

## Instructions – Medicaid Medical Support Transmittal Form (OHIP-0030)

The Medicaid Medical Support Transmittal Form (OHIP-0030) is completed for cases that include a child who is not exempt from a Medicaid (MA) referral to the Child Support enforcement Unit (CSEU). It is to be completed, as necessary, at application, case opening, undercare, renewal or upon request of the CSEU. For purposes of a court hearing, this form is a certified document and may be offered as evidence during a court proceeding. If required by the court, printouts of MA expenditures and proof of MA coverage authorization dates for the child may need to be attached to the transmittal. All sections of the transmittal should be as complete as possible.

**Top of the form:** Please use application registry number if WMS case number isn't available. The person completing the form needs to provide their name and phone number. A separate transmittal must be used for each non-custodial parent (NCP)/Putative Father (PF). If the NCP/PF has more than two children on this case, please use an additional transmittal and indicate by checking the box at the top of page 2.

**Part 1- Personal Information:** The monthly gross income of the Custodial Parent (CP) is required. Information regarding the NCP may be found on Section H of the Access NY application (DOH-4220) or provided by the CP. Fields where information is unknown should be left blank.

**Part 2-Purpose for Transmittal:** Used to indicate the reason Medicaid is relaying information to CSEU

**Part 3-Child Information for the NCP Named in Part 1:** If a child is exempt from IV-D action, indicate using the box labeled "Exempt" after the child's CIN. This box is also used to indicate a change in a child's exemption.

When **establishing a cash medical support obligation (CMSO)** for a child enrolled in Medicaid managed care (MMC), "Managed care" is checked as the coverage type and the monthly MMC premium for that child is entered along with the start date of the enrollment. If a child is in receipt of Fee-for-service (FFS) MA only, this is indicated along with the start date. FFS payments are not to be included for children during any period of MMC enrollment.

For children **pending managed care enrollment**, indicate the date the enrollment is to be effective and the premium for the plan the child will be enrolled in. If the specific plan is not known, enter the lowest premium amount for the child's demographics for plans available in the local district. Also note "pending choice" for these situations.

Check the box indicating "**Expenses for Prior Periods/Years**" if requesting the NCP be ordered to reimburse MA for expenditures for the child prior to the date of the court order. The Support Magistrate calculates the obligation amount with the same rules used for setting the ongoing CMSO. This area may include MMC premiums and/or FFS expenditures. FFS payments made while the child was enrolled in MMC are not to be entered.

CSEU collects the CMSO for children on MMC. The LDSS bills the NCP for FFS cases. . The "**Recovery of Fee-For-Service**" areas of Part 3 are used when the NCP has failed to make the required payments and the LDSS has determined it is cost effective to pursue the amount owed. Copies of all billing statements sent to the NCP must be attached, along with documentation of payments made and any related correspondence with the NCP. The court may require copies of actual MA expenditures paid on behalf of the child. LDSS may locate expenditure information via eMedNY.

**Part 4-Certification:** This section must be completed, dated and signed by the preparer (including contact information) in order for the form to be admissible in court.

**Remember - FFS payments made for a child, including the newborn delivery payment (newborn "kick payment"), while enrolled in MMC are NOT considered for purposes of medical support or for any recovery of MA already paid.**

The Medicaid Medical Support Transmittal Form (OHIP-0030) is available on the DOH intranet at <http://health.state.nyenet/revidssforms.htm> and also through Centraport for LDSS reproduction.