long as it has been court ordered. The deduction is allowed solely on what the participant pays not what they are ordered to pay.</li> <li>• A participant that moves into an ALF will not lose their benefits until their case is renewed.</li> <li>• Participants are only required to report when their income goes over the allowed 165% FPL. Gambling winnings over \$3,500 must be reported as income. Participants must also report if they are able bodied, have no dependents in the home and their working hours drop below 20 hours.</li> <li>• Please see the attached reference tool from Andi with more description on benefits.</li> </ul>	
Case Manger Reminders Facilitating Transitions	<ul style="list-style-type: none"> <li>• When a participant is losing their benefits, for whatever reason, please start the process to transition their benefits. Look at as many outside resources as possible to help the participant to live as independently as possible and remain in the community.</li> </ul>	
Case Manger Reminders Skilled Nursing Assessment	<ul style="list-style-type: none"> <li>• No skilled nursing assessment can be authorized when a participant only needs personal care. If a provider is requesting this please report that to the state.</li> <li>• We are running reports to identify plans where the skilled nursing assessment has been added but the skilled nursing units were not.</li> <li>• Case managers are to follow up with providers where the skilled nursing assessment was added and no information was received back on the approval.</li> <li>• When switching skilled nursing providers a new assessment is not needed, and the units should remain the same.</li> <li>• We are working with Comagine on the letters. We hope to have them switched to show the approval of time and frequency and not units.</li> <li>• If the PDS was done for the assessment and the assessment was not completed until the following month we can move the assessment unit with a new PDS.</li> <li>• We do not have a timeline set in stone for receiving the approval back from the provider. It is the case mangers responsibility to follow up frequently if they have not received the approval.</li> <li>• If you have a participant that has received a denial from Comagine. Please provide a copy and follow up with the state.</li> </ul>	
Case Manager Reminders Capability Assessment For Participant Directed Services	<ul style="list-style-type: none"> <li>• The LT101 is not the determination as to complete the capability assessment or not. The capability assessment is based on the case manager’s observations. The LT can be used to help assist in filling out the capability statement but is not the determination.</li> <li>• This is required, as stated in the policy and procedures manual, on new plans and each renewal.</li> </ul>	

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Case Manager Reminders Nursing Home Discharge Process	<ul style="list-style-type: none"> <li>• When a participant enters a nursing facility start the closure process once they have been in the facility for 30 days.</li> <li>• When a participant discharges from the facility, after the case has been closed, a new application is needed to confirm that they do in fact still want wavier services. Be sure to include the discharge date on the application.</li> <li>• Once the new application has been received we will reopen their plan, as long as the discharge falls within the service plan dates. If the discharge is outside of the service plan we will process it as a new application.</li> <li>• Once the plan has been reopened the units will need to be added back in and adjusted for the time they spent in the facility. You will received a task to do this once the case has been reactivated.</li> <li>• The new application should be emailed to Nicole and James.</li> </ul>	
Case Manager Reminders LT101 Reconsideration	<ul style="list-style-type: none"> <li>• LT101 reconsiderations must be mailed in or hand delivered. We cannot accept any other form.</li> <li>• The reconsideration letter must be signed and dated by the participant or the power of attorney.</li> <li>• The participant can have help writing the letter but it must be signed by the participant.</li> <li>• The letter must be post marked 30 days from the date of the denial letter.</li> <li>• Once the closure is started in EMWS, even if a reconsideration is being filed, the transition off waiver services must begin. This includes termination PDSs.</li> <li>• The case manager should be communicating with the participant about the closure as soon as they get the task in EMWS. There is no need to wait for the letter in the mail as there is not anything that needs sent in from that letter.</li> </ul>	
EMWS Update Medicaid Renewal Task	<ul style="list-style-type: none"> <li>• The acknowledge Medicaid renewal task is just an acknowledgment task. This task is there for the case manager to communicate with the participant that they should be expecting a renewal soon.</li> <li>• This task generates to the case manger 45 days prior to the renewal being due.</li> <li>• The Medicaid renewal will be mailed out 30 days in advance of the first of the month that it is due. This is a new change to go into effect November 1<sup>st</sup>. Renewals due December 1<sup>st</sup> will be mailed out November 1<sup>st</sup>, or the first working day of the month prior to the month the renewal is due.</li> </ul>	
EMWS Update System log-in	<ul style="list-style-type: none"> <li>• EMWS will be updated so that we no longer log in through the Gateway.</li> <li>• We will communicate with you as soon as we know of the change implementation, likely early to mid-December.</li> </ul>	

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APS Follow-up	<ul style="list-style-type: none"> <li>• Please see the meeting notes from August for the schedules of the APS meeting in your county.</li> <li>• The APS meeting is a great place for case managers to get information on their participants and also gain knowledge about other help they can get for their participants.</li> </ul>	
Public Engagement Follow-up EVV	<ul style="list-style-type: none"> <li>• Communication about the EVV process and timeline is up on the Wyoming EVV and ACES\$ webpages. This information will also be available via email and blog (self-directed EVV) so please be sure to sign up for those ACES\$ webpage.</li> <li>• The self-direction side of EVV will be implemented mid-2020.</li> <li>• Agency EVV should be in implementation July 2020 and in place by the end of the year 2020.</li> </ul>	
Public Engagement Follow-up Stakeholder groups	<ul style="list-style-type: none"> <li>• The stakeholder groups have been going well. Great feedback has been received and we hope to continue to receive more.</li> <li>• The Casper stakeholder group has been rescheduled for November 5<sup>th</sup> at 11:00a.m. in the same location.</li> <li>• The changes to the waiver will be posted for public comment December 1<sup>st</sup>. These changes will go into effect as of July 1<sup>st</sup> 2020.</li> </ul>	
CCW Group Email	<ul style="list-style-type: none"> <li>• We are going to add a group email for everyone to have one email to send to. We are hoping this will help to eliminate everyone having to know who receives what and allow one place for correspondence to go.</li> <li>• The new email will allow for faster turnaround time as it will be monitored by more than one person.</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• The policy manual will not be updated. We plan to redo the entire manual once we have all the changes made to the program and training put in place. We will also be making changes so that our different audiences get the guidance they need.</li> </ul>	
Next Call	<ul style="list-style-type: none"> <li>• Our next call has moved to December 17<sup>th</sup> due to Christmas Eve. It will remain our normal time from 2:30 p.m. to 4:00 p.m.</li> </ul>	

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## Supplemental Nutrition Assistance Program (SNAP)

The Supplemental Nutrition Assistance Program (SNAP) provides monthly benefits that help low-income households buy the food they need for good health. For most households, SNAP funds account for only a portion of their food budgets; they must also use their own funds to buy enough food to last through the month.

### Applying for SNAP Benefits:

Visit your local DFS office to get an application or visit [dfs.wyo.gov](https://dfs.wyo.gov) to download the Application for Assistance.

Submit your application to your local DFS office in person, by mail, or fax.

After receiving your application, a DFS employee will contact you to schedule a phone or face-to-face interview with a benefit specialist.

**Qualifying for SNAP:** Each application is reviewed pursuant to federal regulations and no two households are alike. There may be other regulations than what is listed below that apply which may impact your eligibility.

**Resources:** Individuals who receive Supplemental Security Income (SSI) or households who receive POWER/Tribal TANF are exempt from the resource limit. If your household includes a member who is age 60 or older or includes a member who is disabled has a resource limit of \$3,500. All other households may have up to \$2,250 in resources.

Resources are things like:

- Checking and savings accounts.
- Income producing property.
- Stocks, bonds, or mutual funds.

**Benefit Amounts:** The amount of SNAP a household receives depends on the number of people in your household and the total amount of income (income after eligible deductions).

**Deductions:** Income deductions are subtracted from both earned and unearned income. The deductions are:

- Earned Income Deduction – 20% of gross earnings
- Standard Deduction – \$164 for 1 to 3 household members; \$174 for 4 household members; \$204 for 5 household members and \$234 for 6 or more household members.
- Medical Deduction – allowable medical expenses incurred by elderly or disabled household members in excess of \$35 per household.
- Dependent Care Deduction – payments for the care of a child or other incapacitated adult which are necessary for a household member to work, look for work or attend school or training.
- Child Support Deduction – allowable for payments of legally obligated child support.
- Shelter Deduction – allowable shelter costs (rent or mortgage, property taxes, insurance on the structure and utility expenses) in excess of 50% of household income remaining after all other deductions. For households with an elderly or disabled member, there is no limit on the shelter deduction; for all other households, the shelter deduction cannot exceed \$552.

**SNAP Income Allotments and Deductions**  
**October 1, 2019 – September 30, 2020**

The maximum allowable gross and net income standards for determining eligibility of assistance units and the maximum allotments authorized appear below.

Assistance Unit Size	165% Poverty Maximum Gross Monthly Income Elderly/Disabled	<b>Maximum Gross Monthly Income 130% of Poverty</b>	Maximum Net Monthly Income 100% of Poverty	Thrifty Food Plan Maximum Allotment
1	\$1718	<b>\$1354</b>	\$1041	\$194
2	2326	<b>1832</b>	1410	355
3	2933	<b>2311</b>	1778	509
4	3541	<b>2790</b>	2146	646
5	4149	<b>3269</b>	2515	768
6	4757	<b>3748</b>	2883	921
7	5364	<b>4227</b>	3251	1018
8	5972	<b>4705</b>	3620	1164
9	6580	<b>5184</b>	3989	1310
10	7188	<b>5663</b>	4358	1456
Each Additional Member	+\$608	<b>+\$479</b>	+\$369	+\$146

## **DFS Local Offices by Community**

### **Afton (Lincoln County)**

(307) 886-9232  
631 Washington 83110

### **Buffalo (Johnson County)**

(307) 684-5513  
381 N. Main 82834

### **Casper (Natrona County)**

(307) 473-3900  
851 Werner Court No. 200 82601

### **Cheyenne (Laramie County)**

(307) 777-7921  
1510 E. Pershing Blvd, 82002-0490

### **Cody (Park County)**

(307) 587-6246  
1301 Rumsey 82414

### **Douglas (Converse County)**

(307) 358-3138  
219 N. Russell 82633

### **Evanston (Uinta County)**

(307) 789-2756  
350 City View Drive, Suite 302 82930

### **Gillette (Campbell County)**

(307) 682-7277  
551 Running W. Drive 82718

### **Greybull (Big Horn County)**

(307) 765-9453  
616 2nd Ave. N. 82426

### **Jackson (Teton County)**

(307) 733-7757  
115 W. Snow King  
P.O. Box 547 83001

### **Kemmerer (Lincoln County)**

(307) 877-6670  
1100 Pine Ave. 83101

### **Lander (Fremont County)**

(307) 332-4038  
201 N. 4th 82520

### **Laramie (Albany County)**

(307) 745-7324  
3817 Beech St., Suite 200 82070

### **Lusk (Niobrara County)**

(307) 334-2153  
905 S. Main 82225

### **Lyman (Uinta County)**

(307) 787-6080  
100 E. Sage Street  
P.O. Box 249, Lyman 82937

### **Newcastle (Weston County)**

(307) 746-4657  
22922 Hwy 85, Ste 200 82701



**Pinedale (Sublette County)**

(307) 367-4124  
217 N. Sublette 82941

**Wheatland (Platte County)**

(307) 322-3790  
1556 Progress Court 82201

**Powell (Park County)**

(307) 754-2245  
109 W. 14th 82435

**Worland (Washakie County)**

(307) 347-6181  
1700 Robertson 82401

**Rawlins (Carbon County)**

(307) 328-0612  
215 W. Buffalo Suite 359 82301

**Riverton (Fremont County)**

(307) 856-6521  
877 N. 8th West 2nd Floor 82501

**Rock Springs (Sweetwater  
County)**

(307) 362-5630  
2451 Foothill Blvd, Suite 103, 82901

**Sheridan (Sheridan County)**

(307) 672-2404  
247 Grinnell St., Suite 100. 82801

**Sundance (Crook County)**

(307) 283-2014  
102 N. 5th 82729

**Thermopolis (Hot Springs  
County)**

(307) 864-2158  
403 Big Horn 82443

**Torrington (Goshen County)**

(307) 532-2191  
1618 E. "M" St. 82240