

# ARKANSAS REGISTER

## Transmittal Sheet



Sharon Priest  
Secretary of State  
State Capitol Rm. 01  
Little Rock, Arkansas 72201-1094

For Office  
Use Only:

Effective Date \_\_\_\_\_

Code Number Dib. 20. 01--009

Name of Agency Arkansas Department of Human Services  
Department Division of County Operations  
Contact Person Sandra Miller Phone 682-8251  
Statutory Authority for Promulgating Rules AR Code Annotated 20-76-201 et Seq., AR Code Annotated 20-15-201 et Seq., and Act 724 of 2001.

MS Policy Directive MS 01-05, Dropping the Resource Test from ARKids A  
(Medicaid Categories 61, 52, & 63). Revision of forms DCO-995, ARKids First  
Mail-In Application and DCO-975, ARKids First Annual Renewal Notice.

Date

Intended Effective Date

Legal Notice Published

June 30, 2001

☐ Emergency

Final Date for Public Comment

July 30, 2001

☐ 10 Days After Filing

Filed With Legislative Council

☒ Other

Reviewed by Legislative Council

Adopted by State Agency

August 13, 2001

August 13, 2001

### CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted  
In Compliance with Act 434 of 1967 As Amended.

A handwritten signature in dark ink, appearing to read "Sharon Priest".

Signature

Director, Division of County Operations

Title

6/26/01

Date

FILED  
AR. REGISTER DIV.  
01 AUG - 1 PM 3:59  
SHARON PRIEST  
SECRETARY OF STATE  
STATE OF ARKANSAS

# MANUAL TRANSMITTAL

## Arkansas Department of Human Services Division of County Operations

☐ Policy ☐ Form ☒ Policy Directive

Issuance Number: MS 01-05

Medical Services Policy Manual

Issuance Date: July 20, 2001

From: Ruth Whitney, Director

Expiration Date: Until Superseded

Subj: No Resource Test for ARKids A

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Due to passage of Act 724 of 2001 by the State Legislature, effective August 1, 2001, the resource test will be dropped for ARKids A (Medicaid Categories 61, 52 & 63). No resource test will exist for ARKids A (61, 52, & 63) or ARKids B (01).

ARKids A applications pending on or after August 1, 2001 will be processed without regard to resources. For those cases requiring coverage prior to August 1, 2001, retroactive coverage will also be processed without consideration of resources.

As the Newborn categories are part of the ARKids program, after initial certification for Newborn Coverage, any increases in countable resources for the newborn will be disregarded during the 12 months of Newborn Coverage.

The DCO-995, ARKids First Mail-In Application, and DCO-975, ARKids First Annual Renewal Notice, have been revised to remove references to resources. Initial supplies of the new forms will be sent to county offices in August. Supplies of old forms should be destroyed when the new forms are received. County offices should provide the new DCO-995 to schools and other groups in the community who assist families in applying for ARKids. County offices can still accept applications made on the old DCO-995 after August with disregard of any resources reported. The new DCO-975 will be system-generated beginning the end of August for renewals due in October.

Policy reflecting this change will be issued in the near future.

Inquiries to: Jack Tiner, 501-682-8259  
Carmen Brown 501-682-8258  
Diana Teal, 501-682-1562

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STATE OF ARKANSAS

# ARKids First

## Mail-In Application

If you need this material in a different format, such as large print, contact your DHS county office.  
Si necessita este formularia in Espana, llame 1-800-482-8988

Do you want your children considered for:

☐ Either ARKids package\* ☐ ARKids A only ☐ ARKids B only

\*If you choose EITHER, your child(ren) will be placed in the package with the most coverage based on their eligibility.

### 1 Applicant Information

You must be a PARENT, GUARDIAN or RELATED PERSON of the child(ren) who will receive ARKids

Social Security Number*	Last Name			First Name	MI
Birth Date	Race	Sex	County	E-mail Address	
Street Address				City	State Zip Code
Mailing Address (if different)				City	State Zip Code
Home or contact telephone	Work telephone			May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Fax number

\*Social security number of the parent, guardian or related person is not required, but it is helpful to better serve you

### 2 Household

List all children under age 19 who you want considered for ARKids. Attach copies of birth certificates for all children applying for ARKids. Use additional sheets if needed.

Social Security Number	Last Name	First Name	Birth Date	Race	Sex	Relationship to You	U.S. Citizen (Yes/No) **

\*\* You do not have to be a U.S. citizen to qualify. If you are not a U.S. citizen, attach documentation of alien status.

List all parents of the children listed above who live in the home.

Social Security Number	Last Name	First Name	Birth Date	Race	Sex	Children's Names	U.S. Citizen (Yes/No)**

List other children of the parents listed above that currently live in your home that you do not want covered under ARKids. These children may be included in the household size if it is to the benefit of the applicant.

Last Name	First Name	Birth Date	Relationship to YOU	U.S. Citizen (Yes/No)

### FOR OFFICE USE ONLY

R E G  D E N	REGISTER #	APP DATE	COUNTY	CAT	ADULTS	CHILD	WORKER #	SMN	ARKID IN	KEY DATE	OP INT
	WORKER #	DENIAL DATE	REASON	SAVING	TYPE	CAT	CN	KEY DATE	OP INT		

### 3 Income

Does anyone listed on page 1 have income from the following? Attach additional sheets to explain, if needed.

Source of Income	Y	N	Source	Gross Pay (Before deductions)	How often?	Who receives?
Employment, work, job, farming, self-employment (List all jobs for all individuals listed)						
Retirement, social security, SSI, veterans benefits						
Child support, alimony, unemployment benefits, worker's compensation, student loans, grants						
Miscellaneous income (part time work, babysitting, rental property, contributions from friends/relatives, roomer or boarders, insurance, etc.)						

### 4 Child Care

Does anyone listed on page 1 of this application pay for childcare for children listed on page 1?

☐ Yes ☐ No If yes, How much? \$ \_\_\_\_\_ How often? \_\_\_\_\_

### 5 Unpaid Medical Bills

Does any child you are applying for have unpaid medical expenses for the past 3 months?

☐ Yes ☐ No If yes, Who? \_\_\_\_\_ In which month(s)? \_\_\_\_\_

### 6 Health Insurance

Does any child you are applying for have health insurance of any kind at this time?

☐ Yes ☐ No If yes, Who? \_\_\_\_\_ Insurance company \_\_\_\_\_

If yes, is the insurance through your employer? ☐ Yes ☐ No

Has any child you are applying for had health insurance, other than Medicaid, in the last 6 months?

☐ Yes ☐ No If yes, Who? \_\_\_\_\_ Insurance company \_\_\_\_\_

If yes, was the insurance through your employer? ☐ Yes ☐ No

Please explain why health insurance is no longer available. \_\_\_\_\_

### 7 Chronic Illness or Disability

Does any child you are applying for have a chronic illness or disability (special health care need)?

☐ Yes ☐ No If yes, Who? \_\_\_\_\_

### 8 Other Services Available

Do you want us to mail you information about applying for Food Stamps? ☐ Yes ☐ No

Do you want us to mail you information about receiving child support services free of charge? ☐ Yes ☐ No

### 9 Primary Care Physician Selection

Indicate your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices for the physician or clinic you want as primary care physician for each of the children for whom you are applying. ARKids allows each child covered to have only one primary care physician. Call toll-free 1-800-275-1131 for assistance in making your selection. Use additional sheets as needed.

Child's Name	First Choice	Second Choice	Third Choice

**Read carefully before you sign this application**

- I understand that I must help establish my eligibility by providing as much information as I can and in some situations I may be required to provide proof of my circumstances.
- I authorize the Department of Human Services (DHS) to obtain information from other state agencies and other sources to confirm the accuracy of my statements.
- I understand Social Security Numbers (SSNs) will be used in a computer match to detect and prevent duplicate participation. SSNs are also used in a match through the State Income and Eligibility Verification System to secure wage, unearned income and benefit information from the Social Security Administration, Employment Security Division, and Internal Revenue Service. Information received may be verified through other contacts when discrepancies are found by DHS and may affect eligibility or level of benefits.
- I understand that no person may be denied ARKids benefits on the grounds of race, color, sex, age, disability, religion, national origin, or political belief.
- I may request a hearing from DHS if a decision is not made on my case within the proper time limit or if I disagree with the decision.
- I agree to notify the DHS county office within 10 days if I or any of my dependents cease to live in my home, if I move, or if any other changes occur in my circumstances.
- I authorize DHS to examine all records of mine or records of those who receive or have received ARKids benefits through me to investigate whether or not any person has committed ARKids fraud, or for use in any legal, administrative or judicial proceeding.

**Assignment of Medical Support.** I authorize any holder of medical or other information about me to release information needed for an ARKids claim to DHS. I further authorize release of any information to other parties who may be liable for my medical expenses. As an eligibility condition, I automatically assign my right to any settlement, judgment, or award which may be obtained against any third party to DHS to the full extent of any amount which is paid by DHS for my behalf. I authorize and request that funds, settlement or other payments made by or on behalf of third parties, including tortfeasors or insurers arising out of an ARKids claim, be paid directly to DHS. My application for ARKids benefits shall in itself constitute an assignment by operation of law and shall be considered a statutory lien of any settlement, judgment, or award received by me from a third party. A third party is any person, entity, institution, organization or other source who may be liable for injury, disease, disability or death sustained by me or others named herein, including estates of said individuals. I also assign all rights in any settlement made by me or on my behalf arising out of any claim to the extent medical expenses paid by DHS, whether or not a portion of such settlement is designated for medical expenses. Any such funds received by me shall be paid to DHS. A copy of this authorization may be used in place of the original.

**I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE IS TRUE AND CORRECT.** If I receive benefits to which I am not entitled because I withheld information or provided inaccurate information, such assistance will be subject to recovery by the Department of Human Services, and I may be subject to prosecution for fraud and fined and/or imprisoned.

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Signature of Parent, Guardian or Relative

Date

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Telephone number of person helping to complete form

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Signature of person helping to complete form

Date

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Signature of Family Support Specialist

Date

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Address of person helping to complete form

A decision on your application should be made within 45 days.

**Questions?** If you have questions about eligibility for ARKids, call your local DHS county office. If you have questions about medical services covered by either ARKids A or ARKids B, call toll-free 1-888-474-8275. TDD# (501) 682-0102.

**Return This Application,** including attached pages, and copies of birth certificates for each of the children you want considered for ARKids to your local DHS office. Please use the back page for mailing.

## DHS County Office Mailing Addresses

County	Address	City	Zip	County	Address	City	Zip	County	Address	City	Zip
Arkansas	100 Court Square	DeWitt	72042	Grant	PO Box 158	Sheridan	72150	Ouachita	PO Box 718	Camden	71711
Arkansas	PO Box 270	Stuttgart	72160	Greene	PO Box 839	Paragould	72451	Perry	403 Houston Ave.	Perryville	72126
Ashley	PO Box 190	Hamburg	71646	Hempstead	116 N. Laurel	Hope	71802	Phillips	PO Box 277	Helena	72342
Baxter	PO Box 408	Mt. Home	72654	Hot Spring	PO Box 813	Malvern	72104	Pike	PO Box 200	Murfreesboro	71958
Benton	900 SE 13 <sup>th</sup> Court	Bentonville	72712	Howard	PO Box 1740	Nashville	71852	Poinsett	PO Box 526	Harrisburg	72432
Boone	PO Box 1096	Harrison	72602	Independence	100 Weaver Ave	Batesville	72501	Polk	606 Pine St.	Mena	71953
Bradley	PO Box 509	Warren	71671	Izard	PO Box 65	Melbourne	72556	Pope	701 N. Denver	Russellville	72801
Calhoun	PO Box 1068	Hampton	71744	Jackson	PO Box 658	Newport	72112	Prarie	PO Box 356	DeValls Bluff	72041
Carroll	PO Box 425	Berryville	72616	Jefferson	PO Box 5670	Pine Bluff	71611	Pulaski East	PO Box 8083	Little Rock	72203
Chicot	PO Box 71	Lake Village	71653	Johnson	PO Box 1636	Clarksville	72830	Pulaski Jax.	PO Box 626	Jacksonville	72078
Clark	PO Box 968	Arkadelphia	71923	Lafayette	PO Box 970	Lewisville	71845	Pulaski North	PO Box 5791	No. Little Rock	72119
Clay-1	PO Box 366	Piggott	72454	Lawrence	PO Box 69	Walnut Ridge	72476	Pulaski South	PO Box 2620	Little Rock	72203
Clay-2	1007 Ada St.	Corning	72422	Lee	PO Box 309	Marianna	72360	Pulaski SW	PO Box 8916	Little Rock	72219
Cleburne	PO Box 1140	Heber Springs	72543	Lincoln	101 W. Wiley St.	Star City	71667	Randolph	1408 Pace Rd.	Pocahontas	72455
Cleveland	PO Box 465	Rison	71665	Little River	90 Waddell St.	Ashdown	71822	Saline	PO Box 608	Benton	72018
Columbia	PO Box 1109	Magnolia	71754	Logan-1	#17 W. McKeen	Paris	72855	Scott	PO Box 840	Waldron	72958
Conway	PO Box 228	Morrilton	72110	Logan-2	398 E. 2 <sup>nd</sup> St.	Booneville	72927	Searcy	350 School	Marshall	72650
Craighead	2920 McClellan Drive	Jonesboro	72401	Lonoke	PO Box 260	Lonoke	72086	Sebastian	616 Garrison #231	Ft. Smith	72901
Crawford	704 Cloverleaf Circle	Van Buren	72956	Madison	PO Box 128	Huntsville	72740	Sevier	W. Collin Raye TNPD	DeQueen	71832
Crittenden	250 Shoppingway	W. Memphis	72301	Marion	PO Box 447	Yellville	72687	Sharp	PO Box 159	Ash Flat	72513
Cross	PO Box 572	Wynne	72396	Miller	3809 Airport Plz.	Texarkana	71854	St Francis	PO Box 899	Forrest City	72336
Dallas	1202 W. 3 <sup>rd</sup> St.	Fordyce	71742	Mississippi - 1	1104 Byrum Rd.	Blytheville	72315	Stone	HC 71 Box 180	Mountain View	72560
Desha	PO Box 1009	McGehee	71654	Mississippi - 2	437 S Country Club	Osceola	72370	Union	123 W. 18 <sup>th</sup> St.	El Dorado	71730
Drew	PO Box 1350	Monticello	71657	Monroe-1	PO Box 354	Clarendon	72029	Van Buren	Rt. 6 Box 260-1	Clinton	72031
Faulkner	PO Box 310	Conway	72033	Monroe-2	301 ½ N New Orlean	Brinkley	72021	Washington	4044 Frontage	Fayetteville	72703
Franklin	800 W. Commercial	Ozark	72949	Montgomery	PO Box 445	Mt. Ida	71957	White	608 Rodgers Drive	Searcy	72143
Fulton	PO Box 650	Salem	72576	Nevada	PO Box 292	Prescott	71857	Woodruff	PO Box 493	Augusta	72006
Garland	115 Market St.	Hot Springs	71901	Newton	PO Box 452	Jasper	72641	Yell	PO Box 277	Danville	72833

Fold in half, staple or tape ends together, and mail to your local DHS County Office

**Return Address**

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Place  
Stamp  
Here

Mail to your local DHS county office

# ARKids First

## Annual Renewal Notice and Eligibility Report Form

If you need this material in a different format, such as large print, please call 1-888-543-7890.

County Office Address

Complete this report for the previous full month.

**REPORT DATE:** Return this report to the address to the left by:

If above address has changed, please provide corrected address.

**ANNUAL RENEWAL INSTRUCTIONS** – It is time for the annual review of your children's eligibility for ARKids First insurance. COMPLETE EACH QUESTION ON THIS REPORT AND RETURN IT BY THE REPORT DATE SHOWN ABOVE. THIS REPORT WILL BE USED TO DETERMINE YOUR CONTINUING ELIGIBILITY FOR ARKIDS. You will not be required to visit your local DHS County Office.

ARKids offers two health insurance coverage packages that children may qualify for based on the family's income and assets. This form will be used to determine eligibility for either coverage package. Services must be medically necessary. Limitations may apply.

Coverage	ARKids A	Arkids B
<b>Basic Coverage:</b> Physician, prescription drugs, hospital, ambulance (emergency only), dental, medical equipment, medical supplies, emergency department services, eye glasses, family planning, health screens, home health services, laboratory and x-ray, mental health –outpatient only, podiatry, speech therapy and vision, chiropractor, immunizations, nurse midwife and nurse practitioner.	Yes	Yes
<b>Additional Coverage:</b> Audiology, child health management services, developmental day treatment clinic services, domiciliary care, end stage renal disease services, hearing aids, hospice, hyperalimentation, inpatient psychiatric, nursing facilities, orthotics, personal care, transportation (non-emergency), private duty nursing, prosthetics, therapy (occupational and physical), ventilator services, and targeted case management.	Yes	No
<b>Screenings (through Child Health Services):</b> If the child receives periodic Child Health Services checkups, benefits are unlimited for covered services that are medically necessary.	Yes	No
<b>Co-payments:</b> ARKids B requires the following co-payments: \$5.00 per prescription drug, \$10.00 per medical visit, \$10.00 per emergency ambulance trip, 20% of the 1 <sup>st</sup> day of inpatient hospitalization, 20% of the Medicaid allowed amount for each item of Durable Medical Equipment. A co-payment is not required for preventive health screens and family planning services.	No	Yes

Do you want your children considered for:

☐ Either ARKids package\*  
 ☐ ARKids A only  
 ☐ ARKids B only

\*If you choose EITHER, your child(ren) will be placed in the package with the most coverage based on their eligibility.

### 1 Household (Attach additional sheets if needed.)

Complete if there are any children living in your home that you would like to add to your ARKids coverage.

Social Security Number	Last Name	First Name	Birthdate (MM-DD-YY)	Race	Sex	Relationship to you	U.S. Citizen Yes No

Provide a copy of their birth certificate and social security card.

Has a parent of any ARKids child moved into the home in the last 12 months? ☐ Yes ☐ No If yes, complete:

Social Security Number	Last Name	First Name	Birthdate (MM-DD-YY)	Race	Sex	Relationship to you	U.S. Citizen Yes No

Has any child covered by ARKids or their parent moved out of the home in the last 12 months? ☐ Yes ☐ No If yes, who?

Name(s)

Social Security Number(s)

Date Moved

## 2 Income

Does anyone receive income from the following? Attach additional sheets to explain, if needed.

Source of Income	Y	N	Source	Gross Pay (Before deductions)	How often?	Who receives?
Employment, work, job, farming, self-employment (List all jobs for all individuals listed above)						
Retirement, social security, SSI, veterans benefits						
Child support, alimony, unemployment benefits, worker's compensation, student loans, grants						
Miscellaneous income (part time work, babysitting, rental property, contributions from friends/relatives, roomer or boarders, insurance, etc.)						

## 3 Child Care

Does any parent pay childcare for any child(ren) living in the home? ☐ Yes ☐ No

If yes, How much? \$ \_\_\_\_\_ How often? \_\_\_\_\_ For Whom? \_\_\_\_\_

## 4 Health Insurance

Did a child receiving or added to ARKids have health insurance during the last 6 months? ☐ Yes ☐ No If yes, please provide:

Children's Names

Insurance Company

Date Coverage Began

## 5 Primary Care Physician Selection: Complete only if you are adding a child or changing a primary care physician.

Child's Name	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice

### PLEASE READ CAREFULLY BEFORE SIGNING THIS FORM

- I understand that if any of my children receive assistance to which they are not entitled as a result of withholding information, I will be liable for any overpayment.
- I understand that the information provided on this report may result in loss of my ARKids coverage.
- I declare that the information provided is correct.

I understand that by signing this annual eligibility report I am subject to penalties for false statements.

Sign Your Name \_\_\_\_\_ Date \_\_\_\_\_



DEPARTMENT of Human Services

DIVISION of County Operations

PERSON COMPLETING THIS STATEMENT Sandra Miller, Assistant Director

Office of Program Planning & Development

TELEPHONE: 682-8251

FAX NO. 682-1597

**FINANCIAL IMPACT STATEMENT**

To comply with Act 884 of 1995, please complete the following Financial Impact Statement and file with the questionnaire and proposed rules.

**SHORT TITLE OF THIS RULE** – Dropping the Resource Test for ARKids A (Medicaid Categories 61, 52, & 63)

1. Does this proposed, amended, or repealed rule or regulation have a financial impact?  
Yes.
2. If you believe that the development of a financial impact statement is so speculative as to be cost prohibited, please explain.  
N/A
3. If the purpose of this rule or regulation is to implement a federal rule or regulation, please give the incremental cost for implementing the regulation.

**2001-2002 Fiscal Year**

General Revenue	\$393,056.45
Federal Funds	\$1,044,460.90
Cash Fund	
Special Revenue	
Other	
Total	\$1,437,517.35

**2002-2003 Fiscal Year**

General Revenue	\$1,251,424.19
Federal Funds	\$3,322,494.63
Cash Funds	
Special Revenue	
Other	
Total	\$4,573,918.83

4. What is the total estimated cost by fiscal year to any party subject to the proposed, amended, or repealed rule or regulation?

**2001-2002 Fiscal Year**

None

**2002-2003 Fiscal Year**

None

5. What is the total estimated cost by fiscal year to the agency to implement this regulation?

**2001-2002 Fiscal Year**

\$393,056.45

**2002-2003 Fiscal Year**

\$1,251,424.19

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SHARON J. JEST  
SECRETARY OF STATE  
STATE OF ARKANSAS

# Arkansas Democrat Gazette

• • SATURDAY, JUNE 30, 2001 • 119 •

## NOTICE OF RULE MAKING

Pursuant to Arkansas Code Annotated 20-76-201 et Seq., Arkansas Code Annotated 20-15-201 et Seq. and Act 724 of 2001, Medicaid policy is being amended to drop the resource test from ARKids A (Medicaid Categories 61, 52 & 63). Forms DCO-995, ARKids First Mail-In Application and DCO-975, ARKids First Annual Renewal Notice, have been revised to remove reference to resources.

Copies of the proposed change may be obtained by writing the Division of County Operations, P.O. Box 1437, Slot 1220, Little Rock, AR 72203, Attention: Office of Program Planning & Development. All comments must be submitted in writing to the address indicated above no later than 30 days from the date of this notice.

If you need this material in a different format, such as large print, contact our Americans with Disabilities Act Coordinator at 682-6920 (voice) or 682-6933 (TDD).

The Arkansas Department of Human Services is in compliance with Titles VI and VII of the Civil Rights Act and operates, manages, and delivers services without regard to age, religion, disability, political affiliation, veteran status, sex, race, color or national origin.

Ruth Whitney  
Director  
Division of County Operations  
24510241