

Medicaid Certification Hints

Medicaid certifications entered into eWiSACWIS takes approximately 2 business days from approval in eWiSACWIS until the eligibility updates. Once MMIS receives the eWiSACWIS records, they go through a series of checks. Eligibility may not update right away for various reasons. Some of the records may have errors and fail for staff review. Consequently, the child's MA eligibility update may be delayed one to two additional days. Below are some hints to help your transaction through the system.

- Medicaid Certification, Renewal and Cancellation process is automated based on the entry of Out of Home Placement, Subsidized Guardianship Agreement, and Adoption Assistance Agreement data.
 - A new MA Certification will be generated on the approval of a new or subsequent placement or agreement.
 - A nightly process will check for any child who has not been discharged from placement with active MA expiring in the next 5 days and automatically send the renewal certification.
 - Upon discharge from Out of Home Care or termination of an agreement, a cancellation certification will automatically be sent with an end date as the last day of the month, 11 months from the original certification from date, or to the last day of the month, 3 months from the current date if the child is within the last 3 months of their original 12-month certification period.
 - Children/youth with an active Subsidized Guardianship service documented who have a Provider with an out-of-state address will have a cancellation certification automatically sent with an end date as the last day of the current month of the address change.
 - An update certification will be sent any time the child's address changes.
- A Medicaid card will automatically be sent to the current placement address for children newly enrolled in Medicaid for the first time. For children who have previously had any type of Medicaid (including Medicaid not from the child welfare system), no card will automatically be sent; follow the steps below to order a replacement.
- Replacement Medicaid cards are requested through eWiSACWIS or by calling the ForwardHealth Member Services Hotline (800.362.3002).
 - To request a card through eWiSACWIS:
 - Make sure you are assigned to the case
 - Open the Medicaid Eligibility Determination page under the Eligibility tab
 - Choose any reason from the "Request Replacement Card Reason" drop-down
 - Press Save
 - If your eWiSACWIS security does not enable you to complete these steps, contact your county/agency security designee to find out who can from your county/agency.
- MMIS will not accept invalid characters such as apostrophes ('), commas (,), periods (.), asterisks (*) and parenthesis [()]. It will allow ampersand (&), slash (/) pound sign (#), dash (-) and in care of (%). If invalid characters are used it will result in an edit failure.
- If the child is enrolled in a Medicaid HMO (other than Care4Kids) for any of the eligibility dates

sent through eWiSACWIS, the record will fail for review by EDS staff. EDS determines the appropriate disenrollment date of the child from the HMO.

It is unlikely that you will need to manually enter a Medicaid certification because eWiSACWIS should automate Medicaid based on entries and exits from care. If you do have to enter a manual certification, remember:

- When manually entering a 'Certification To' date for a child in Out of Home Care, always choose the date on the last day of the month, 11 months from the "Certification From" date. For example: For the "Certification From" date of 02/12/2024, the "Certification To" date would be 01/31/2025. Automatic Medicaid certifications for the OHC population function the same way.
 - When manually entering a "Certification To" date for a child under an Adoption Assistance or Subsidized Guardianship agreement, always choose the last day of the month of the child's 21st birthday. Automatic Medicaid certifications for the AA and SG population function the same way.
- The Med Stat Code is determined based on the child's placement phase (prior to TPR, post TPR, adoptive, or subsidized guardianship) and IV-E Eligibility status. When a IV-E eligibility record (Title IV-E Eligibility, Adoption Funding Determination, or Subsidized Guardianship Funding Determination) is updated, the associated Medicaid Certifications are updated with the Med Stat Code. These updates can be viewed on the Medicaid Updates page.
- If you still have questions after reviewing these tips, call the DCF Foster Care Medicaid number (833-543-5265) or email DCFMedicaid@wi.gov