

# Montgomery County Hospital District

## Medical Assistance Plan

# MAP HANDBOOK

Revised ~~August-October~~ 1, 2010

~~April-August~~ 1, 2010

March 1, 2009

January 27, 2009

August 26, 2008

April 22, 2008

March 18, 2008

February 19, 2008

September 18, 2007

June 19, 2007

April 17, 2007

March 20, 2007

**MONTGOMERY COUNTY HOSPITAL DISTRICT**

**MEDICAL ASSISTANCE PLAN HANDBOOK**

**TABLE OF CONTENTS**

TABLE OF CONTENTS ..... 2  
TECHNICAL ASSISTANCE ..... 4  
**SECTION ONE. PLAN ADMINISTRATION ..... 5**  
INTRODUCTION ..... 6  
GENERAL ADMINISTRATION ..... 9  
**SECTION TWO. ELIGIBILITY CRITERIA ..... 12**  
RESIDENCE ..... 13  
    *General Principles* ..... 13  
    *Verifying Residence* ..... 14  
    *Documenting Residence* ..... 14  
CITIZENSHIP ..... 15  
    *General Principles* ..... 15  
HOUSEHOLD ..... 17  
    *General Principles* ..... 17  
    *MCHD MAP Household* ..... 18  
    *Verifying Household* ..... 19  
    *Documenting Household* ..... 19  
RESOURCES ..... 20  
    *General Principles* ..... 20  
INCOME ..... 31  
    *General Principles* ..... 31  
    *Verifying Income* ..... 41  
    *Documenting Income* ..... 42  
BUDGETING INCOME ..... 43  
    *General Principles* ..... 43  
    *Steps for Budgeting Income* ..... 44  
**SECTION THREE. CASE PROCESSING ..... 50**  
CASE PROCESSING ..... 51  
    *General Principles* ..... 51  
PROCESSING AN APPLICATION ..... 55  
    *Steps for Processing an Application* ..... 55  
    *Termination of Coverage* ..... 58  
DENIAL DECISION DISPUTES ..... 60  
    *Responses Regarding a Denial Decision* ..... 60  
    *The Household/Client Appeal Process* ..... 60  
    *MAP Appeal Process Flowchart* ..... 62  
**SECTION FOUR. SERVICE DELIVERY ..... 63**  
SERVICE DELIVERY ..... 64  
    *General Principles* ..... 64  
BASIC HEALTH CARE SERVICES ..... 69  
    *Annual Physical Examinations* ..... 69  
    *Family Planning Services* ..... 69  
    *Immunizations* ..... 70  
    *Inpatient Hospital Services* ..... 70

<i>Laboratory and X-Ray Services</i> .....	70
<i>Medical Screening Services</i> .....	70
<i>Outpatient Hospital Services</i> .....	71
<i>Physician Services</i> .....	71
<i>Prescription Drugs</i> .....	72
<i>Rural Health Clinic (RHC) Services</i> .....	72
<i>Skilled Nursing Facility Services</i> .....	73
<b>EXTENDED HEALTH CARE SERVICES</b> .....	74
<i>Advanced Practice Nurse (APN) Services</i> .....	74
<i>Ambulatory Surgical Center (ASC) Services</i> .....	74
<i>Catastrophic Oncology Services</i> .....	74
<i>Colostomy Medical Supplies and Equipment</i> .....	75
<i>Mental Health - Counseling Services</i> .....	76
<i>Diabetic Medical Supplies and Equipment</i> .....	77
<i>Durable Medical Equipment</i> .....	78
<i>Emergency Medical Services</i> .....	80
<i>Federally Qualified Health Center (FQHC) Services</i> .....	81
<i>Physician Assistant (PA) Services</i> .....	81
<b>EXCLUSIONS AND LIMITATIONS</b> .....	82
<b>SERVICE DELIVERY DISPUTES</b> .....	88
<i>Appeals of Adverse Benefits Determinations</i> .....	88
<i>First Appeal Level</i> .....	90
<i>Second Appeal Level</i> .....	92
<b>MANDATED PROVIDER INFORMATION</b> .....	94
<b>SECTION FIVE. FORMS</b> .....	97
<b>APPENDIX I. GLOSSARY OF TERMS</b> .....	99
<b>APPENDIX II. MCHD’S ENABLING LEGISLATION</b> .....	107
<b>APPENDIX III. CHAPTER 61</b> .....	135
<b>APPENDIX IV. TEXAS ADMINISTRATIVE CODE SUBCHAPTERS</b> .....	165
<b>APPENDIX V. FEDERAL POVERTY GUIDELINES</b> .....	182
<b>APPENDIX VI. AGREEMENT FOR ENROLLMENT OF COUNTY INMATES INTO MONTGOMERY COUNTY HOSPITAL DISTRICT’S HEALTHCARE ASSISTANCE PROGRAM</b> .....	184
<b>APPENDIX VII. MCHD HCAP FORMULARY</b> .....	192

*Note: Appendices may be changed or revised as needed with authorization from the Chief Operating Officer,, Chief Financial Officer, and/or Chief Executive Officer of the District.*

## **TECHNICAL ASSISTANCE**

The MCHD Medical Assistance Plan (MAP) may be contacted at:

MCHD Healthcare Assistance Office  
200 River Pointe Plaza, Suite 303 (Third floor)  
Conroe, Texas, 77304

### Office Hours:

Monday through Thursday:  
8:00am to 11:30am and 1:00pm to 4:30 pm  
Friday:  
8:00am to 11:30am

Office: (936)523-5100  
Fax: (936) 539-3450

<http://www.mchd-tx.org/>

**Individual staff members can be contacted at (936) 523-5000.**

Kelly Curry  
Chief Operating Officer  
Ext. 5010  
E-mail: [kcurry@MCHD-tx.org](mailto:kcurry@MCHD-tx.org)

Penny Wilson  
HCAP Manager  
Ext. 1103  
Email: [pwilson@MCHD-tx.org](mailto:pwilson@MCHD-tx.org)

David Hernandez  
Eligibility Supervisor  
Ext. 5105  
E-mail: [dhernandez@MCHD-tx.org](mailto:dhernandez@MCHD-tx.org)

Brandi Schroeder  
Pharmacy Benefit Coordinator  
Ext. 5109  
E-mail: [bschroeder@MCHD-tx.org](mailto:bschroeder@MCHD-tx.org)

Ana Hernandez  
Reimbursement Coordinator  
Ext. 5170  
Email: [ahernandez@MCHD-tx.org](mailto:ahernandez@MCHD-tx.org)

Veronica Delacerda  
Eligibility Specialist II  
Ext. 5101  
E-mail: [vdelacerda@MCHD-tx.org](mailto:vdelacerda@MCHD-tx.org)

***As not all situations are covered in this manual and thereby the Chief Operating Officer,, Chief Financial Officer, and/or Chief Executive Officer for Montgomery County Hospital District have administrative control over the Medical Assistance Plan and are authorized to overrule and make management decisions for special circumstances, as they deem necessary.***

# **SECTION ONE. PLAN ADMINISTRATION**

## ***INTRODUCTION***

The Montgomery County Hospital District is charged by Article IX, section 9 of the Texas Constitution to provide certain health care services to the County's needy inhabitants. In addition, section 61.055 of the Texas Indigent Health Care And Treatment Act, (Ch. 61 Texas Health & Safety Code) requires the Montgomery County Hospital District to provide the health care services required under the Texas Constitution and the statute creating the District. The District's enabling legislation in section 5(a) provides that the Board of Directors of the District shall have the power and authority to promulgate rules governing the health care services to be delivered by the District in Montgomery County.

The Board of Directors of the Montgomery County Hospital District is committed to ensure that the needy inhabitants of the County receive quality health care services in an equitable and non-discriminatory manner through the District's Medical Assistance Plan. The Board of Directors believes quality medical care services can be provided to the County's needy inhabitants in a manner that is fair and equitable, efficient and without undue expense of local taxpayer dollars, which fund such care. The Board of Directors has adopted Plan rules for the provision of health services to those persons qualifying as "indigents" per chapter 61 of the Texas Health & Safety Code, and such indigent Plan rules strictly comply with the requirements of chapter 61 and the rules promulgated by the Texas Department of State Health Services thereunder.

In addition to the services provided to indigents, the Board of Directors have approved Plan rules for the provision of certain health care services to persons who are determined not to be indigent per the definitions contained in chapter 61 and the rules adopted by the Department, but whose income and resources fall between indigent (21% of federal poverty income limit, such limit known as "FPIL") and 150% of FPIL, it being found by the Board of Directors that such persons, while not meeting the chapter 61 definition of indigent, generally lack

financial resources in amounts sufficient to obtain basic health care services. The Plan rules for services to persons who are found to be above 21% of FPIL but below 150% of FPIL are set forth in this Handbook.

These Medical Assistance Plan Policies are promulgated and approved pursuant to section 5(a) of the District's enabling legislation and are intended to provide guidelines and rules for the qualification and enrollment of participants into the District's Medical Assistance Plan. In many instances, these policies track the indigent health care Plan policies approved by the Texas Department of State Health Services and imposed upon non-hospital district counties pursuant to the Indigent Health Care and Treatment Act. In addition, these policies are intended to ensure the delivery of quality and medically necessary healthcare services to Plan participants in a fair and non-discriminatory manner.

These Medical Assistance Plan Policies are intended to cover the delivery of health care services to needy residents of the District. Such residents are not employees of the District therefore these policies do not create benefits or rights under ERISA, COBRA or other employment-related statutes, rules or regulations. These policies are intended to comply with medical privacy regulations imposed under HIPAA and other state regulations but are superseded by such statutes to the extent of any conflict. Compliance with ADA and other regulations pertaining to disabled individuals shall not be the responsibility of the District, but shall be the responsibility of those medical providers providing services to the District's needy inhabitants. As a hospital district, only certain provisions of the Indigent Healthcare and Treatment Act (Ch. 61 Texas Health & Safety Code) apply to services provided by the District, including these Policies.

These policies may be amended from time to time by official action of the District's Board of Directors.

- MCHD's Enabling Legislation may be found in Appendix II.

- Chapter 61, Health and Safety Code may be found in Appendix III or online at <http://www.capitol.state.tx.us/statutes/hs.toc.htm>.

## **MCHD MAP Handbook**

The MCHD MAP Handbook is sometimes referred to in other agreements as the “MAP Plan”, “Plan”, or “Plan Document.”

The purpose of the MCHD MAP Handbook is to:

- Establish the eligibility standards and application, documentation, and verification procedures for MCHD MAP,
- Define basic and extended health care services.

## **GENERAL ADMINISTRATION**

### **MCHD Responsibility**

The District will:

- Administer a county wide indigent health care Program
- Serve all of and only Montgomery County's Needy Inhabitants
  - Needy inhabitants is defined by the district as any individual who meets the eligibility criteria for the Plan as defined herein and who meet an income level from 21-150% of FPIL
- Provide basic health care services to eligible Montgomery County residents who have a medical necessity for healthcare
- Follow the policies and procedures described in this handbook, save and except that any contrary and/or conflicting provisions in any contract or agreement approved by the District's Board of Directors shall supersede and take precedence over any conflicting provisions contained in this Handbook. (See Exclusions And Limitations section below).
- Establish an application process
- Establish procedures for administrative hearings that provide for appropriate due process, including procedures for appeals requested by clients that are denied
- Adopt reasonable procedures
  - For minimizing the opportunity for fraud
  - For establishing and maintaining methods for detecting and identifying situations in which a question of fraud may exist, and
  - For administrative hearings to be conducted on disqualifying persons in cases where fraud appears to exist
- Maintain the records relating to an application at least until the end of the third complete MCHD fiscal year following the date on which the application is submitted

- Montgomery County Hospital District will validate the accuracy of all disclosed information, especially information that may appear fraudulent or dishonest. Additionally, any applicant may be asked to produce additional information or documentation for any part of the Eligibility process
- Public Notice. Not later than the beginning of MCHD's operating year, the District shall specify the procedure it will use during the operating year to determine eligibility and the documentation required to support a request for assistance and shall make a reasonable effort to notify the public of the procedure
- Establish an optional work registration procedure that will contact the local Texas Workforce Commission (TWC) office to determine how to establish their procedure and to negotiate what type of information can be provided. In addition, MCHD must follow the guidelines below
  1. Notify all eligible residents and those with pending applications of the Plan requirements at least 30 days before the Plan begins.
  2. Allow an exemption from work registration if applicants or eligible residents meet one of the following criteria:
    - o Receive food stamp benefits,
    - o Receive unemployment insurance benefits or have applied but not yet been notified of eligibility,
    - o Physically or mentally unfit for employment,
    - o Age 18 and attending school, including home school, or on employment training program on at least a half-time basis,
    - o Age 60 or older,
    - o Parent or other household member who personally provides care for a child under age 6 or a disabled person of any age living with the household,
    - o Employed or self-employed at least 30 hours per week,
    - o Receive earnings equal to 30 hours per week multiplied by the federal minimum wage.

If there is ever a question as to whether or not an applicant should be exempt from work registration, contact the local Texas Workforce Commission (TWC) office when in doubt.

3. If a non-exempt applicant or MCHD MAP eligible resident fails without good cause to comply with work registration requirements, disqualify him from MCHD MAP as follows:

- o For one month or until he agrees to comply, whichever is later, for the first non-compliance;
  - o For three consecutive months or until he agrees to comply, whichever is later, for the second non-compliance; or
  - o For six consecutive months or until he agrees to comply, whichever is later, for the third or subsequent non-compliance.
- Establish Behavioral Guidelines that all applicants and MAP clients must follow in order to protect MCHD employees, agents such as third party administrators, and providers. Each situation will be carefully reviewed with the Chief Operating Officer, Chief Financial Officer, and/or Chief Executive Officer for determination. Failure to follow the guidelines will result in definitive action and up to and including refusal of coverage or termination of existing benefits.

**SECTION TWO.  
ELIGIBILITY CRITERIA**

## ***RESIDENCE***

### **General Principles**

- A person must live in the Montgomery County prior to filing an application.
- A person lives in Montgomery County if the person's home and/or fixed place of habitation is located in the county and he intends to return to the county after any temporary absences.
- A person with no fixed residence or a new resident in the county who declares intent to remain in the county is also considered a county resident if intent is proven. Examples of proof of intent can include the following: change of driver's license, change of address, lease agreement, and proof of employment.
- A person does not lose his residency status because of a temporary absence from Montgomery County.
- A person cannot qualify for healthcare assistance from more than one county simultaneously.
- A person living in a Halfway House may be eligible for MAP benefits after he has been released from the Texas Department of Corrections if the state only paid for room and board at the halfway house and did not cover health care services.
  - If this person otherwise meets all eligibility criteria and plans to remain a resident of the county where the halfway house is located, this person is eligible for MAP.
  - If this person plans to return to his original county of residence, which is not the county where the halfway house is located, this person would not be considered a resident of the county and therefore not eligible for MAP.
- Persons Not Considered Residents:
  - An inmate or resident of a state school or institution operated by any state agency,
  - An inmate, patient, or resident of a school or institution operated by a federal agency,

- A minor student primarily supported by his parents whose home residence is in another county or state,
- A person living in an area served by a public facility, and
- A person who moved into the county solely for the purpose of obtaining health care assistance.

### **Verifying Residence**

Verify residence for all clients.

Proof may include but is not limited to:

- Mail addressed to the applicant, his spouse, or children,
- Texas driver's license or other official identification,
- Rent, mortgage payment, or utility receipt,
- Property tax receipt,
- Voting record,
- School enrollment records, and
- Lease agreement.

No PO boxes are allowed to verify a residence, so all clients must provide a current physical address.

No medical (hospital) bills, invoices, nor claims may be used to prove/verify a residence.

### **Documenting Residence**

On HCAP Form 101, document why information regarding residence is questionable and how questionable residence is verified.

## ***CITIZENSHIP***

### **General Principles**

- A person must be a natural born citizen, a naturalized citizen, or a documented alien that has a green card and has had that status for at least 5 years as per citizenship guidelines of this text.
- All applicants must fill out HCAP Form F, Proof of Citizenship for MCHD MAP, which documents the citizenship status of the applicant.

Applicants must be one of the following:

- a U.S. citizen (natural born or naturalized), or
- an alien lawfully admitted before 8/22/96 who meets one of the following requirements:
  - a refugee admitted under Section 207 of INA,
  - a victim of severe trafficking admitted under Section (101)(a)(15)(T) of INA
  - an asylee admitted under Section 208 of INA,
  - an alien whose deportation is withheld under Sections 243(h) or 241(b)(3) of INA,
  - a Cuban/Haitian entrant paroled under Section 212(d)(5) of INA,
  - an Amerasian Legal Permanent Resident (LPR),
  - a parolee granted status under Section 212(d)(5) of INA for at least one year,
  - a Conditional Entrant admitted under Section 203(a)(7) of INA, or
  - an LPR other than an Amerasian.

- an alien lawfully admitted on or after 8/22/96 who meets one of the following requirements:
  - a refugee admitted under Section 207 of INA,
  - a victim of severe trafficking admitted under Section (101)(a)(15)(T) of INA
  - an asylee admitted under Section 208 of INA,
  - an alien whose deportation is being withheld under Section 243(h) or 241(b)(3) of INA,
  - a Cuban/Haitian Entrant paroled under Section 212(d)(5) of the INA, or
  - an Amerasian Legal Permanent Resident (LPR).
    - **NOTE: The aliens listed above meet the alien eligibility requirement for 5 years from their legal entry date into the United States**
- an alien legally admitted for permanent residence who is:
  - an honorably discharged U.S. veteran, or
  - U.S. active duty military personnel, or
  - the spouse, un-remarried surviving spouse, or minor unmarried dependent child of an honorably discharged U.S. veteran or U.S. active duty military personnel.
- An alien who is the spouse or child of an honorably discharged U.S. veteran or U.S. active duty personnel and who has filed a petition with BCIS as being battered by the spouse or parent who no longer lives in the home.
- A documented alien that has a green card and has had that status for at least 5 years and does not meet any of the above criteria.

## ***HOUSEHOLD***

### **General Principles**

- A MCHD MAP household is a person living alone or two or more persons living together where legal responsibility for support exists, excluding disqualified persons.
- Legal responsibility for support exists between:
  - Persons who are legally married,
    - In Texas, a common-law is considered a legal marriage. A man and a woman who want to establish a common-law marriage must sign a form provided by the county clerk. In addition, they must (1) agree to be married, (2) cohabit, and (3) represent to others that they are married. The only way to dissolve a common-law marriage is through a formal divorce proceeding in a court of law
  - Persons who are legally married and not divorced,
    - Persons that are separated from their spouse and not divorced are considered part of the household because the law states that if you are not legally divorced, everything you have is still considered community property.
      - Applicant may provide proof of income and resources for absent spouse, or
      - If applicant cannot provide proof of income and resources for absent spouse, they must:
        1. Present three verifiable domicile forms, HCAP Form 103, Request for Domicile Verification (provided by District) and,
        2. Sign HCAP Form 104, the MAP Affidavit of Marital Status and Financial Support regarding separation from spouse.

3. Review of background check:

- a. If background check illustrates that there are no joint income/resources between applicant and absent spouse, continue with eligibility process as normal.
  - b. If background check identifies joint income/resources between applicant and absent spouse, the applicant may be given a single 3 month period to pursue all income and resources from absent spouse.
    - i. Upon recertification, the applicant must prove or disprove any discrepancies identified on the background check.
    - ii. Once all requested documents are provided, completed, and accepted, the client may then become recertified for MAP benefits.
- A legal parent and a minor child, or
  - A managing conservator and a minor child.
- Eligibility for the Medicaid program automatically disqualifies a person from the Medical Assistance Plan.

### **MCHD MAP Household**

The MCHD MAP household is a person living alone or two or more persons living together where legal responsibility for support exists, excluding disqualified persons.

#### Disqualified Persons

- A person who receives or is categorically eligible to receive Medicaid,
- A person who receives TANF benefits,
- A person who receives SSI benefits and is eligible for Medicaid,
- A person who receives Qualified Medicare Beneficiary (QMB), Medicaid Qualified Medicare Beneficiary (MQMB), Specified Low-Income Medicare Beneficiary (SLMB), Qualified Individual-1 (QI-1); or Qualified Disabled and Working Individuals (QDWI), and

- A Medicaid recipient who partially exhausts some component of his Medicaid benefits,

A disqualified person is not a MCHD MAP household member regardless of his legal responsibility for support.

#### MCHD MAP One-Person Household

- A person living alone,
- An adult living with others who are not legally responsible for the adult's support,
- A minor child living alone or with others who are not legally responsible for the child's support,
- A Medicaid-ineligible spouse,
- A Medicaid-ineligible parent whose spouse and/or minor children are Medicaid-eligible,
- An inmate in a county jail (not state or federal).

MCHD MAP Group Households – two or more persons who are living together and meet one of the following descriptions:

- Two persons legally married to each other,
- Two persons who are legally married and not divorced,
- One or both legal parents and their legal minor children,
- A managing conservator and a minor child and the conservator's spouse and other legal minor children, if any,
- Minor children, including unborn children, who are siblings, and
- Both Medicaid-ineligible parents of Medicaid-eligible children.

### **Verifying Household**

All households are verified.

Proof may include but is not limited to:

- Lease agreement or
- Statement from a landlord, a neighbor, or other reliable source.

### **Documenting Household**

On HCAP Form 101, document why information regarding household is questionable and how questionable household is verified.

## ***RESOURCES***

### **General Principles**

- A household must pursue all resources to which the household is legally entitled unless it is unreasonable to pursue the resource. Reasonable time (at least three months) must be allowed for the household to pursue the resource, which is not considered accessible during this time.
  - The applicant must not be eligible or potentially eligible for any other resource. Example: Medicaid, Medicare, Insurance, group health insurance, VA Veteran medical benefits, or any other source. MCHD's Medical Assistance Plan is payor of last resort!
- The resources of all MCHD MAP household members are considered.
- Resources are either countable or exempt.
- All resources of a disqualified person are exempt.
- A household is not eligible if the total countable household resources exceed:
  - \$3,000.00 when a person who is aged or disabled and who meets relationship requirements lives in the home or
  - \$2,000.00 for all other households.
- A household is not eligible if their total countable resources exceed the limit on or after:
  - the first interview date or
  - the date HCAP Form 101 is completed for cases processed without an interview.
- In determining eligibility for a prior month, the household is not eligible if their total countable resources exceed the limit anytime during the prior month.

### **Alien Sponsor's Resources**

Count only the amount that the sponsor will provide the alien for a 12

month period beginning with the date of CIHCP determination. **\*\*\*Do not apply policy if alien is under age 18; have 40 quarters of work history; have a deceased sponsor; are refugees, parolees, asylum grantees, Amerasians, victims of severe trafficking, or Cuban/Haitian entrants; or are battered alien spouses of U.S. citizens or legal permanent residents, children of battered aliens, and parents of battered children if its determined that the battery is substantially related to the need for benefits and the battered individual does not live with the batterer.**

### **Bank Accounts**

Count the cash value of checking and savings accounts for the current month as income and for prior months as a resource unless exempt for another reason.

### **Burial Insurance (Prepaid)**

Exempt up to \$7,500 cash value of a prepaid burial insurance policy, funeral plan, or funeral agreement for each certified household member.

Count the cash value exceeding \$7,500 as a liquid resource.

### **Burial Plots**

Exempt all burial plots.

### **Crime Victim's Compensation Payments**

Exempt.

### **Energy Assistance Payments**

Exempt payments or allowances made under any federal law for the purpose of energy assistance.

### **Exemption: Resources/Income Payments**

If a payment or benefit counts as income for a particular month, do count it as a resource in the same month. If you prorate a payment income over several months, do not count any portion of the payment resource during that time.

**Example:** Income of students or self-employed persons that is prorated over several months.

If the client combines this money with countable funds, such as a bank account, exempt the prorated amounts for the time you prorate it.

## Homestead

Exempt the household's usual residence and surrounding property not separated by property owned by others. The exemption remains in effect if public rights of way, such as roads, separate the surrounding property from the home. The homestead exemption applies to any structure the person uses as a primary residence, including additional buildings on contiguous land, a houseboat, or a motor home, as long as the household lives in it. If the household does not live in the structure, count it as a resource.

Houseboats and Motor Homes. Count houseboats and motor homes according to vehicle policy, if not considered the household's primary residence or otherwise exempt.

Own or Purchasing a Lot. For households that currently do not own a home, but own or are purchasing a lot on which they intend to build, exempt the lot and partially completed home.

Real Property Outside of Texas. Households cannot claim real property outside of Texas as a homestead, except for migrant and itinerant workers who meet the residence requirements.

Homestead Temporarily Unoccupied. Exempt a homestead temporarily unoccupied because of employment, training for future employment, illness (including health care treatment), casualty (fire, flood, state of disrepair, etc.), or natural disaster, if the household intends to return.

Sale of a Homestead. Count money remaining from the sale of a homestead as a resource.

## Income- Producing Property

Exempt property that:

- Is essential to a household member's employment or self-employment (examples: tools of a trade, farm machinery, stock, and inventory). Continue to exempt this property during

temporary periods of unemployment if the household member expects to return to work;

- Annually produces income consistent with its fair market value, even if used only on a seasonal basis; or
- Is necessary for the maintenance or use of a vehicle that is exempt as income producing or as necessary for transporting a physically disabled household member. Exempt the portion of the property used for this purpose.

For farmers or fishermen, continue to exempt the value of the land or equipment for one year from the date that the self-employment ceases.

### **Insurance Settlement**

Count, minus any amount spent or intended to be spent for the Household's bills for burial, health care, or damaged/lost possessions.

### **Lawsuit Settlement**

Count, minus any amount spent or intended to be spent for the household's bills for burial, legal expenses, health care expenses, or damaged/lost possessions.

### **Life Insurance**

Exempt the cash value of life insurance policies.

### **Liquid Resources**

Count, if readily negotiable. Examples include but are not limited to cash, a checking accounts, a savings accounts, a certificates of deposit (CDs), notes, bonds, and stocks.

### **Loans (Non-Educational)**

Exempt these loans from resources.

Consider financial assistance as a loan if there is an understanding that the loan will be repaid and the person can reasonably explain how he will repay it.

Count assistance not considered a loan as unearned income (contribution).

### **Lump-Sum Payments**

Count lump sum payments received once a year or less frequently as resources in the month received, unless specifically exempt.

Countable lump-sum payments include but are not limited to ~~income tax refunds~~, lump-sum insurance settlements, lump-sum payments on child support, public assistance, refunds of security deposits on rental property or utilities, retirement benefits, and retroactive lump sum RSDI.

Count lump-sum payments received or anticipated to be received more often than once a year as unearned income in the month received.

Exception: Count contributions, gifts, and prizes as unearned income in the month received regardless of the frequency of receipt.

### **Personal Possessions**

Exempt.

### **Real Property**

Count the equity value of real property unless it is otherwise exempt. Exempt any portion of real property directly related to the maintenance or use of a vehicle necessary for employment or to transport a physically disabled household member. Count the equity value of any remaining portion unless it is otherwise exempt.

Good Faith Effort to Sell. Exempt real property if the household is making a good effort to sell it.

Jointly Owned Property. Exempt property jointly owned by the household and other individuals not applying for or receiving benefits if the household provides proof that he cannot sell or divide the property without consent of the other owners and the other owners will not sell or divide the property.

### **Reimbursement**

Count as a resource in the month after receipt.

Exempt a reimbursement earmarked and used for replacing and repairing an exempt resource. Exempt the reimbursement indefinitely.

### **Retirement Accounts**

A retirement account is one in which an employee and/or his employer contribute money for retirement. There are several types of retirement plans.

Some of the most common plans authorized under Section 401 (a) of the Internal Revenue Services (IRS) Code are the 401 (k) plan, Keogh, Roth Individual Retirement Account (IRA), and a pension or traditional benefit plan. Common plans under Section 408 of the IRS Code are the IRA, Simple IRA and Simplified Employer Plan.

A 401K plan allows an employee to postpone receiving a portion of current income until retirement.

An individual retirement account (IRA) is an account in which an individual contributes an amount of money to supplement his retirement income (regardless of his participation in a group retirement plan).

A Keogh plan is an IRA for a self-employed individual.

A Simplified Employee Pension (SEP) plan is an IRA owned by an employee to which an employer makes contributions or an IRA owned by a self-employed individual who contributes for himself.

A pension or traditional defined benefit plan is employed based and promises a certain benefit upon retirement regardless of investment performance.

Exclude all retirement accounts or plans established under:

- Internal Revenue Code of 1986, Sections 401(a), 403(a), 403(b), 408, 408A, 457(b), 501(c)(18);
- Federal Thrift Savings Plan, Section 8439, Title 5, United States Code; and
- Other retirement accounts determined to be tax exempt under the Internal Revenue Code of 1986.

Count any other retirement accounts not established under plans or codes listed above.

### **State and/or Federal Income Tax Refunds**

#### **Steps for calculating countable monthly resource amount of tax refunds:**

**1. Divide total tax refund received by 12**

**2. Count 1/12 of tax refund as resource in the month received**

**3. Count 1/12 of tax refund toward resource limit for the next 11 months.**

**Trust Fund**

Exempt a trust fund if all of the following conditions are met:

- The trust arrangement is unlikely to end during the certification period; and
- No household member can revoke the trust agreement or change the name of the beneficiary during the certification period; and
- The trustee of the fund is either a
  - o Court, institution, corporation, or organization not under the direction or ownership of a household member; or
  - o Court-appointed individual who has court-imposed limitations placed on the use of the funds; and
- The trust investments do not directly involve or help any business or corporation under the control, direction, or influence of a household member. Exempt trust funds established from the household's own funds if the trustee uses the funds
  - o Only to make investments on behalf of the trust or
  - o To pay the education or health care expenses of the beneficiary.

**Vehicles**

Exempt a vehicle necessary to transport physically disabled household members, even if disqualified and regardless of the purpose of the trip. Exempt no more than one vehicle for each disabled member. There is no requirement that the vehicle be used primarily for the disabled person.

Exempt vehicles if the equity value is less than \$4,650, regardless of the number of vehicles owned by the household. Count the value in excess of \$4,650 toward the household's resource limit. **Examples listed below:**

\$15,000 (FMV)	\$9,000 (FMV)
<u>-12,450</u> (Amount still owed)	<u>-0</u> (Amount still owed)

\$2,550      (Equity Value) <u>-4,650</u> \$0            (Countable resource)	\$9,000      (Equity Value) <u>-4,650</u> \$4,350      (Countable resource)
---	---

Income-producing Vehicles. Exempt the total value of all licensed vehicles used for income-producing purposes. This exemption remains in effect when the vehicle is temporarily not in use. A vehicle is considered income producing if it:

- Is used as a taxi, a farm truck, or fishing boat,
- Is used to make deliveries as part of the person’s employment,
- Is used to make calls on clients or customers,
- Is required by the terms of employment, or
- Produces income consistent with its fair market value.

Solely Owned Vehicles. A vehicle, whose title is solely in one person’s name, is considered an accessible resource for that person. This includes the following situations:

- Consider vehicles involved in community property issues to belong to the person whose name is on the title.
- If a vehicle is solely in the household member’s name and the household member claims he purchased it for someone else, the vehicle is considered as accessible to the household member.

Exceptions: The vehicle is inaccessible if the titleholder verifies:  
[complete documentation is required in each of the situations below]

- That he sold the vehicle but has not transferred the title. In this situation, the vehicle belongs to the buyer. Note: Count any payments made by the buyer to the household member or the household member’s creditors (directly) as self-employment income.
- That he sold the vehicle but the buyer has not transferred the title into the buyer’s name.
- That the vehicle was repossessed.
- That the vehicle was stolen.
- That he filed for bankruptcy (Title 7, 11, or 13) and that the household member is not claiming the vehicle as exempt from the bankruptcy.
  - Note: In most bankruptcy petitions, the court will allow each adult individual to keep one vehicle as exempt for the bankruptcy estate. This vehicle is a countable resource.

A vehicle is accessible to a household member even though the title is not in the household member’s name if the household member

purchases or is purchasing the vehicle from the person who is the titleholder or if the household member is legally entitled to the vehicle through an inheritance or divorce settlement.

Jointly Owned Vehicles. Consider vehicles jointly owned with another person not applying for or receiving benefits as inaccessible if the other owner is not willing to sell the vehicle.

Leased Vehicles. When a person leases a vehicle, they are not generally considered the owner of the vehicle because the

- Vehicle does not have any equity value,
- Person cannot sell the vehicle, and
- Title remains in the leasing company's name.

Exempt a leased vehicle until the person exercises his option to purchase the vehicle. Once the person becomes the owner of the vehicle, count it as a resource. The person is the owner of the vehicle if the title is in their name, even if the person and the dealer refer to the vehicle as leased. Count the vehicle as a resource.

#### How To Determine Fair Market Value of Vehicles.

- Determine the fair market value of licensed vehicles using the average trade-in or wholesale value listed in the current (i.e., within the last six months) National Automobile Dealer's Association (NADA) *Used Car Guide*. Note: If the household claims that the listed value does not apply because the vehicle is in less-than-average condition, allow the household to provide proof of the true value from a reliable source, such as a bank loan officer or a local licensed car dealer.
- Do not increase the basic value because of low mileage, optional equipment, or special equipment for the handicapped.
- Accept the household's estimate of the value of a vehicle no longer listed in the ADA guide unless it is questionable and would affect the household's eligibility. In this case, the household must provide an appraisal from a licensed car dealer or other evidence of the vehicle's value, such as an ax assessment or a newspaper advertisement indicating the sale value if similar vehicles.
- Determine the value of new vehicles not listed in the NADA guide by asking the household to provide an estimate of the average trade-in or wholesale value from a new car dealer or a bank loan officer. If this

cannot be done, accept the household's estimate unless it is questionable and would affect eligibility. Use the vehicle's loan value only if other sources are unavailable. Request proof of the value of licensed antique, custom made, or classic vehicles from the household if you cannot make an accurate appraisal.

### Penalty for Transferring Resources

A household is ineligible if, within three months before application or any time after certification, they transfer a countable resource for less than its fair market value or fail to disclose a resource to qualify for health care assistance.

This penalty applies if the total of the transferred resource added to other resources affects eligibility.

Base the length of denial on the amount by which the transferred resource or undisclosed resource exceeds the resource maximum when added to other countable resources.

Use the chart below to determine the length of denial.

Amount in Excess of Resource Limit	Denial Period
\$ .01 to \$ 249.99	1 month
\$ 250.00 to \$ 999.99	3 months
\$1,000.00 to \$2,999.99	6 months
\$3,000.00 to \$4,999.99	9 months
\$5,000.00 or greater	12 months

If the spouses separate and one spouse transfers his property, it does not affect the eligibility of the other spouse.

### Verifying Resources

Verify all countable resources.

Proof may include but is not limited to:

- Bank account statements and
- Award letters.

### Documenting Resources

On HCAP Form 101, document whether a resource is countable or exempt and how resources are verified.

## ***INCOME***

### **General Principles**

- A household must pursue and accept all income to which the household is legally entitled. Reasonable time (at least three months) must be allowed for the household to pursue the income, which is not considered accessible during this time.
- The income of all MCHD MAP household members is considered.
- Income is either countable or exempt.
- If attempts to verify income are unsuccessful because the payer fails or refuses to provide information and other proof is not available, the household's statement is used as best available information.
- All income of a disqualified person is exempt.

### **Adoption Payments**

Exempt.

### **Alien Sponsor's Income**

If the legal alien is required to have a sponsor, count the income of an alien sponsor as unearned income for three years after the alien's entry date.

Do not apply this policy to aliens who: are children under 18; have become naturalized U.S. citizens; have worked or can receive credit for 40 quarters of work; have a deceased sponsor; are refugees, paroles, asylum grantees, Amerasians, victims of severe trafficking, or Cuban/Haitian entrants; are battered alien spouses of U.S. citizens or legal permanent residents, children of battered aliens, and parents of battered children; aliens whose sponsors receive TANF or SSI; or the dependent child of a sponsor or sponsor's wife.

To budget the sponsor's income:

1. Consider all of the sponsor's and sponsor's spouse's gross countable income.

2. From that income, subtract the following deductions:
  - The lesser of 20% of the total monthly gross earned income (including net self-employment earned income), or \$175;
  - An amount equal to the income limit for the sponsor's family size as it corresponds to 100% of the Federal Poverty Guideline listed in Appendix V. Include all members of the household the sponsor claims or could claim as tax dependents;
  - The total amount the sponsor pays to claimed tax dependents living outside the home; and
  - The total alimony or child support the sponsor pays to persons living outside the home.
3. Count the remaining amount as unearned income for the alien.

### **Cash Gifts and Contributions**

Count as unearned income unless they are made by a private, nonprofit organization on the basis of need; and total \$300 or less per household in a federal fiscal quarter. The federal fiscal quarters are January - March, April - June, July - September, and October-December. If these contributions exceed \$300 in a quarter, count the excess amount as income in the month received.

Exempt any cash contribution for common household expenses, such as food, rent, utilities, and items for home maintenance, if it is received from a non-certified household member who:

- Lives in the home with the certified household member,
- Shares household expenses with the certified household member, and
- No landlord/tenant relationship exists.

If a noncertified household member makes additional payments for use by a certified member, it is a contribution.

### **Child's Earned Income**

Exempt a child's earned income if the child, who is under age 18 and not an emancipated minor, is a full-time student (including a home schooled child) or a part-time student employed less than 30 hours a week.

### **Child Support Payments**

Count as unearned income after deducting up to \$75 from the total monthly child support payments the household receives.

Count payments as child support if a court ordered the support, or the child's caretaker or the person making the payment states the purpose of the payment is to support the child.

Count ongoing child support income as income to the child even if someone else, living in the home receives it.

Count child support arrears as income to the caretaker.

Exempt child support payments as income if the child support is intended for a child who receives Medicaid, even though the parent actually receives the child support.

Child Support Received for a Non-Member. If a caretaker receives, ongoing child support for a non-member (or a member who is no longer in the home) but uses the money for personal or household needs, count it as unearned income. Do not count the amount actually used for or provided to the non-member for whom it is intended to cover.

Lump-Sum Child Support Payments. Count lump-sum child support payments (on child support arrears or on current child support) received, or anticipated to be received more often than once a year, as unearned income in the month received. Consider lump-sum child support payments received once a year or less frequently as a resource in the month received.

Returning Parent. If an absent parent is making child support payments but moves back into the home of the caretaker and child, process the household change.

### **Crime Victim's Compensation Payments**

Exempt.

These are payments from the funds authorized by state legislation to assist a person who has been a victim of a violent crime; was the spouse, parent, sibling, or adult child of a victim who died as a result of a

violent crime; or is the guardian of a victim of a violent crime. The payments are distributed by the Office of the Attorney General in monthly payments or in a lump sum.

### **Disability Insurance Payments**

Count as unearned income.

### **Dividends and Royalties**

Count dividends as unearned income. Exception: Exempt dividends from insurance policies as income.

Count royalties as unearned income, minus any amount deducted for production expenses and severance taxes.

### **Educational Assistance**

Exempt educational assistance, including educational loans, regardless of source. Educational assistance also includes college work-study.

### **Energy Assistance**

Exempt the following types of energy assistance payments:

- Assistance from federally-funded, state or locally-administered programs, including HEAP, weatherization, Energy Crisis, and one-time emergency repairs of a heating or cooling device (down payment and final payment);
- Energy assistance received through HUD, USDA's Rural Housing Service (RHS), or Farmer's Administration (FmHA);
- Assistance from private, non-profit, or governmental agencies based on need.

If an energy assistance payment is combined with other payments of assistance, exempt only the energy assistance portion from income (if applicable).

### **Foster Care Payments**

Exempt.

### **Government Disaster Payments**

Exempt federal disaster payments and comparable disaster assistance provided by states, local governments and disaster assistance

organizations if the household is subject to legal penalties when the funds are not used as intended.

Examples: Payments by the Individual and Family Grant Program, Small Business Administration, and/or FEMA.

### **In-Kind Income**

Exempt. An in-kind contribution is any gain or benefit to a person that is not in the form of money/check payable directly to the household, such as clothing, public housing, or food.

### **Interest**

Count as unearned income.

### **Job Training**

Exempt payments made under the Workforce Investment Act (WIA).

On The Job Training (OJT) payments funded under the WIA of 1998 are earned income and counted for adults.

OJT payments received by a child who is under age 19 and under parental control of another household member are exempt.

### **Loans (Non-educational)**

Count as unearned income unless there is an understanding that the money will be repaid and the person can reasonably explain how he will repay it.

### **Lump-Sum Payments**

Count as income in the month received if the person receives it or expects to receive it more often than once a year.

Exception: If a person is scheduled to receive retroactive SSI benefits in installment payments (up to three, paid every six months), count the payments as a resource in the month received.

Exempt lump sums received once a year or less, unless specifically listed as income. Count them as a resource in the month received.

If a lump sum reimburses a household for burial, legal, or health care bills, or damaged/lost possessions, reduce the countable amount of the lump sum by the amount earmarked for these items.

### **Military Pay**

Count military pay and allowances for housing, food, base pay, and flight pay as earned income, minus pay withheld to fund education under the G.I. Bill.

### **Mineral Rights**

Count payments for mineral rights as unearned income.

### **Pensions**

Count as unearned income. A pension is any benefit derived from former employment, such as retirement benefits or disability pensions.

### **Reimbursement**

Count as unearned income, minus the actual expenses. Exempt a reimbursement for future expenses only if the household plans to use it as intended.

### **RSDI Payments**

Count as unearned income the Retirement, Survivors, and Disability Insurance (RSDI) benefit amount including the deduction for the Medicare premium, minus any amount that is being recouped for a prior RSDI overpayment.

If a person receives an RSDI check and an SSI check, exempt both checks since the person is a disqualified household member.

If an adult receives a Social Security survivor's benefit check for a child, this check is considered the child's income.

### **Self-Employment Income**

Count as earned income, minus the allowable costs of producing the self-employment income. (Use HCAP Form 200: Employer Verification Form).

Self-employment income is earned or unearned income available from one's own business, trade, or profession rather than from an employer. However, some individuals may have an employer and receive a regular salary. If an employer does not withhold FICA or income taxes, even if required to do so by law, the person is considered self-employed.

Types of self-employment include:

- Odd jobs, such as mowing lawns, babysitting, and cleaning houses;
- Owning a private business, such as a beauty salon or auto mechanic shop;
- Farm income; and
- Income from property, which may be from renting, leasing, or selling property on an installment plan. Property includes equipment, vehicles, and real property.

If the person sells the property on an installment plan, count the payments as income. Exempt the balance of the note as an inaccessible resource.

### **SSI Payments**

Only exempt Supplemental Security Income (SSI) benefits when the household is receiving Medicaid.

A person receiving any amount of SSI benefits who also receives Medicaid is, therefore, a disqualified household member.

### **TANF**

Exempt Temporary Assistance to Needy Families (TANF) benefits.

A person receiving TANF benefits also receives Medicaid and is, therefore, a disqualified household member.

### **Terminated Income**

Count terminated income in the month received. Use actual income and do not use conversion factors if terminated income is less than a full month's income.

Income is terminated if it will not be received in the next usual payment cycle.

Income is not terminated if:

- Someone changes jobs while working for the same employer,
- An employee of a temporary agency is temporarily not assigned,

- A self-employed person changes contracts or has different customers without having a break in normal income cycle, or
- Someone received regular contributions, but the contributions are from different sources.

### **Third-Party Payments**

Exempt the money received that is intended and used for the maintenance of a person who is not a member of the household.

If a single payment is received for more than one beneficiary, exclude the amount actually used for the non-member up to the non-member's identifiable portion or prorated portion, if the portion is not identifiable.

### **Tip Income**

Count the actual (not taxable) gross amount of tips as earned income. Add tip income to wages before applying conversion factors.

Tip income is income earned in addition to wages that is paid by patrons to people employed in service-related occupations, such as beauticians, waiters, valets, pizza delivery staff, etc.

Do not consider tips as self-employment income unless related to a self-employment enterprise.

### **Trust Fund**

Count as unearned income trust fund withdrawals or dividends that the household can receive from a trust fund that is exempt from resources.

### **Unemployment Compensation Payments**

Count the gross amount as unearned income, minus any amount being recouped for an Unemployment Insurance Benefit (UIB) overpayment.

Exception: Count the gross amount if the household agreed to repay a food stamp overpayment through voluntary garnishment.

### **VA Payments**

Count the gross Veterans Administration (VA) payment as unearned income, minus any amount being recouped for a VA overpayment. Exempt VA special needs payments, such as annual clothing allowances or monthly payments for an attendant for disabled veterans.

### **Vendor Payments**

Exempt vendor payments if made by a person or organization outside the household directly to the household's creditor or person providing the service.

Exception: Count as income money that is legally obligated to the household, but which the payer makes to a third party for a household expense.

### **Wages, Salaries, Commissions**

Count the actual (not taxable) gross amount as earned income.

If a person asks his employer to hold his wages or the person's wages are garnished, count this money as income in the month the person would otherwise have been paid. If, however, an employer holds his employees' wages as a general practice, count this money as income in the month it is paid. Count an advance in the month the person receives it.

### **Workers' Compensation Payments**

Count the gross payment as unearned income, minus any amount being recouped for a prior worker's compensation overpayment or paid for attorney's fees. NOTE: The Texas Workforce Commission (TWC) or a court sets the amount of the attorney's fee to be paid.

Do not allow a deduction from the gross benefit for court-ordered child support payments.

Exception: Exclude worker's compensation benefits paid to the household for out-of-pocket health care expenses. Consider these payments as reimbursements.

### **Other Types of Benefits and Payments**

Exempt benefits and payments from the following programs:

- Americorp,
- Child Nutrition Act of 1966,

- Food Stamp Program – SNAP (Supplemental Nutrition Assistance Program),
- Foster Grandparents,
- Funds distributed or held in trust by the Indian Claims Commission for Indian tribe members under Public Laws 92-254 or 93-135,
- Learn and Serve,
- National School Lunch Act,
- National Senior Service Corps (Senior Corps),
- Nutrition Program for the Elderly (Title III, Older American Act of 1965),
- Retired and Senior Volunteer Program (RSVP),
- Senior Companion Program,
- Tax-exempt portions of payments made under the Alaska Native Claims Settlement Act,
- Uniform Relocation Assistance and Real Property Acquisitions Act (Title II),
- Volunteers in Service to America (VISTA), and
- Women, Infants, and Children (WIC) Program.

## Verifying Income

Verify countable income, including recently terminated income, at initial application and when changes are reported. Verify countable income at review, if questionable.

Proof may include but is not limited to:

- Last four (4) consecutive paycheck stubs (for everyone in your household),
- HCAP Form 200, Employment Verification Form, which we provide,
- W-2 forms,
- Notes for cash contributions,
- Business records,
- Social Security award letter,
- Court orders or public decrees (support documents),
- Sales records
- Income tax returns, and
- Statements completed, signed, and dated by the self-employed person.

## Documenting Income

On HCAP Form 101, document the following items.

- Exempt income and the reason it is exempt
- Unearned income, including the following items:
  - Date income is verified,
  - Type of income,
  - Check or document seen,
  - Amount recorded on check or document,
  - Frequency of receipt, and
  - Calculations used.
- Self-employment income, including the following items:
  - The allowable costs for producing the self-employment income,
  - Other factors used to determine the income amount.
- Earned income, including the following items:
  - Payer's name and address,
  - Dates of each wage statement or pay stub used,
  - Date paycheck is received,
  - Gross income amount,
  - Frequency of receipt, and
  - Calculations used.
- Allowable deductions.

A household is ineligible for a period of 6 months if they intentionally alter their income to become eligible for the Plan (example: have employer lower their hourly or salary amount).

The following exceptions apply:

- Change in job description that would require a lower pay rate
- Loss of job
- Changed job

## ***BUDGETING INCOME***

### **General Principles**

- Count income already received and any income the household expects to receive. If the household is not sure about the amount expected or when the income will be received, use the best estimate.
- Income, whether earned or unearned, is counted in the month that it is received.
- Count terminated income in the month received. Use actual income and do not use conversion factors if terminated income is less than a full month's income.
- Use at least four consecutive, current pay periods to calculate fluctuating income.
- The self-employment income projection, which includes the current month and 3 months prior, is the period of time that the household expects the income to support the family.
- There are deductions for earned income that are not allowed for unearned income.
- The earned income deductions are not allowed if the income is gained from illegal activities, such as prostitution and selling illegal drugs.

## **Steps for Budgeting Income**

- Determine countable income.
- Determine how often countable income is received.
- Convert countable income to monthly amounts.
- Convert self-employment allowable costs to monthly amounts.
- Determine if countable income is earned or unearned.
- Subtract converted monthly self-employment allowable costs, if any, from converted monthly self-employment income.
- Subtract earned income deductions, if any.
- Subtract the deduction for Medicaid individuals, if applicable.
- Subtract the deduction for legally obligated child support payments made by a member of the household group, if applicable.
- Compare the monthly gross income to the MCHD MAP monthly income standard.

### **Step 1**

#### **Determine countable income.**

Evaluate the household's current and future circumstances and income. Decide if changes are likely during the current or future months.

If changes are likely, then determine how the change will affect eligibility.

### **Step 2**

#### **Determine how often countable income is received, such as monthly, twice a month, every other week, weekly.**

All income, excluding self-employment. Based on verifications or the person's statement as best available information, determine how often income is received. If the income is based hourly or for piecework, determine the amount of income expected for one week of work.

#### Self-employment Income.

- Compute self-employment income, using one of these methods:
  - o Monthly. Use this method if the person has at least one full representative calendar month of self-employment income.
  - o Daily. Use this method when there is less than one full representative calendar month of self-employment income,

- and the source or frequency of the income is unknown or inconsistent.
- Determine if the self-employment income is monthly, daily, or seasonal, since that will determine the length of the projection period.
    - o The projection period is monthly if the self-employment income is intended to support the household for at least the next 6 months. The projection period is the last 3 months and the current month.
    - o The projection period is seasonal if the self-employment income is intended to support the household for less than 12 months since it is available only during certain months of the year. The projection period is the number of months the self-employment is intended to provide support.
  - Determine the allowable costs of producing self-employment income, which include:
    - o Capital asset improvements,
    - o Capital asset purchases, such as real property, equipment, machinery and other durable goods, i.e., items expected to last at least 12 months,
    - o Fuel,
    - o Identifiable costs of seed and fertilizer,
    - o Insurance premiums,
    - o Interest from business loans on income-producing property,
    - o Labor,
    - o Linen service,
    - o Payments of the principal of loans for income-producing property,
    - o Property tax,
    - o Raw materials,
    - o Rent,
    - o Repairs that maintain income-producing property,
    - o Sales tax,
    - o Stock,
    - o Supplies,
    - o Transportation costs. The person may choose to use 50.0 cents per mile instead of keeping track of individual transportation expenses. Do not allow travel to and from the place of business.
    - o Utilities

NOTE: If the applicant conducts a self-employment business in his home, consider the cost of the home (rent, mortgage, utilities) as shelter costs, not business expenses, unless these costs can be identified as necessary for the business separately.

The following are not allowable costs of producing self-employment income:

- Costs not related to self-employment,
- Costs related to producing income gained from illegal activities, such as prostitution and the sale of illegal drugs,
- Depreciation,
- Net loss which occurred in a previous period, and
- Work-related expenses, such as federal, state, and local income taxes, and retirement contributions.

### **Step 3**

**Convert countable income to monthly amounts**, if income is not received monthly.

When converting countable income to monthly amounts, use the following conversion factors:

- Multiply weekly amounts by 4.33.
- Multiply amounts received every other week by 2.17.
- Add amounts received twice a month (semi-monthly).
- Divide yearly amounts by 12.

### **Step 4**

**Convert self-employment allowable costs to monthly amounts.**

When converting the allowable costs for producing self-employment to monthly amounts, use the conversion factors in Step 3 above.

**Step 5**

**Determine if countable income is earned or unearned.** For earned income, proceed with Step 6. For unearned income, skip to Step 8.

**Step 6**

**Subtract converted monthly self-employment allowable costs, if any, from converted monthly self-employment income.**

**Step 7**

**Subtract earned income deductions, if any.** Subtract these deductions, if applicable, from the household’s monthly gross income, including monthly self-employment income after allowable costs are subtracted:

- Deduct \$120.00 per employed household member for work-related expenses.
- Deduct the actual cost up to \$200.00 per month per dependent for dependent childcare or incapacitated adult care, if necessary for employment.

Exception: For self-employment income from property, when a person spends an average of less than 20 hours per week in management or maintenance activities, count the income as unearned and only allow deductions for allowable costs of producing self-employment income.

**Step 8**

**Subtract the deduction for Medicaid individuals, if applicable.** This deduction applies when the household has a member who receives Medicaid and, therefore, is disqualified from the MCHD MAP household. Using the Deduction chart on the following page to deduct an amount for support of the Medicaid member(s) as follows: Subtract an amount equal to the deduction for the number (#) of Medicaid-eligible individuals.

**Deductions for Medicaid-Eligible Individuals**

# of Medicaid-	Single Adult or Adult	Minor Children Only
----------------	-----------------------	---------------------

Eligible Individuals	with Children	
1	\$ 78	\$ 64
2	\$ 163	\$ 92
3	\$ 188	\$ 130
4	\$ 226	\$ 154
5	\$ 251	\$ 198
6	\$ 288	\$ 241
7	\$ 313	\$ 267
8	\$ 356	\$ 293

**Consider the remainder as the monthly gross income** for the MAP household

**Step 9**

**Subtract the deduction for legally obligated child support payments made by a member of the household group.**

**Step 10**

**Compare the household's monthly gross income to the 21-150% FPIL monthly income standard, using the MCHD MAP Monthly Income Standards chart below.**

**MONTGOMERY COUNTY HOSPITAL DISTRICT  
MEDICAL ASSISTANCE PLAN  
INCOME GUIDELINES EFFECTIVE 03/01/2009 21-150 % FPIL**

# of Individuals in the MAP Household	Income Standard	
	21% FPIL	150% FPIL
1	\$190	\$1,354
2	\$255	\$1,822
3	\$321	\$2,289
4	\$386	\$2,757
5	\$452	\$3,224
6	\$517	\$3,692
7	\$583	\$4,159
8	\$648	\$4,627
9	\$714	\$5,094
10	\$779	\$5,562
11	\$845	\$6,030
12	\$911	\$6,498
<b>ADD Member</b>	<b>\$66</b>	<b>\$468</b>

*Note: Based on the 2008 Federal Poverty Income Limits (FPII), which changes March 1 of every year.*

A household is eligible if its monthly gross income, after rounding down cents, does not exceed the monthly income standard for the MCHD MAP household's size.

# **SECTION THREE. CASE PROCESSING**

## **CASE PROCESSING**

### **General Principles**

- Use the MCHD MAP application, documentation, and verification procedures.
- Issue HCAP Form 100 to the applicant or his representative on the same date that the request is received.
- Accept an identifiable application.
- Assist the applicant with accurately completing the HCAP Form 100 if the applicant requests help. Anyone who helps fill out the HCAP Form 100 must sign and date it.
- If the applicant is incompetent, incapacitated, or deceased, someone acting responsibly for the client (a representative) may represent the applicant in the application and the review process, including signing and dating the HCAP Form 100 on the applicant's behalf. This representative must be knowledgeable about the applicant and his household. Document the specific reason for designating this representative.
- Determine eligibility based on residence, household, resources, income, and citizenship.
- Allow at least 14 days for requested information to be provided, unless the household agrees to a shorter timeframe, when issuing HCAP Form 12. Note: The requested information is documented on HCAP Form 12 and a copy is given to the household.
- All information required by the "How to Apply for MAP" document is needed to complete the application process and is the responsibility of the applicant.
- Use any information received from the provider of service when making the eligibility determination; but further eligibility information from the applicant may be required.
- The date that a complete application is received is the application completion date, which counts as Day 0.
- Determine eligibility not later than the 14th day after the application completion date based on the residence, household, resources, income, and citizenship guidelines.

- Issue written notice, namely, HCAP Form 109, Notice of Eligibility and HCAP Form 110, the MAP Identification Card, HCAP Form 120, Notice of Incomplete Application, or HCAP Form 117, Notice of Ineligibility, of the District's decision. If the District denies health care assistance, the written notice shall include the reason for the denial and an explanation of the procedure for appealing the denial.
- Review each eligible case record at least once every six months.
  - Approved applications are valid for a period not to exceed six (6) months but no less than 1 month.
  - Before the expiration date, all clients will receive a notice by mail that benefits will expire in the next two weeks.
  - All clients must start the eligibility process all over again at the time or re-application.
- Use the "Prudent Person Principle" in situations where there are unusual circumstances in which an applicant's statement must be accepted as proof if there is a reasonable explanation why documentary evidence or a collateral contact is not available and the applicant's statement does not contradict other client statements or other information received by staff.
- Current eligibility continues until a change resulting in ineligibility occurs and a HCAP Form 117 is issued to the household.
- Consult the hospital district's legal counsel to develop procedures regarding disclosure of information.
- Be aware that a person involved in a motor vehicle accident or an assault (before or during MAP benefit period) will not receive benefit coverage for any medical expenses related to that accident or assault, unless proper documentation is provided showing no other liability. The minimum documentation required consists of at least police report or auto insurance information. Other documentation may be necessary.
- Be aware that a person injured on the job (before or during MAP benefit period) who is entitled to Worker's Compensation, must pursue that resource for benefit coverage.
- Remember that MCHD is the payor of last resort. Do not hesitate to explain this to the client.
- The applicant has the right to:

- Have his application considered without regard to race, color, religion, creed, national origin, age, sex, disability, or political belief;
  - Request a review of the decision made on his application or re-certification for health care assistance; and
  - Request, orally and in writing, a fair hearing about actions affecting receipt or termination of health care assistance.
- The applicant is responsible for:
    - Completing the HCAP Form 100 accurately.

Application for Montgomery County Hospital District's Medical Assistance Plan (MAP) are available at the Montgomery County Healthcare Assistance Office located at 200 River Pointe Plaza Suite 303 Conroe, Texas, 77304. Applications may be picked up, Monday through Friday, except holidays, from 8:00 am to 11:30 am and 1:00 pm to 4:30 pm. The MAP phone number is 936-523-5100 and the fax number is 936-539-3450. Applications are also available at <http://www.mchd-tx.org/> by clicking on the MAP link.

- Signing and dating the HCAP Form 100. If the applicant is married and his spouse is a household member, the spouse must also sign and date the HCAP Form 100 even if the spouse is a disqualified household member.
- Providing all needed information requested by staff. If information is not available or is not sufficient, the applicant may designate a collateral contact for the information. A collateral contact could be any objective third party who can provide reliable information. A collateral contact does not need to be separately and specifically designated if that source is named either on HCAP Form 100 or during the interview.
- Attending the scheduled interview appointment.

All appointments will be set automatically by the MAP eligibility office and will be the applicant's responsibility to attend the scheduled appointment. Failure to attend the appointment will result in denial of assistance.

The client's application is valid for 30 days from the identifiable date and it is within that 30-day period that the client may reschedule another appointment with the eligibility office. After

the 30-day period, the client would have to fill out another application and begin the application process all over again.

- Reporting changes, which affect eligibility, within 14 days after the date that the change actually occurred. Failure to report changes could result in repayment of expenditures paid.
- Any changes in income, resources, residency other than federal cost of living adjustments mandates re application and reconsideration of determination.
- To cooperate or follow through with an application process for any other source of medical assistance before being processed for the Medical Assistance Plan, since MCHD is a payor of last resort.
- Note: Misrepresentation of facts or any attempt by any applicant or interested party to circumvent the policies of the district in order to become or remain eligible is grounds for immediate and permanent refusal of assistance. Furthermore, if a client fails to furnish any requested information or documentation, the application will be denied.
- The Montgomery County Hospital District has installed a comprehensive video and audio recording system in the Health Care Assistance Program office suite. This system serves many purposes. This system is designed to ensure quality services and to provide a level of security for the staff. It also provides documentation of client interviews which is useful in reducing fraud and abuse of the system. The recordings provide the staff protection against false claims from disgruntled clients, and ensure accuracy in connection with HCAP client interviews. All persons who apply for services, renewal of services, or other issues with the Health Care Assistance Program shall be subject to the video and audio taping equipment of the Montgomery County Hospital District.

## ***PROCESSING AN APPLICATION***

### **Steps for Processing an Application**

- **Accept the identifiable application.**
- **Check information.**
- **Request needed information.**
- **Determine if an interview is needed.**
- **Interview.**
- **Determine eligibility.**
- **Issue the appropriate form.**

#### **Step 1**

**Accept the identifiable application.** On the HCAP Form 100 document the date that the identifiable Form 100 is received. This is the application file date.

#### **Step 2**

**Check** that all information is complete, consistent, and sufficient to make an eligibility determination.

#### **Step 3**

**Request needed information** pertaining to the five eligibility criteria, namely, residence, citizenship, household, resources, and income.

Decision Pended. If eligibility cannot be determined because components that pertain to the eligibility criteria are missing, issue HCAP Form 12, Request for Information, listing additional information that needs to be provided as well as listing the due date by which the additional information is needed. If the requested information is not provided by the due date, follow the Denial Decision procedure in Step 8. If the requested information is provided by the due date, proceed with Step 5. The application is not considered complete until all requested information is received.

Decision Pended for an SSI Applicant. If eligibility cannot be determined because the person is also an SSI applicant, issue HCAP Form 12, Request for Information, listing additional information that needs to be provided, including the SSI decision, as well as listing the date by which the additional information is needed. In addition, the client is issued HCAP Form G, "How to

contact the eligibility office regarding your SSI status”. If the SSI application is denied for eligibility requirements, proceed with Step 3 whether or not the SSI denial is appealed.

#### **Step 4**

**Determine if an interview is needed.** Eligibility may be determined without interviewing the applicant if all questions on HCAP Form 100 are answered and all additional information has been provided.

#### **Step 5**

**Interview** the applicant or his representative face-to-face or by telephone in an interview is necessary.

If an interview appointment is scheduled, provide the applicant with an MAP Appointment Card, HCAP Form 2, indicating the date, time, place of the interview, and name of interviewer.

Applicants may only be up to 10 minutes late to their interview appointment before they **must** reschedule.

If the applicant fails to keep the appointment, reschedule the appointment, if requested before the time of the scheduled appointment, or follow the Denial Decision procedure in Step 7.

#### **Step 6**

**Repeat** Steps 2 and 3 as necessary.

#### **Step 7**

**Determine eligibility** based on the five eligibility criteria.

Document information in the case record to support the decision.

At this step, all candidates must complete the following forms:

1. Acknowledgment of Receipt of Notice of Privacy Practices, HCAP Form A
2. Background Check Form, HCAP Form B
3. Medical History Form, HCAP Form C
4. Release Form, HCAP Form D
5. Subrogation Form, HCAP Form E
6. Proof of Citizenship, HCAP Form F
7. Representation and Acknowledgement Form, HCAP Form H

If a candidate has a telephone interview or does not require an interview and becomes eligible for MAP benefits, the forms listed

above must be filled out at the time the client comes in to get their MAP Identification Card, HCAP Form 110, and the Notice of eligibility, HCAP Form 109.

Additionally at this step in the process, some candidates must complete additional forms as they apply:

1. Statement of Support, HCAP Form 102
2. Request for Domicile Verification, HCAP Form 103
3. Affidavit Regarding Marital Status and Financial Support, HCAP Form 104
4. Employer Verification Form, HCAP Form 200
5. Other Forms as may be developed and approved by Administrator
6. Assignment of Health Insurance Proceeds, HCAP Form I:

*Staff Acknowledgement regarding Step 2*

All applicants will undergo a background/credit check, as this is a mandatory MAP process. Candidates will be asked to clarify discrepancies. Do not pry or inquire into non-eligibility determination related information. Remember this is confidential material.

## **Step 8**

**Issue the appropriate form**, namely, HCAP Form 117, Notice of Ineligibility, HCAP Form 120, Notice of Incomplete Application, or HCAP Form 109, Notice of Eligibility along with HCAP Form 110, the MAP Identification Card.

The MAP Identification Card is owned by MCHD and is not transferable. MCHD may revoke or cancel it at any time after notice has been sent out 2 weeks before the termination date explaining the reason for termination.

Incomplete Decision. If any of the requested documentation is not provided the application is not complete. Issue HCAP Form 120, Notice of Incomplete Application.

Denial Decision. If any one of the eligibility criteria is not met, the applicant is ineligible. Issue HCAP Form 117, Notice of Ineligibility, including the reason for denial, the effective date of the denial, if applicable, and an explanation of the procedure for appealing the denial.

Reasons for denial include but are not limited to:

- Not a resident of the county,
- A recipient of Medicaid,

- Resources exceed the resource limit,
- Income exceeds the income limit,
- Failed to keep an appointment,
- Failed to provide information requested,
- Failed to return the review application,
- Failed to comply with requirements to obtain other assistance, or
- Voluntarily withdrew.

Eligible Decision. If all the eligibility criteria are met, the applicant is eligible.

Determine the applicant's Eligibility Effective Date. Current Eligibility begins on the first calendar day in the month that an identifiable application is filed or the earliest, subsequent month in which all eligibility criteria are met.

The applicant may be retroactively eligible in any of the three calendar months before the month the identifiable application is received if all eligibility criteria are met. (Exception: Eligibility effective date for a new county resident begins the date the applicant is considered a county resident. For example, if the applicant meets all four eligibility criteria, but doesn't move to the county until the 15th of the month, the eligibility effective date will be the 15th of the month, not the first calendar day in the month that an identifiable application is filed.)

Issue HCAP Form 109, Notice of Eligibility, including the Eligibility Effective Date along with HCAP Form 110, the MAP Identification Card.

All active cases will be reviewed every 6 months as determined by the Eligibility Supervisor.

## **Termination of Coverage**

### Expiration of Coverage:

All active clients are given MAP coverage for a specified length of time and will be notified by mail **two weeks** before their MAP benefits will expire. Coverage will terminate at the end of the specified length of time unless the client chooses to re-apply for coverage.

### Termination:

In certain circumstances, a client may have their benefits revoked before their coverage period expires. Clients will be notified by mail or phone

two weeks before their MAP benefits will terminate, along with the explanation for termination. Coverage will terminate on the date listed on HCAP Form 117, Notice on Ineligibility.

Note: Clients who are found to have proof of another source of healthcare coverage will be terminated on the day that the other payor source was identified.

## ***DENIAL DECISION DISPUTES***

### **Responses Regarding a Denial Decision**

If a denial decision is disputed by the household, the following may occur:

- The household may submit another application to have their eligibility re-determined,
- The household may appeal the denial, or
- The hospital district may choose to re-open a denied application or in certain situations override earlier determinations based on new information.

### **The Household/Client Appeal Process**

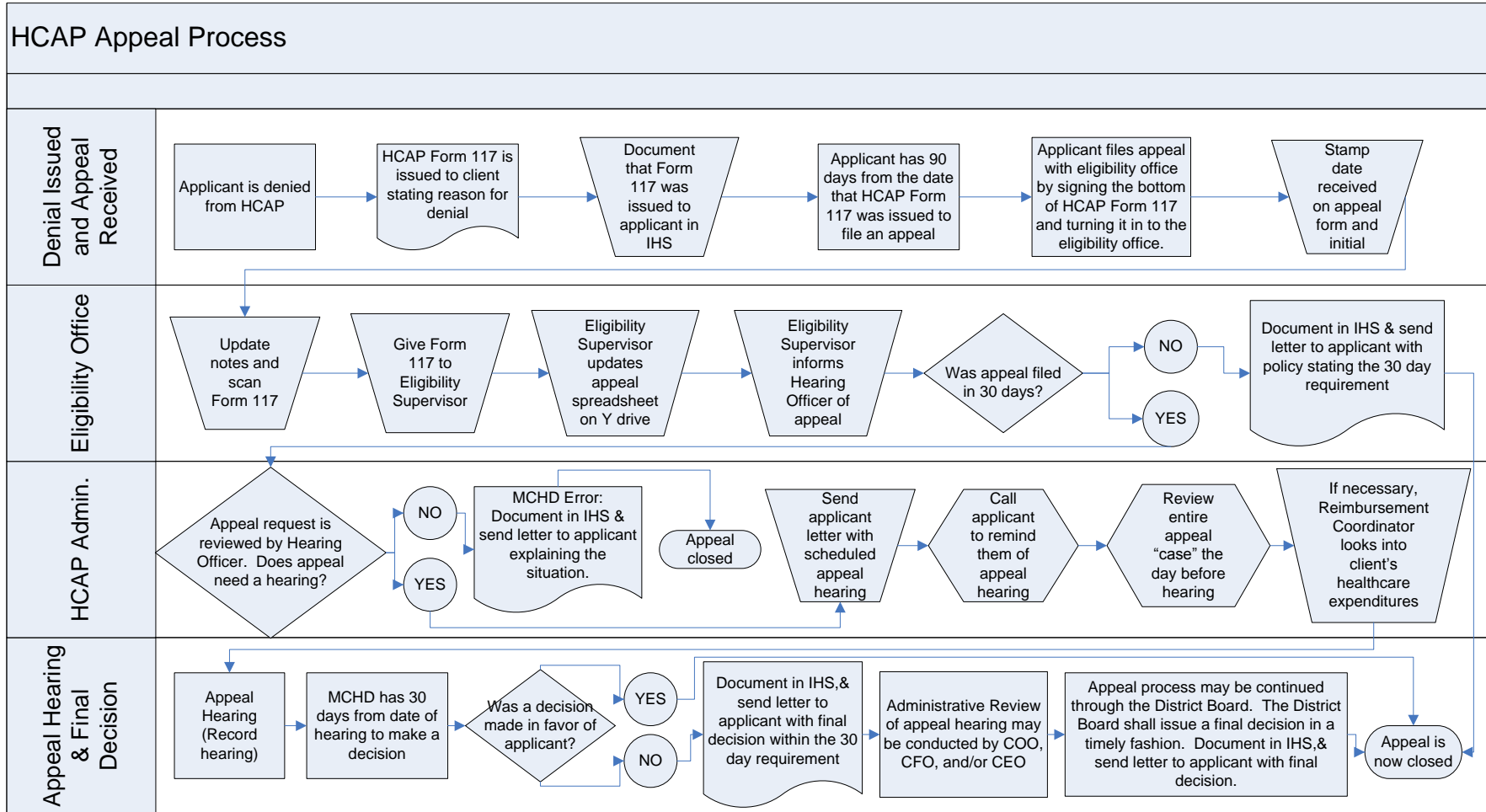
- The Household/Client may appeal any eligibility decision by signing the bottom of HCAP Form 117, Notice of Ineligibility within 30 days from the date of denial.
- District will have 14 days from the date HCAP Form 117 was received in the MAP eligibility office with the appropriate signature to respond to the client to let them know that MCHD received their appeal. At this time, the client will be notified as to the next step in the appeal process either:
  1. An appeal hearing is not necessary as a mistake has been made on MCHD's behalf. MCHD and the client will take the appropriate steps required to remedy the situation, or
  2. An appeal hearing is necessary and the Hearing Officer or appointee will schedule a date and time for the appeal hearing.

The decision as to whether or not an appeal is necessary is decided upon by the Hearing Officer after reviewing the case.

Anytime during the 14-day determination period further information may be requested from the client by The District.

- The District will have 30 days in which to schedule the appeal hearing.
- Should a client choose not to attend their scheduled appeal hearing, leave a hearing, or become disruptive during a hearing, the case will be dropped and the appeal denied.
- MCHD calls the client to remind the client of appeal hearing.
- After the date of the appeal hearing, the District will have 30 days in which to make a decision. The client will be notified of the District's decision in writing.
- An Administrative Review of the appeal hearing can be conducted through the Chief Operating Officer, Chief Financial Officer, and/or the Chief Executive Officer.
- The Appeal process may be continued through the District Board.
- The District Board shall issue a final decision in a timely fashion.

### MAP Appeal Process Flowchart



**Note:** At any time it is very important to update IHS with notes regarding the appeal process and to scan in all documents that are important to the appeal "case".

**SECTION FOUR.  
SERVICE DELIVERY**

## ***SERVICE DELIVERY***

### **General Principles**

- MCHD shall provide or arrange for the basic health care services established by TDSHS or less restrictive health care services.
  - The basic health care services are:
    - Physician services
    - Annual physical examinations
    - Immunizations
    - Medical screening services
      - Blood pressure
      - Blood sugar
      - Cholesterol screening
    - Laboratory and x-ray services
    - Family planning services
    - Skilled nursing facility services
    - Prescription drugs
    - Rural health clinic services
    - Inpatient hospital services
    - Outpatient hospital services
- In addition to providing basic health care services, MCHD may provide other extended health care services that the hospital district determines to be cost-effective.

- The extended health care services are:
  - Advanced practice nurse services provided by
    - Nurse practitioner services (ANP)
    - Clinical nurse specialist (CNS)
    - Certified nurse midwife (CNM)
    - Certified registered nurse anesthetist (CRNA)
  - Ambulatory surgical center (freestanding) services
  - Catastrophic Oncology Services
  - Mental Health - Counseling services provided by:
    - Licensed clinical social worker (LCSW)
    - Licensed marriage family therapist (LMFT)
    - Licensed professional counselor (LPC)
    - Ph.D. psychologist
  - Colostomy medical supplies and equipment
  - Diabetic medical supplies and equipment
  - Durable medical equipment (DME)
  - Emergency medical services (EMS)
  - Home and community health care services (in special circumstances with authorization)
  - Physician assistant services (PA)
  - Federally qualified health center services (FQHC)
  - Other medically necessary services or supplies that the Montgomery County Hospital District determines to be cost effective.

- Services and supplies must be usual, customary, and reasonable as well as medically necessary for diagnosis and treatment of an illness or injury.
- A hospital district may:
  - Arrange for health care services through local health departments, other public health care facilities, private providers, or insurance companies regardless of the provider's location;
  - Arrange to provide health care services through the purchase of insurance for eligible residents;
  - Affiliate with other governmental entities, public hospitals, or hospital districts for administration and delivery of health care services.
  - Use out-of-county providers.
- As prescribed by Chapter 61, Health and Safety Code, a hospital district shall provide health care assistance to each eligible resident in its service area who meets:
  - The basic income and resources requirements established by the department under Sections 61.006 and 61.008 and in effect when the assistance is requested; or
  - A less restrictive income and resources standard by the hospital district serving the area in which the person resides.
- The maximum Hospital District liability for each fiscal year for health care services provided by all assistance providers, including hospital and skilled nursing facility (SNF), to each MAP client is, excluding Oncology clients:
  1. \$60,000; or
  2. the payment of 30 days of hospitalization or treatment in a SNF, or both, or \$60,000, whichever occurs first.
    - a. 30 days of hospitalization refers to inpatient hospitalization.
- The maximum Hospital District liability for each fiscal year for Mental Health – Counseling services provided by all assistance providers, including hospital, to each MCICP client is:

1. \$20,000;

- The Montgomery County Hospital District is the payor of last resort and shall provide assistance only if other adequate public or private sources of payment are not available. In addition, MCHD is not secondary to any insurance benefits or exhausted benefits.
- For claim payment to be considered, a claim should be received:
  1. Within 95 days from the approval date for services provided before the household was approved or
  2. Within 95 days from the date of service for services provided after the approval date.
- The payment standard is determined by the date the claim is paid.
- MCHD MAP mandated providers must provide services and supplies.
- Montgomery County Hospital District's EMS must provide all EMS services.
  - o Upon request for EMS the provider must identify the patient as an MAP client to the EMS Dispatch center.
- Any exception requires MCHD MAP approval for each service, supply, or expense.
- Co-payments:

Pursuant to Chapter 61 of the Texas Health and Safety Code, the District recognizes that it may request contribution toward cost of assistance.

Households/clients will be stratified at the time of eligibility by their income as compared to 21-150% of the Federal Poverty Income Limit (FPIL) scale. They are then requested to contribute a nominal amount toward their healthcare as listed below based on their income level and for what services for which they are requested.

<b>Level</b>	<b>FPIL</b>	<b>Current</b>
TA2	21-50%	\$10
TA3	50-100%	\$15
TA4	100-150%	\$20

**Services for which co-payments are requested:**

- Diabetic training
- EMS transports
- ED visits
- Hyperbaric Services
- Physical therapies
  - OT
  - PT
  - ST
- Primary care visits
- Specialty care visits

*The prescription co-payment requested is \$7.50 for generic drugs and \$12.50 for brand name drugs, per prescription per month at ALL income levels.*

**Basic and Extended Health Care Services do not Include Services and Supplies that:**

- Are provided to a patient before or after the time period the patient is eligible for the MCHD Medical Assistance Plan;
- Are payable by or available under any health, accident, or other insurance coverage; by any private or governmental benefit system; by any legally liable third party, or under other contract;
- Are provided by military medical facilities, Veterans Administration facilities, or United States public health service hospitals;
- Are related to any condition covered under the worker's compensation laws or any other payor source.

## **BASIC HEALTH CARE SERVICES**

*MCHD-established Basic Health Care Services:*

- **Annual Physical Examinations**
- **Family Planning Services**
- **Immunizations**
- **Inpatient Hospital Services**
- **Laboratory and X-Ray Services**
- **Medical Screening Services**
- **Outpatient Hospital Services**
- **Physician Services**
- **Prescription Drugs**
- **Rural Health Clinic Services**
- **Skilled Nursing Facility Services**

### **Annual Physical Examinations**

These are examinations provided once per client per calendar year by a Texas licensed physician or midlevel practitioner.

Associated testing, such as mammograms, can be covered with a physician's referral.

These services may also be provided by an Advanced Practice Nurse (APN) if they are within the scope of practice of the APN in accordance with the standards established by the Board of Nurse Examiners.

### **Family Planning Services**

These preventive health care services assist an individual in controlling fertility and achieving optimal reproductive and general health.

Other Montgomery County entities provide family planning services at little or no charge; therefore, the district reserves the right to redirect clients to utilize their services.

- o Charges to clients are based on a sliding fee scale according to family income and size. No client is refused service due to his or her inability to pay.

## **Immunizations**

These are given when appropriate.

## **Inpatient Hospital Services**

Inpatient hospital services must be medically necessary and be:

- Provided in an acute care hospital that is JCAHO and TDH compliant,
- Provided to hospital inpatients,
- Provided under the direction of a Texas licensed physician in good standing, and
- Provided for the medical care and treatment of patients.

The date of service for an inpatient hospital claim is the discharge date.

## **Laboratory and X-Ray Services**

These are professional and technical laboratory and radiological services ordered and provided by, or under the direction of, a Texas licensed physician in an office or a similar facility other than a hospital outpatient department or clinic.

## **Medical Screening Services**

These health care services include blood pressure, blood sugar, and cholesterol screening

## Outpatient Hospital Services

Outpatient hospital services must be medically necessary and be:

- Provided in an acute care hospital or hospital-based ambulatory surgical center (HASC),
- Provided to hospital outpatients,
- Provided by or under the direction of a Texas licensed physician in good standing, and
- Diagnostic, therapeutic, or rehabilitative.

## Physician Services

Physician services include services ordered and performed by a physician that are within the scope of practice of their profession as defined by Texas state law. Physician services must be provided in the doctor's office, the patient's home, a hospital, a skilled nursing facility, or elsewhere.

In addition, the anesthesia procedures in the chart below may be payable.

CPT Codes and Descriptions only are Copyright 2004 American Medical Association All Rights Reserved

TOS	CPT Code	Description
1	99100	Anesthesia for patient of extreme age, under one year or over 70. (List separately in addition to code for primary anesthesia procedure.)
1	99116	Anesthesia complicated by utilization of total body hypothermia. (List separately in addition to code for primary anesthesia procedure.)
1	99135	Anesthesia complicated by utilization of controlled hypotension. (List separately in addition to code for primary anesthesia procedure.)
1	99140	Anesthesia complicated by emergency conditions (specify). (List separately in addition to code for primary anesthesia procedure.) An emergency is defined as existing when delay in treatment of the patient would lead to a significant increase in the threat to life or body part.

## **Prescription Drugs**

This service includes up to three prescription drugs per month. New and refilled prescriptions count equally toward this three prescription drugs per month total. Drugs must be prescribed from the MCHD HCAP Formulary, by a Texas licensed physician or other practitioner within the scope of practice under law.

The quantity of drugs prescribed depends on the prescribing practice of the physician and the needs of the patient. However, each prescription is limited to a 30-day supply and dispensing only.

The MCHD HCAP Formulary may be found in Appendix VII.

The MAP co-payment requested is \$7.50 for generic drugs and \$12.50 for brand name drugs, per prescription per month.

Over the counter Aspirin will be covered without a co-payment up to a quantity limit of 500 per year.

Asthma Chambers- Active clients with a diagnosis of Asthma or COPD will be allowed under the RX program to have 1 asthma chamber per year per active client with a copay and will not count against the 3 per month prescription limit.

## **Rural Health Clinic (RHC) Services**

RHC services must be provided in a freestanding or hospital-based rural health clinic and provided by a physician, a physician assistant, an advanced practice nurse (including a nurse practitioner, a clinical nurse specialist, and a certified nurse midwife), or a visiting nurse.

## **Skilled Nursing Facility Services**

Services must be:

- Medically necessary,
- Ordered by a Texas licensed physician in good standing, and
- Provided in a skilled nursing facility that provides daily services on an inpatient basis.

## ***EXTENDED HEALTH CARE SERVICES***

- **Advanced Practice Nurse Services**
- **Ambulatory Surgical Center (Freestanding) Services**
- **Catastrophic Oncology Services**
- **Colostomy Medical Supplies and Equipment**
- **Mental Health - Counseling services provided by:**
  - **Licensed clinical social worker (LCSW)**
  - **Licensed marriage family therapist (LMFT)**
  - **Licensed professional counselor (LPC)**
  - **Ph.D. psychologist**
- **Diabetic Medical Supplies and Equipment**
- **Durable Medical Equipment**
- **Emergency Medical Services**
- **FQHC (Federally Qualified Health Center) Services**
- **Physician Assistant Services**
- **Other medically necessary services or supplies**

### **Advanced Practice Nurse (APN) Services**

An APN must be licensed as a registered nurse (RN) within the categories of practice, specifically, a nurse practitioner, a clinical nurse specialist, a certified nurse midwife (CNM), and a certified registered nurse anesthetist (CRNA), as determined by the Board of Nurse Examiners. APN services must be medically necessary, provided within the scope of practice of the APN, and covered in the Texas Medicaid Program.

### **Ambulatory Surgical Center (ASC) Services**

These services must be provided in a freestanding ASC, and are limited to items and services provided in reference to an ambulatory surgical procedure. A freestanding ASC service should be billed as one inclusive charge on a HCFA-1500, using the TOS "F."

### **Catastrophic Oncology Services**

Benefits for Oncology clients will not automatically terminate once maximum hospital district liability has been met. Once an Oncology client reaches maximum hospital liability, the Oncology provider will be required to submit a projected care plan to the MAP third party administrator to consider continuation of benefits. If the third party administrator confirms the costs and medical appropriateness of the care plan, the Chief Operating Officer, Chief Financial Officer, or Chief Executive Officer will review the case and consider continuation of benefits based on funds budgeted. The funds budgeted are based on the projected earnings of the Catastrophic Reserve Fund. If insufficient funding is available to continue benefits, the Chief Operating Officer, Chief Financial Officer, or Chief Executive Officer will petition the District Board for additional funding. If the funding is not available, the client will be referred to an alternate provider and the hospital district will no longer be responsible for providing health care benefits.

**Colostomy Medical Supplies and Equipment:**

These supplies and equipment must be medically necessary and prescribed by a Texas licensed physician, PA, or an APN in good standing, within the scope of their practice in accordance with the standards established by their regulatory authority.

The hospital district requires the supplier to receive prior authorization.

Items covered are:

- Cleansing irrigation kits, colostomy bags/pouches, paste or powder, and skin barriers with flange (wafers).

**Colostomy Medical Supplies and Equipment:**

TOS	Procedure	Description
-----	-----------	-------------

	<b>Code</b>	
9	A4398	Ostomy irrigation supply bag
9	A4400	Ostomy irrigation set
9	A4387	Ostomy closed pouch w att. st. barrier
9	A4404	Ostomy rings
9	A4364	Adhesive for ostomy, liquid, cement, powder, or paste
9	A5123	Skin barrier with flange (solid, flexible, or accordion), any size/Wafer

### **Mental Health - Counseling Services:**

Mental health counseling and inpatient services will be available for International Classification of Diseases, Ninth Revision mental illnesses beginning with 290.0 – 316 for psychoses, neurotic disorders, personality disorders, and other nonpsychotic mental disorders.

Inpatient services are provided to those who need 24-hour professional monitoring, supervision and assistance in an environment designed to provide safety and security during acute psychiatric crisis.

Inpatient and outpatient psychiatric services: psychotherapy services must be medically necessary; based on a physician referral; and provided by a licensed psychiatrist (MD) or licensed clinical social worker (LCSW, previously know as LMSW-ACP), a licensed marriage family therapist (LMFT), licensed professional counselor (LPC), or a Ph.D. psychologist. These services may also be provided based on an APN referral if the referral is within the scope of their practice.

The hospital district requires prior authorization for all mental health (inpatient and outpatient) counseling services.

- All Inpatient Admissions including Residential Care Inpatient Admissions

- All hospital or facility day treatment admissions
- All multiple (more than one) counseling sessions per week
- All multiple hour counseling sessions

Services provided by a physician or therapist for one counseling session (or less) per week, for medication checks, CSU services, and Lab work do not require pre-certification for payment

**Diabetic Medical Supplies and Equipment:**

These supplies and equipment must be medically necessary and prescribed by a Texas licensed physician, PA, or an APN within the scope of their practice in accordance with the standards established by their regulatory authority.

The hospital district requires the supplier to receive prior authorization. Items covered are:

- Test strips, alcohol prep pads, lancets, glucometers, insulin syringes, humulin pens, and needles required for the humulin pens.
- Insulin syringes, humulin pens, and the needles required for humulin pens are dispensed with a National Dispensing Code (NDC) number and are paid as prescription drugs; they do not count toward the three prescription drugs per month limitation. Insulin and humulin pen refills are prescription drugs (not optional services) and count toward the three prescription drugs per month limitation.

**Diabetic Medical Supplies and Equipment:**

TOS	Procedure Code	Description
9	A4250	Urine test or reagent strips or tablets, 100 tablets or strips
9	A4253	Blood glucose test or reagent test strips for home blood glucose monitors, 50

		strips
9	A4772	Dextrostick or glucose test strips, per box
9	5261X	Protein reagent strips, per box of 50
9	5124X	Glucose tablets, 6 per box
9	5125X	Glucose gel/react gel, 3 dose pack
J	E0607	Home glucose monitor kit
9	A4245	Alcohol wipes, per box
9	A4258	Spring-powered device for lancet, each
9	A4259	Lancets, per box of 100

**Durable Medical Equipment:**

This equipment must be medically necessary and provided under a written, signed, and dated physician’s prescription. A Pa or an APN may also prescribe these supplies and equipment if this is within the scope of their practice in accordance with the standards established by their regulatory authority.

The hospital district requires the supplier to receive prior authorization. Items can be rented or purchased, whichever is the least costly or most efficient.

Items covered with MCHD authorization are:

- Appliances for measuring blood pressure that are reasonable and appropriate, canes, crutches, home oxygen equipment (including masks, oxygen hose, and nebulizers), standard wheelchairs, and walkers that are reasonable and appropriate

**Durable Medical Equipment:**

TOS	Procedure	Description
-----	-----------	-------------

SECTION FOUR  
SERVICE DELIVERY  
EXTENDED HEALTH CARE SERVICES

	<b>Code</b>	
9	5243X	Digital blood pressure & pulse monitor
9	5295X	Oxygen, gaseous, per cubic ft
9	5300X	Oxygen contents, liq. Per lb
9	5301X	Oxygen contents, liq. Per 100 lbs
9	A4616	Tubing (oxygen), per foot
9	A4617	Mouth Piece
9	A4620	Variable concentration mask
	A7003	Disposable kit (pipe style)
	A7015	Disposable kit (mask style)
	A7034	Mask w/ headgear
	A7037	6' tubing
	A7038	Filters
J	E0100	Cane with tip [New]
L	E0100	Cane with tip [Monthly Rental]
J	E0105	Cane, quad or 3 prong, with tips [New]
L	E0105	Cane, quad or 3 prong, with tips [Monthly Rental]
J	E0112	Crutches, underarm, wood, pair with pads, tips, handgrips [New]
L	E0112	Crutches, underarm, wood, pair with pads, tips, handgrips [Monthly Rental]
J	E0113	Crutch, underarm, wood, each with pad, tip, handgrip
L	E0113	Crutch, underarm, wood, each with pad, tip, handgrip [Monthly Report]
J	E0135	Walker, folding (pickup) adjustable or fixed height [New]
L	E0135	Walker, folding (pickup) adjustable or fixed height [Monthly Rental]

	E0143	Walker, folding with wheels
	E0431	Portable oxygen [Rental] Includes: regulator, cart and (2) tanks per month
J	E0570	Nebulizer, with compressor [New]
J	E0580	Nebulizer, durable, glass or autoclavable plastic, bottle [New]
L	E0580	Nebulizer, durable, glass or autoclavable plastic, bottle [Monthly Rental]
J	E1130	Wheelchair, standard [New]
L	E1130	Wheelchair, standard [Monthly Rental]
L	E1390	Oxygen Concentrator, Capable of delivering 85% or > Oxygen Concen at Persc Flw Rt [Monthly Rental]
	K0001	Standard wheelchair
	K0003	Lightweight wheelchair
	K0004	Ultra lightweight wheelchair
	K0195	Elevating leg rests, pair

**Emergency Medical Services:**

Emergency Medical Services (EMS) services are ground ambulance transport services. When the client's condition is life-threatening and requires the use of special equipment, life support systems, and close monitoring by trained attendants while en route to the nearest appropriate (mandated) facility, ground transport is an emergency service.

The hospital district requires the clients to use MCHD EMS services only. EMS Dispatch must be notified by provider that the patient is a MCHD MAP Client at time of request.

**Federally Qualified Health Center (FQHC) Services:**

These services must be provided in an approved FQHC by a Texas licensed physician, a physician's assistant, or an advanced practice nurse, a clinical psychologist, or a clinical social worker.

**Physician Assistant (PA) Services:**

These services must be medically necessary and provided by a PA under the supervision of a Texas licensed physician and billed by and paid to the supervising physician.

## ***EXCLUSIONS AND LIMITATIONS***

### **The Following Services, Supplies, and Expenses are not MCHD MAP Benefits:**

- Abortions; unless the attending physician certifies in writing that, in his professional judgment, the mother's life is endangered if the fetus were carried to term or unless the attending physician certifies in writing that the pregnancy is related to rape or incest;
- Air conditioners, humidifiers and purifiers, swimming pools, hot tubs, or waterbeds, whether or not prescribed by a physician;
- Air Medical Transport;
- Ambulation aids unless they are authorized by MCHD;
- Autopsies;
- BiPAP (Bi-level Positive Airway Pressure);
- Charges exceeding the specified limit per client in the Plan;
  - The maximum Hospital District liability for each fiscal year for health care services provided by all assistance providers, including hospital and skilled nursing facility (SNF), to each MAP client is:
    - \$60,000; or
    - the payment of 30 days of hospitalization or treatment in a SNF, or both, or \$60,000, whichever occurs first.
    - 30 days of hospitalization refers to inpatient hospitalization.
  - The maximum Hospital District liability for each fiscal year for Mental Health – Counseling services provided by all assistance providers, including hospital, to each MCICP client is:
    - \$20,000;
- Charges made by a nurse for services which can be performed by a person who does not have the skill and training of a nurse;
- Chiropractors;

- Cosmetic (plastic) surgery to improve appearance, rather than to correct a functional disorder; here, functional disorders do not include mental or emotional distress related to a physical condition. All cosmetic surgeries require MCHD authorization;
- CPAP (Continuous Positive Airway Pressure);
- Cryotherapy machine for home use;
- Custodial care;
- Dental care; except for reduction of a jaw fracture or treatment of an oral infection when a physician determines that a life-threatening situation exists and refers the patient to a dentist;
- Dentures;
- Drugs, which are:
  - Not approved for sale in the United States, or
  - Over-the-counter drugs (except with MCHD authorization)
  - Outpatient prescription drugs not purchased through the prescription drug program, or
  - Not approved by the Food and Drug Administration (FDA), or
  - Dosages that exceed the FDA approval, or
  - Approved by the FDA but used for conditions other than those indicated by the manufacturer;
- Durable medical equipment supplies unless they are authorized by MCHD;
- Exercising equipment (even if prescribed by a physician), vibratory equipment, swimming or therapy pools, hypnotherapy, massage therapy, recreational therapy, enrollment in health or athletic clubs;
- Experimental or research programs;
- Family planning services are not payable if other entities exist to provide these services in Montgomery County;
- For care or treatment furnished by:

- Christian Science Practitioner
- Homeopath
- Marriage, Family, Child Counselor (MFCC)
- Naturopath.
- Genetic counseling or testing;
- Hearing aids;
- Hormonal disorders, male or female;
- Hospice Care
- Hospital admission for diagnostic or evaluation procedures unless the test could not be performed on an outpatient basis without adversely affecting the health of the patient;
- Hospital beds;
- Hospital room and board charges for admission the night before surgery unless it is medically necessary;
- Hysterectomies performed solely to accomplish sterilization:
  - A hysterectomy shall only be performed for other medically necessary reasons,
    - The patient shall be informed that the hysterectomy will render the patient unable to bear children.
    - A hysterectomy may be covered in an emergent situation if it is clearly documented on the medical record.
      - An emergency exists if the situation is a life-threatening emergency; or the patient has severe vaginal bleeding uncontrollable by other medical or surgical means; or the patient is comatose, semi-comatose, or under anesthesia;
- Immunizations and vaccines except with MCHD authorization;
  - Pneumovaccine shots for appropriate high risk clients and flu shots once a year may be covered

- Infertility, infertility studies, invitro fertilization or embryo transfer, artificial insemination, or any surgical procedure for the inducement of pregnancy;
- Legal services;
- Marriage counseling, or family counseling when there is not an identified patient;
- Medical services, supplies, or expenses as a result of a motor vehicle accident or assault unless MCHD MAP is the payor last resort ;
- More than one physical exam per year per **active** client;
- Obstetrical Care, except with MCHD Administration authorization;
- Oriental pain control (Acupuncture or Acupressure);
- Other CPT codes with zero payment or those not allowed by county indigent guidelines;
- Outpatient psychiatric services (Counseling) that exceed 30 visits during a fiscal year unless the hospital district chooses to exceed this limit upon hospital district review of an individual's case record.
- Parenteral hyperalimentation therapy as an outpatient hospital service unless the service is considered medically necessary to sustain life. Coverage does not extend to hyperalimentation administered as a nutritional supplement;
- Podiatric care unless the service is covered as a physician service when provided by a licensed physician;
- Private inpatient hospital room except when:
  - A critical or contagious illness exists that results in disturbance to other patients and is documented as such,
  - It is documented that no other rooms are available for an emergency admission, or
  - The hospital only has private rooms.
- Prosthetic or orthotic devices, except under MAP Administration authorization;
- Recreational therapy;

- Routine circumcision if the patient is more than three days old unless it is medically necessary. Circumcision is covered during the first three days of his newborn's life;
- Separate payments for services and supplies to an institution that receives a vendor payment or has a reimbursement formula that includes the services and supplies as a part of institutional care;
- Services or supplies furnished for the purpose of breaking a "habit", including but not limited to overeating, smoking, thumb sucking;
- Services or supplies provided in connection with cosmetic surgery unless they are authorized for specific purposes by the hospital district or its designee before the services or supplies are received and are:
  - Required for the prompt repair of an accidental injury
  - Required for improvement of the functioning of a malformed body member
- Services provided by an immediate relative or household member;
- Services provided outside of the United States;
- Services rendered as a result of (or due to complications resulting from) any surgery, services, treatments or supplier specifically excluded from coverage under this handbook;
- Sex change and/or treatment for transsexual purposed or treatment for sexual dysfunctions of inadequacy which includes implants and drug therapy;
- Sex therapy, hypnotics training (including hypnosis), any behavior modification therapy including biofeedback, education testing and therapy (including therapy intended to improve motor skill development delays) or social services;
- Social and educational counseling;
- Spinograph or thermograph;
- Surgical procedures to reverse sterilization;
- Take-home items and drugs or non-prescribed drugs;

- Transplants, including Bone Marrow;
- Treatment of flat foot (flexible pes planus) conditions and the prescription of supportive devices (including special shoes), the treatment of subluxations of the foot and routine foot care more than once every six months, including the cutting or removal of corns, warts, or calluses, the trimming of nails, and other routine hygienic care
- Treatment of obesity and/or for weight reduction services or supplies (including weight loss programs);
- Vision Care, including eyeglasses, contacts, and glass eyes;
  - Except, every 12 month's one **diabetic** eye examination only may be covered.
- Vocational evaluation, rehabilitation or retraining;
- Voluntary self-inflicted injuries or attempted voluntary self-destruction while sane or insane;
- Whole blood or packed red cells available at not cost to patient.

Conflicts In Other Agreements:

The provisions set forth in this Handbook shall be subject to and superseded by any contrary and/or conflicting provisions in any contract or agreement approved by the District's Board of Directors. To the extent of such conflict, the provisions in such contract or agreement shall control, taking precedence over any conflicting provisions contained in this Handbook.

## ***SERVICE DELIVERY DISPUTES***

### **Appeals of Adverse Benefits Determinations**

All claims and questions regarding health claims should be directed to the Third Party Administrator. MCHD shall be ultimately and finally responsible for adjudicating such claims and for providing full and fair review of the decision on such claims in accordance with the following provisions. Benefits under the Plan will be paid only if MCHD decides in its discretion that the Provider is entitled to them under the applicable Plan rules and regulations in effect at the time services were rendered. The responsibility to process claims in accordance with the Handbook may be delegated to the Third Party Administrator; provided, however, that the Third Party Administrator is not a fiduciary or trustee of the Plan and does not have the authority to make decisions involving the use of discretion.

Each Provider claiming benefits under the Plan shall be responsible for supplying, at such times and in such manner as MCHD in its sole discretion may require, written proof that the expenses were incurred or that the benefit is covered under the Plan. If MCHD in its sole discretion shall determine that the Provider has not Incurred a Covered Expense, provided a Covered Service, or that the benefit is not covered under the Plan, or if the Provider shall fail to furnish such proof as is requested, no benefits shall be payable under the Plan.

NOTE: PURSUANT TO TEXAS LOCAL GOVERNMENT CODE SECTION 271.154, THE EXHAUSTION OF THE FOLLOWING APPEAL PROCEDURES SHALL BE A PRECONDITION TO THE INSTITUTION OF LITIGATION AGAINST MCHD FOR PAYMENT OF A CLAIM ARISING FROM PROVIDER'S PROVISION OF SERVICES TO A MCHD HCAP CLIENT. ANY SUIT FILED PRIOR TO THE EXHAUSTION OF THE FOLLOWING APPEAL PROCEDURES SHALL BE SUBJECT TO ABATEMENT UNTIL SUCH APPEAL PROCEDURES HAVE BEEN EXHAUSTED.

#### ***Full and Fair Review of All Claims***

In cases where a claim for benefits is denied, in whole or in part, and the Provider believes the claim has been denied wrongly, the Provider may appeal the denial and review pertinent documents, including the Covered Services and fee schedules pertaining to such Covered Services. The claims procedures of this Plan afford a Provider with a reasonable opportunity for a full and fair review of a claim and adverse benefit determination. More specifically, the Plan provides:

1. Provider at least 95 days following receipt of a notification of an initial adverse benefit determination within which to appeal the determination and 60 days to appeal a second adverse benefit determination;
2. Provider the opportunity to submit written comments, documents, records, and other information relating to the claim for benefits;
3. For an independent review that does not afford deference to the previous adverse benefit determination and that is conducted by an appropriate named fiduciary of the Plan, who shall be neither the individual who made the adverse benefit determination that is the subject of the appeal, nor the subordinate of such individual;
4. For a review that takes into account all comments, documents, records, and other information submitted by the Provider relating to the claim, without regard to whether such information was submitted or considered in any prior benefit determination;
5. That, in deciding an appeal of any adverse benefit determination that is based in whole or in part upon a medical judgment, the Plan fiduciary shall consult with one or more health care professionals who have appropriate training and experience in the field of medicine involved in the medical judgment, and who are neither individuals who were consulted in connection with the adverse benefit determination that is the subject of the appeal, nor the subordinates of any such individual;
6. For the identification of medical or vocational experts whose advice was obtained on behalf of the Plan in connection with a claim, even if the Plan did not rely upon their advice; and
7. That a Provider will be provided, upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to the Provider's claim for benefits to the extent such records are in possession of the MCHD or the Third Party Administrator; information regarding any voluntary appeals procedures offered by the Plan; any internal rule, guideline, protocol or other similar criterion relied upon in making the adverse determination; and an explanation of the scientific or clinical judgment for the determination, applying the terms of the Plan to the Client's medical circumstances.

## First Appeal Level

### Requirements for First Appeal

The Provider must file the first appeal in writing within 95 days following receipt of the notice of an adverse benefit determination. Otherwise the initial determination stands as the final determination and is not appealable. To file an appeal, the Provider's appeal must be addressed as follows and either mailed or faxed as follows:

Pre-service Non-urgent Claims:

PrimeDX  
Attn: Appeals  
P.O. Box 9201  
Austin, TX 78766  
Fax Number: 512-454-1624

For Post-service Claims:

Boon-Chapman Benefit Administrators, Inc.  
Attention: Appeals  
P.O. Box 9201  
Austin, TX 78766  
Fax Number: 512-459-1552

It shall be the responsibility of the Provider to submit proof that the claim for benefits is covered and payable under the provisions of the Plan. Any appeal must include the following information:

1. The name of the Client/Provider;
2. The Client's social security number (Billing ID);
3. The Client's HCAP #;
4. All facts and theories supporting the claim for benefits. Failure to include any theories or facts in the appeal will result in their being deemed waived. In other words, the Provider will lose the right to raise factual arguments and theories, which support this claim if the Provider fails to include them in the appeal;
5. A statement in clear and concise terms of the reason or reasons for disagreement with the handling of the claim; and
6. Any material or information that the Provider has which indicates that the Provider is entitled to benefits under the Plan.

If the Provider provides all of the required information, it will facilitate a prompt decision on whether Provider's claim will be eligible for payment under the Plan.

### **Timing of Notification of Benefit Determination on First Appeal**

MCHD shall notify the Provider of the Plan's benefit determination on review within the following timeframes:

#### ***Pre-service Non-urgent Care Claims***

Within a reasonable period of time appropriate to the medical circumstances, but not later than 15 business days after receipt of the appeal

#### **Concurrent Care Claims**

The response will be made in the appropriate time period based upon the type of claim – Pre-service Non-urgent or Post-service.

#### **Post-service Claims**

Within a reasonable period of time, but not later than 30 days after receipt of the appeal

#### **Calculating Time Periods**

The period of time within which the Plan's determination is required to be made shall begin at the time an appeal is filed in accordance with the procedures of this Plan, with all information necessary to make the determination accompanying the filing.

#### **Manner and Content of Notification of Adverse Benefit Determination on First Appeal.**

MCHD may provide a Provider with notification, in writing or electronically, of a Plan's adverse benefit determination on review, setting forth:

1. The specific reason or reasons for the denial;
2. Reference to the specific portion(s) of the Handbook and/ or Provider Agreements on which the denial is based;
3. A description of the Plan's review procedures and the time limits applicable to the procedures for further appeal; and
4. The following statement: "You and your Provider Agreement may have other voluntary alternative dispute resolution options, such as mediation. One way to find out what additional recourse may be available is to contact MCHD."

#### **Furnishing Documents in the Event of an Adverse Determination.**

In the case of an adverse benefit determination on review, MCHD may provide such access to, and copies of, documents, records, and other information used in making the determination of the section relating to "Manner and Content of Notification of Adverse Benefit Determination on First Appeal" as appropriate under the particular circumstances.

## Second Appeal Level

### **Adverse Decision on First Appeal; Requirements for Second Appeal**

Upon receipt of notice of the Plan's adverse decision regarding the first appeal, the Provider has an additional 60 days to file a second appeal of the denial of benefits. The Provider again is entitled to a "full and fair review" of any denial made at the first appeal, which means the Provider has the same rights during the second appeal as he or she had during the first appeal. As with the first appeal, the Provider's second appeal must be in writing and must include all of the items and information set forth in the section entitled "Requirements for First Appeal" And shall additionally include a brief statement setting forth the Provider's rationale as to why the initial appeal decision was in error

### **Timing of Notification of Benefit Determination on Second Appeal**

MCHD shall notify the Provider of the Plan's benefit determination following the second appeal within the following timeframes:

#### **Pre-service Non-urgent Care Claims**

Within a reasonable period of time appropriate to the medical circumstances, but not later than 15 business days after receipt of the second appeal.

#### **Concurrent Care Claims**

The response will be made in the appropriate time period based upon the type of claim – Pre-service Urgent, Pre-service Non-urgent or Post-service.

#### **Post-service Claims**

Within a reasonable period of time, but not later than 30 days after receipt of the second appeal.

#### **Calculating Time Periods**

The period of time within which the Plan's determination is required to be made shall begin at the time the second appeal is filed in accordance with the procedures of this Plan, with all information necessary to make the determination accompanying the filing.

### **Manner and Content of Notification of Adverse Benefit Determination on Second Appeal**

The same information must be included in the Plan's response to a second appeal as a first appeal, except for (i) a description of any additional information necessary for the Provider to perfect the claim and an explanation of why such information is needed; and (ii) a description of the Plan's review procedures and the time limits applicable to the procedures. See the section entitled "Manner and Content of Notification of Adverse Benefit Determination on First Appeal."

### **Furnishing Documents in the Event of an Adverse Determination**

In the case of an adverse benefit determination on the second appeal, MCHD may provide such access to, and copies of, documents, records, and other information used in making the determination of the section relating to "Manner and Content of Notification of Adverse Benefit Determination on First Appeal" as is appropriate, including its determinations pertaining to Provider's assertions and basis for believing the initial appeal decision was in error.

### **Decision on Second Appeal to be Final**

If, for any reason, the Provider does not receive a written response to the appeal within the appropriate time period set forth above, the Provider may assume that the appeal has been denied. The decision by the MCHD or other appropriate named fiduciary of the Plan on review will be final, binding and conclusive and will be afforded the maximum deference permitted by law. All claim review procedures provided for in the Plan must be exhausted before any legal action is brought. Any legal action for the recovery of any benefits must be commenced within one-year after the Plan's claim review procedures have been exhausted or legal statute.

### **Appointment of Authorized Representative**

A Provider is permitted to appoint an authorized representative to act on his behalf with respect to a benefit claim or appeal of a denial. To appoint such a representative, the Provider must complete a form, which can be obtained from MCHD or the Third Party Administrator. In the event a Provider designates an authorized representative, all future communications from the Plan will be with the representative, rather than the Provider, unless the Provider directs MCHD, in writing, to the contrary.

## ***MANDATED PROVIDER INFORMATION***

### **Policy Regarding Reimbursement Requests From Non-Mandated Providers For The Provision Of Emergency And Non-Emergency Services**

#### **Continuity of Care:**

It is the intent of the District and its MAP Office to assure continuity of care is received by the patients who are on the rolls of the Plan. For this purpose, mandated provider relationships have been established and maintained for the best interest of the patients' health status. The client/patient has the network of mandated providers explained to them and signs a document to this understanding at the time of eligibility processing in the MAP Office. Additionally, they demonstrate understanding in a like fashion that failure to use mandated providers, unless otherwise authorized, will result in them bearing independent financial responsibility for their actions.

#### **Prior Approval:**

A non-mandated health care provider must obtain approval from the Hospital District's Medical Assistance Plan (MAP) Office before providing health care services to an active MAP patient. Failure to obtain prior approval or failure to comply with the notification requirements below will result in rejection of financial reimbursement for services provided.

#### **Mandatory Notification Requirements:**

- The non-mandated provider shall attempt to determine if the patient resides within District's service area when the patient first receives services if not beforehand as the patients condition may dictate.
- The provider, the patient, and the patient's family shall cooperate with the District in determining if the patient is an active client on the MAP rolls of the District for MAP services.
- Each individual provider is independently responsible for their own notification on each case as it presents.
- If a non-mandated provider delivers emergency or non-emergency services to a MAP patient who the provider suspects might be an active client on the MAP rolls with the District, the provider shall notify the District's MAP Office that services have been or will be provided to the patient.

- The notice shall be made:
  - (1) By telephone not later than the 72nd hour after the provider determines that the patient resides in the District's service area and is suspect of being an active client on the District's MAP rolls;  
and
  - (2) By mail postmarked not later than the fifth working day after the date on which the provider determines that the patient resides in the District's service area.

### **Authorization:**

The District's MAP Office may authorize health care services to be provided by a non-mandated provider to a MAP patient only:

- In an emergency (as defined below and interpreted by the District);
- When it is medically inappropriate for the District's mandated provider to provide such services; or
- When adequate medical care is not available through the mandated provider.

### **Emergency Defined:**

An "emergency medical condition" is defined as a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) such that the absence of immediate medical attention could reasonably be expected to result in:

- Placing the patients health in serious jeopardy,
- Serious impairment of bodily functions, or
- Serious dysfunction of any bodily organ or part.

### **Emergency Medical Services:**

MCHD as a provider of EMS for Montgomery County is independently responsible in determining the most appropriate destination by its own policies and procedures for all transported patients, including MAP client patients. MAP client patients are to (as conditions allow) notify EMS about their mandated provider as a preferred destination.

**Reimbursement:**

In such event, the District shall provide written authorization to the non-mandated provider to provide such health care services as are medically appropriate, and thereafter the District shall assume responsibility for reimbursement for the services rendered by the non-mandated provider at the reimbursement rates approved for the District's mandated provider, generally but not limited to, being those reimbursement rates approved by the Texas Department of State Health Services pursuant to the County Indigent Health Care And Treatment Act. Acceptance of reimbursement by the non-mandated provider will indicate payment in full for services rendered.

If a non-mandated provider delivers emergency or non-emergency services to a patient who is on the MAP rolls of the District and fails to comply with this policy, including the mandatory notice requirements, the non-mandated provider is not eligible for reimbursement for the services from the District.

**Return to Mandated Provider:**

Unless authorized by the District's MAP Office to provide health care services, a non-mandated provider, upon learning that the District has selected a mandated provider, shall see that the patient is transferred to the District's selected mandated provider of health care services.

**Appeal:**

If a health care provider disagrees with a decision of the MAP Office regarding reimbursement and/or payment of a claim for treatment of a person on the rolls of the District's MAP, the provider will have to appeal the decision to the District's Board of Directors and present its position and evidence regarding coverage under this policy. The District will conduct a hearing on such appeal in a reasonable and orderly fashion. The health care provider and a representative of the MAP Office will have the opportunity to present evidence, including their own testimony and the testimony of witnesses. After listening to the parties' positions and reviewing the evidence, the District's Board of Directors will determine an appropriate action and issue a written finding.

# **SECTION FIVE. FORMS**

## FORMS

Forms may exist online in electronic form through MCHD's Indigent Healthcare Services (I.H.S.) software.

- HCAP Form 100: MONTGOMERY COUNTY HOSPITAL DISTRICT'S HEALTHCARE ASSISTANCE APPLICATION
- HCAP Form 2: HCAP APPOINTMENT CARD
- HCAP Form 3: HCAP BEHAVIORAL GUIDELINES
- HCAP Form A: ACKNOWLEDGMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES FORM
- HCAP Form B: ASSET AND BACKGROUND CHECK FORM
- HCAP Form C: MEDICAL HISTORY FORM
- HCAP Form D: RELEASE FORM
- HCAP Form E: SUBROGATION FORM
- HCAP Form F: PROOF OF CITIZENSHIP FOR MCHD HCAP
- HCAP Form G: HOW TO CONTACT THE ELIGIBILITY OFFICE REGARDING YOUR SSI STATUS
- HCAP Form H: REPRESENTATION AND ACKNOWLEDGEMENT FORM
- HCAP Form I: ASSIGNMENT OF HEALTH INSURANCE PROCEEDS
- HCAP Form 12: REQUEST FOR INFORMATION
- HCAP Form 101: WORKSHEET (*Electronic Version*)
- HCAP Form 102: STATEMENT OF SUPPORT
- HCAP Form 103: REQUEST FOR DOMICILE VERIFICATION
- HCAP Form 104: AFFIDAVIT REGARDING MARITAL STATUS AND FINANCIAL SUPPORT
- HCAP Form 109: NOTICE OF ELIGIBILITY (*Electronic Version*)
- HCAP Form 110: HCAP IDENTIFICATION CARD
- HCAP Form 117: NOTICE OF INELIGIBILITY (*Electronic Version*)
- HCAP Form 120: NOTICE OF INCOMPLETE APPLICATION
- HCAP Form 200: EMPLOYER VERIFICATION FORM
- HCAP Form 201: SELF-EMPLOYMENT VERIFICATION FORM

# **APPENDIX I. GLOSSARY OF TERMS**

## GLOSSARY

**Adult** - A person at least age 18 or a younger person who is or has been married or had the disabilities of minority removed for general purposes.

**Accessible Resources** - Resources legally available to the household.

**Aged Person** - Someone aged 60 or older as of the last day of the month for which benefits are being requested.

**Application Completed Date** – The date that Form 100 and all information necessary to make an eligibility determination is received.

**Approval Date**- The date that the hospital district issues Form 109, Notice of Eligibility, and HCAP Form 110, MAP Identification Card, is issued to the client.

**Assets** - All items of monetary value owned by an individual.

**Budgeting** - The method used to determine eligibility by calculating income and deductions using the best estimate of the household's current and future circumstances and income.

**Candidate** - Person who is applying for MAP benefits who has NEVER been on the Plan before.

**Claim** – Completed HCFA-1500, HCFA- 1450 (UB-92), pharmacy statement with detailed documentation, or an electronic version thereof.

**Claim Pay Date** - The date that the hospital district writes a check to pay a claim.

**Client** – Eligible resident who is actively receiving healthcare benefits on MAP.

**Common Law Marriage** - Relationship in which the parties age 18 or older are free to marry, live together, and hold out to the public that they are husband and wife. A man and a woman who want to establish a common-law marriage must sign a form provided by the county clerk. In addition, they must (1) agree to be married, (2) cohabit, and (3) represent to others that they are married.

A minor child in Texas is not legally allowed to enter a common law marriage unless the claim of common law marriage began before September 1, 1997.

**Complete Application** - A complete application (Application for MAP, Form 100) includes validation of these components:

- The applicant's full name and address,
- The applicant's county of residence is Montgomery County,

- The names of everyone who lives in the house with the applicant and their relationship to the applicant,
- The type and value of the MCHD MAP household's resources,
- The MCHD MAP household's monthly gross income,
- Information about any health care assistance that household members may receive,
- The applicant's Social Security number,
- The applicant's/spouse's signature with the date the Form 100 is signed, and
- All needed information, such as verifications.

If the applicant is married and his spouse is a household member, the spouse must also sign and date the Form 100 even if the spouse is a disqualified household member.

The date that Form 100 and all information necessary to make an eligibility determination is received is the application completion date.

**Co-payments** – The amount requested from the client to help contribute to their healthcare expenses. Also known and referenced as “co-pays” in some MAP documents.

**County** – A county not fully served by a public facility, namely, a public hospital or a hospital district; or a county that provides indigent health care services to its eligible residents through a hospital established by a board of managers jointly appointed by a county and a municipality

**Days** - All days are calendar days, except as specifically identified as workdays.

**Denial Date** – The date that Form 117, Notice of Ineligibility, is issued to the candidate.

**Disabled Person** - Someone who is physically or mentally unfit for employment.

**A disabled person includes:**

1. A person approved for SSI, Social Security disability, or blindness.
2. A veteran who receives VA benefits because he/she is rated a 100% service-connected disability or who according to the VA needs regular aid and attendance or is permanently housebound.
3. A surviving spouse of a deceased veteran who meets one of the following criteria according to the VA.
  - Needs regular aid and attendance

- Permanently housebound
  - Approved for VA benefits because of the veteran's death and could be considered permanently disabled for social security purposes.
4. A surviving child (any age) of a deceased veteran who the VA has determined is:
- Permanently incapable of self-support, or
  - Approved for benefits because of the veteran's death and could be considered permanently disabled for social security purpose.
5. A person receiving disability retirement benefits from any government agency for a disability that could be considered permanent for social security purposes.
6. A person receiving Railroad Retirement Disability, who is also covered by Medicare.

**Note:** Permanent disability for Social Security purposes is any of the following conditions that may be obvious by observation or may require a physician's opinion:

- Permanent loss of use of both hands, both feet, or one hand and one foot;
- Amputation of leg at hip
- Amputation of leg or foot because of diabetes mellitus or peripheral vascular diseases;
- Total deafness, not correctable by surgery or hearing aid;
- Statutory blindness, unless caused by cataracts or detached retina;
- IQ 59 or less, established after the person becomes 16 years old;
- Spinal cord or nerve root lesion resulting in paraplegia or quadriplegia;
- Multiple sclerosis in which there is damage to the nervous system caused by scattered areas of inflammation. The inflammation recurs and has progressed to varied interferences with the function of the nervous system, including severe muscle weakness, paralysis, and vision and speech defects.
- Muscular dystrophy with irreversible wasting of the muscles, impairing the ability to use arms or legs;
- Impaired renal function caused by chronic renal disease, resulting in severely reduced function which may require dialysis or kidney transplant;

- Amputation of a limb of a person at least 55 years old;
- Acquired Immune Deficiency Syndrome (AIDS) progressed so that it results in extensive and/or recurring physical or mental impairment.

**The District** – Montgomery County Hospital District

**Domicile** - A residence

**DSHS** - Department of State Health Services (Texas DSHS)

**Earned Income** - Income a person receives for a certain degree of activity or work. Earned income is related to employment and, therefore, entitles the person to work-related deductions not allowed for unearned income.

**Eligible Montgomery County Resident** - An eligible county resident must reside in Montgomery County, and meets the resource, income, and citizenship requirements.

**Eligibility (Effective) Date** - The date that a client becomes qualified for benefits.

**Eligibility End (Expiration) Date** – The date that a client’s eligibility ends

**Eligibility Staff** - Individuals who determine Plan eligibility may be hospital district personnel, or persons under contract with the hospital district to determine Plan eligibility.

**Emancipated Minor** - A person under age 18 who has been married. The marriage must not have been annulled.

**Emergency medical condition** - Is defined as a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) such that the absence of immediate medical attention could reasonably be expected to result in:

- Placing the patients health in serious jeopardy,
- Serious impairment of bodily functions, or
- Serious dysfunction of any bodily organ or part.

**Equity** - The amount of money that would be available to the owner after the sale of a resource. Determine this amount by subtracting from the fair market value any money owed on the item and the costs normally associated with the sale and transfer of the item.

**Expenditure** - Funds spent on basic or extended health care services.

**Expenditure Tracking** - A hospital district should track monthly basic and extended health care expenditures.

**Extended Services** – MCHD approved, extended health care services that the hospital district determines to be necessary and cost-effective and chooses to provide.

**Fair Market Value** - The amount a resource would bring if sold on the current local market.

**Gross Income** - Income before deductions.

**GRTL** - The county's General Revenue Tax Levy (GRTL) is used to determine eligibility for state assistance funds. For information on determining and reporting the GRTL, contact Dennis Hart, Property Tax Division of the Texas State Comptroller of Public Accounts at 800/252-9121 or at 512/305-9845.

**Hospital District** - A hospital district created under the authority of the Texas Constitution Article IX, Sections 4 – 11.

**Identifiable Application**- An application is identifiable if it includes: the applicant's name, the applicant's address, the applicant's social security number, the applicant's date of birth, the applicant's signature, and the date the applicant signed the application.

**Identifiable Application Date**- The date on which an identifiable application is received from an applicant.

**Inaccessible Resources** - Resources not legally available to the household. Examples include but are not limited to irrevocable trust funds, property in probate, security deposits on rental property and utilities.

**Income** - Any type of payment that is of gain or benefit to a household.

**Managing Conservator** - A person designated by a court to have daily responsibility for a child.

**Mandated Provider** - A health care provider, selected by the hospital district, who agrees to provide health care services to eligible clients.

**Married Minor** - An individual, age 14-17, who is married. These individuals must have parental consent or court permission. An individual under age 18 may not be a party to an informal (common law) marriage.

**MCHD Fiscal Year** - The twelve-month period beginning October 1 of each calendar year and ending September 30 of the following calendar year.

**Medicaid** - The Texas state-paid insurance program for recipients of Supplemental Security Income (SSI), Temporary Assistance for Needy Families (TANF), and Medical Assistance Plans for families and children.

**Midlevel Practitioner** – An Individual healthcare practitioner other than a physician, dentist or podiatrist, who is licensed, registered, or otherwise, permitted in the State of Texas who practices professional medicine.

**Minor Child** - A person under age 18 who is not or has not been married and has not had the disabilities of minority removed for general purposes.

**Net income** - Gross income minus allowable deductions.

**Personal Possessions** - appliances, clothing, farm equipment, furniture, jewelry, livestock, and other items if the household uses them to meet personal needs essential for daily living.

**Public Facility** - A hospital owned, operated, or leased by a hospital district.

**Public Hospital** - A hospital owned, operated, or leased by a county, city, town, or other political subdivision of the state, excluding a hospital district and a hospital authority. For additional information, refer to Chapter 61, Health and Safety Code, Subchapter C.

**Real Property** - Land and any improvements on it.

**Reimbursement** - Repayment for a specific item or service.

**Relative** - A person who has one of the following relationships biologically or by adoption:

- Mother or father,
- Child, grandchild, stepchild,
- Grandmother or grandfather,
- Sister or brother,
- Aunt or uncle,
- Niece or nephew,
- First cousin,
- First cousin once removed, and
- Stepmother or stepfather.

Relationship also extends to:

- The spouse of the relatives listed above, even after the marriage is terminated by death or divorce,
- The degree of great-great aunt/uncle and niece/nephew, and
- The degree of great-great-great grandmother/grandfather.

**Resources** - Both liquid and non-liquid assets a person can convert to meet his needs. Examples include but are not limited to: bank accounts, boats, bonds, campers, cash, certificates of deposit, gas rights, livestock (unless the livestock is used to meet personal needs essential for daily living), mineral rights, notes, oil rights, real estate (including buildings and land, other than a homestead), stocks, and vehicles.

**Service Area** - The geographic region in which a hospital district has a legal obligation to provide health care services.

**Status Date** – The date when the hospital district make a change to a clients status.

**TDSHS** – Texas Department of State Health Services

**Temporary Absence** – When a client is absent from Montgomery County for less than or equal to 30 days.

**Termination Date** - The date that the hospital district ends a client's benefits.

**Third Party Administrator (TPA)** – The designated TPA shall be Boon-Chapman Benefit Administrators, Inc.

**Tip Income** - Income earned in addition to wages that is paid by patrons to people employed in service-related occupations, such as beauticians, waiters, valets, pizza delivery staff, etc.

**Unearned Income** - Payments received without performing work-related activities.

**V.A. Veteran** – A veteran must have served at least 1 day of active duty military time prior to September 7, 1980 and if service was after that date, at least 24 months of active duty military time to eligible for medical services through the Department of Veteran affairs (Form DD214 may be requested).

**APPENDIX II.  
MCHD'S ENABLING  
LEGISLATION**

# **MONTGOMERY COUNTY HOSPITAL DISTRICT'S ENABLING LEGISLATION**

## **MONTGOMERY COUNTY HOSPITAL DISTRICT<sup>1</sup>**

**An Act relating to the creation, administration, maintenance, operation, powers, duties, and financing of the Montgomery County Hospital District of Montgomery County, Texas, by authority of Article IX, Section 9 of the Texas Constitution.**

*Be it enacted by the Legislature of the State of Texas:*

**Section 1. In accordance with the provisions of Article IX, Section 9, of the Texas Constitution, this Act authorizes the creation, administration, maintenance, operation, and financing of a hospital district within this state with boundaries coextensive with the boundaries of Montgomery County, Texas, to be known as “Montgomery County Hospital District” with such rights, powers, and duties as provided in this Act.**

**Sec. 2. The district shall take over and there shall be transferred to it title to all land, buildings, improvements, and equipment pertaining to the hospitals or hospital system owned by the county or any city or town within the boundaries of the proposed district and shall provide for the establishment of a health care or hospital system by the purchase, gift, construction, acquisition, repair, or renovation of buildings and equipment and equipping same and the administration of the system for health care or hospital purposes. The district may take over and may accept title to land, buildings, improvements, and equipment of a nonprofit hospital within the district if the governing**

---

<sup>1</sup> The Montgomery County Hospital District was created in 1977 by the 65<sup>th</sup> Leg., R.S., Ch. 258. It was amended by the following Acts: Act of 1985, 69<sup>th</sup> Leg., R.S., Ch. 516; Act of 1991, 72<sup>nd</sup> Leg., R.S., Ch. 511; Act of 1993, 73<sup>rd</sup> Leg., R.S., Ch. 267; Act of 1995, Ch. 468; Act of 1999, 76<sup>th</sup> Leg. R.S., Ch. 747; Act of 2003, 78<sup>th</sup> Leg. R.S., Ch. 529 (HB 1251); Act of 2005, 79<sup>th</sup> Leg. R.S.Ch. 690 (SB 264) and Ch. 476 (HB 192).

**authority or authorities of the hospital and district agree to the transfer. The district shall assume the outstanding indebtedness incurred by any city or town within the district or by the county for hospital purposes within the boundaries of the district.**

**Section 3. (a) The district shall not be created nor shall any tax in the district be authorized unless and until the creation and tax are approved by a majority of the electors of the area of the proposed district voting at an election called for that purpose. The election may be called by the commissioners court on presentation of a petition therefor signed by at least 50 electors of the area of the proposed district. The election shall be held not less than 35 nor more than 60 days from the date the election is ordered. The order calling the election shall specify the date, place or places of holding the election, the form of ballot, and the presiding judge and alternate judge for each voting place and shall provide for clerks as in county elections. Notice of election shall be given by publishing a substantial copy of the election order in a newspaper of general circulation in the county once a week for two consecutive weeks, the first publication to appear at least 30 days prior to the date established for the election. The failure of the election shall not operate to prohibit the calling and holding of subsequent elections for the same purposes; provided no district confirmation election shall be held within 12 months of any preceding election for the same purpose. If the district is not confirmed at an election held within 60 months from the effective date of this Act, this Act is repealed.**

**(b) At the election there shall be submitted to the electors of the area of the proposed district the proposition of whether the hospital district shall be created with authority to levy annual taxes at a rate not to exceed 75 cents on the \$100 valuation on all taxable property situated within the hospital district, subject to hospital district taxation, for the purpose of meeting the requirements of the district's bonds, indebtedness assumed**

by it, and its maintenance and operating expenses, and a majority of the electors of the area of the proposed district voting at the election in favor of the proposition shall be sufficient for its adoption.

(c) The form of ballot used at the election on the creation of the district shall be in conformity with Section 61, Texas Election Code, as amended (Article 6.05, Vernon's Texas Election Code), so that ballots may be cast on the following proposition: The creation of Montgomery County Hospital District, providing for the levy of a tax not to exceed 75 cents on each \$100 of valuation on all taxable property situated within the hospital district, subject to hospital district taxation, and providing for the assumption by the district of all outstanding bonds and indebtedness previously issued or incurred for hospital purposes within the boundaries of the proposed hospital district by the county and any city or town therein.

Sec. 4. (a) The district is governed by a board of seven directors. Three of the directors shall be elected at large from the entire district, and the remaining four directors each shall be elected from a different commissioner's precinct in the district, and each shall be a resident of the precinct he represents. Candidates to represent the district at large shall run by position. A qualified elector is entitled to vote for the directors to be elected at large and for the director to be elected from the precinct in which the elector resides. Directors shall serve for terms of four years expiring on the second Tuesday in June. No person may be appointed or elected as a member of the board of directors of the hospital district unless he is a resident of the district and a qualified elector and unless at the time of such election or appointment he shall be more than 21 years of age. No person may be appointed or elected as a director of the hospital district if he holds another appointed or

**elected public office of honor, trust or profit. A person holding another public office of honor, trust or profit who seeks to be appointed or elected a director automatically vacates the first office. Each member of the board of directors shall serve without compensation and shall qualify by executing the constitutional oath of office and shall execute a good and sufficient bond for \$1,000 payable to the district conditioned upon the faithful performance of his duties, and the bonds shall be deposited with the depository bank of the district for safekeeping.**

**(b) The board of directors shall organize by electing from among its membership a chairman, vice-chairman, treasurer and secretary one of their number as president and one of their number as secretary. Any four members of the board of directors shall constitute a quorum, and a concurrence of a majority of the directors present is sufficient in all matters pertaining to the business of the district. A meeting of the board of directors may be called by the chairman or any four directors. All vacancies in the office of director shall be filled for the unexpired term by appointment by the remainder of the board of directors. In the event the number of directors shall be reduced to less than four for any reason, the remaining directors shall immediately call a special election to fill said vacancies, and upon failure to do so a district court may, upon application of any voter or taxpayer of the district, issue a mandate requiring that such election be ordered by the remaining directors.**

**(c) A regular election of directors shall be held on the first Saturday in May of each even-numbered year, and notice of such election shall be published in a newspaper of general circulation in the county one time at least 10 days prior to the date of election. Any person desiring his name to be printed on the ballot as a candidate for director shall file a**

petition, signed by not less than 10 legally qualified electors asking that such name be printed on the ballot, with the secretary of the board of directors of the district. Such petitions shall be filed with such secretary at least 25 days prior to the date of election.

(d) If no candidate for director from a particular commissioner's precinct or no candidate for a district at-large position receives a majority of the votes of the qualified voters voting in that race at the regular election of directors, the board shall order a runoff election between the two candidates from the precinct or from the at-large position who received the highest number of votes in that race at the regular election. The board shall publish notice of the runoff election in a newspaper or newspapers that individually or collectively provide general circulation in the area of the runoff election one time at least seven days before the date of the runoff election. Of the names printed on the ballot at the runoff election, the name of the candidate who received the higher number of votes at the regular election shall be printed first on the ballot. If before the date of the runoff election a candidate who is eligible to participate in the runoff dies or files a written request with the secretary of the board to have his name omitted from the ballot at the runoff election, the other candidate eligible to participate in the runoff election is considered elected and the runoff election shall be cancelled by order of the board.

Sec. 5. (a) The board of directors shall manage, control, and administer the health care or hospital system and all funds and resources of the district, but in no event shall any operating, depreciation, or building reserves be invested in any funds or securities other than those specified in Article 836 or 837, Revised Civil Statutes of Texas, 1925, as amended. The district, through its board of directors, shall have the power and authority to sue and be sued, to promulgate rules governing the operation of the hospital, the health

care or hospital system, its staff, and its employees. The board of directors shall appoint a qualified person to be known as the chief administrative officer of the district to be known as the president of the hospital district or by another title selected by the board. The board may appoint assistants to the chief administrative officer to be known as vice-presidents of the hospital district or by another title selected by the board. The chief administrative officer and any assistant shall serve at the will of the board and shall receive such compensation as may be fixed by the board. The chief administrative officer shall supervise all the work and activities of the district and shall have general direction of the affairs of the district, subject to limitations prescribed by the board. The board of directors shall have the authority to appoint to the staff such doctors as necessary for the efficient operation of the district and may provide for temporary appointments to the staff if warranted by circumstances. The board may delegate to the chief administrative officer the authority to employ technicians, nurses, and employees of the district. The board shall be authorized to contract with any other political subdivision or governmental agency whereby the district will provide investigatory or other services as to the medical, health care, hospital, or welfare needs of the inhabitants of the district and shall be authorized to contract with any county or incorporated municipality located outside its boundaries for the care and treatment of the sick, diseased, or injured persons of any such county or municipality and shall have the authority to contract with the State of Texas or agencies of the federal government for the treatment of sick, diseased, or injured persons.

(b) The district may enter into contracts, and make payments thereunder, relating to or arranging for the provision of health care services as permitted by the Texas Constitution and Chapter 61, Health and Safety Code, and its subsequent amendments, on

**terms and conditions as the board of directors determines to be in the best interests of the district. The term of a contract entered into under this subsection may not exceed 15 years.**

**Sec. 6. The board of directors may provide retirement benefits for employees of the hospital district. The board may provide the benefits by establishing or administering a retirement program or by electing to participate in the Texas County and District Retirement System or in any other statewide retirement system in which the district is eligible to participate.**

**Sec. 7. The district shall be operated on the basis of a fiscal year as established by the board of directors; provided such fiscal year may not be changed during the time revenue bonds of the district are outstanding or more than once in any 24-month period. The board shall have an audit made of the financial condition of the district, which together with other records of the district shall be open to inspection at the principal office of the district. The chief administrative officer shall prepare an annual budget for approval by the board of directors. The budget shall also contain a complete financial statement of the district showing all outstanding obligations of the district, the cash on hand to the credit of each and every fund of the district, the funds received from all sources during the previous year, the funds available from all sources during the ensuring year, with balances expected at year-end of the year in which the budget is being prepared, and estimated revenues and balances available to cover the proposed budget and the estimated tax rate which will be required. A public hearing on the annual budget shall be held by the board of directors after notice of such hearing has been published one time at least 10 days before the date set therefor. Any person residing in the district shall have the right to be present and participate in the hearing. At the conclusion of the hearing, the budget, as**

proposed by the chief administrative officer, shall be acted on by the board of directors. The board of directors shall have authority to make such changes in the budget as in their judgment the law warrants and the interest of the taxpayers demands. No expenditure may be made for any expense not included in the annual budget or an amendment to it. The annual budget may be amended from time to time as the circumstances may require, but the annual budget, and all amendments thereto, shall be approved by the board of directors. As soon as practicable after the close of each fiscal year, the chief administrative officer shall prepare for the board a full sworn statement of all money belonging to the district and a full account of the disbursements of same.

Sec. 8. (a) The board of directors shall have the power and authority to issue and sell its bonds in the name and on the faith and credit of the hospital district for the purchase, construction, acquisition, repair, or renovation of buildings and improvements and equipping the same for health care or hospital purposes, and for any or all such purposes. At the time of the issuance of any bonds by the district, a tax shall be levied by the board sufficient to create an interest and sinking fund to pay the interest and the principal of said bonds as same mature; providing the tax together with any other taxes levied for the district shall not exceed 75 cents on each \$100 valuation of all taxable property situated in the district subject to hospital district taxation in any one year. No bonds shall be issued by such hospital district except refunding bonds until authorized by a majority of the electors of the district. The order for bond election shall specify the date of the election, the amount of bonds to be authorized, the maximum maturity of the bonds, the place or places where the election shall be held, the presiding judge and alternate judge for each voting place, and provide for clerks as in county elections. Notice of any bond

**election except one held under the provisions of Section 9 of this Act in which instance notice shall be given as provided in Section 3 of this Act, shall be given as provided in Article 704, Revised Civil Statutes of Texas, 1925, as amended, and shall be conducted in accordance with the Texas Election Code, as amended, except as modified by the provisions of this Act.**

**(b) Refunding bonds of the district may be issued for the purpose of refunding and paying off any outstanding indebtedness it has issued or assumed. Such refunding bonds may be sold and the proceeds thereof applied to the payment of outstanding indebtedness or may be exchanged in whole or in part for not less than a like principal amount of outstanding indebtedness. If the refunding bonds are to be sold and the proceeds hereof applied to the payment of any outstanding indebtedness, the refunding bonds shall be issued and payments made in the manner specified by Chapter 502, Acts of the 54<sup>th</sup> Legislature, 1955, as amended (Article 717k, Vernon's Texas Civil States).**

**(c) Bonds of the district shall mature within 40 years of their date, shall be executed in the name of the hospital district and on its behalf by the president of the board and countersigned by the secretary in the manner provided by Chapter 204, Acts of the 57<sup>th</sup> Legislature, Regular Session, 1961 as amended (Article 717j--1, Vernon's Texas Civil Statutes), shall bear interest at a rate not to exceed that prescribed by Chapter 3, Acts of the 61<sup>st</sup> Legislature, Regular Session, 1969, as amended (Article 717k--2, Vernon's Texas Civil Statutes), and shall be subject to the same requirements in the manner of approval by the Attorney General of Texas and registration by the Comptroller of Public Accounts of the State of Texas as are by law provided for approval and registration of bonds issued by**

counties. On the approval of bonds by the attorney general and registration by the comptroller, the same shall be incontestable for any cause.

(d) The district shall have the same power and authority as cities and counties under The Certificate of Obligation Act of 1971 (Article 2368a.1, Vernon's Texas Civil Statutes) to issue and sell certificates of obligation for permitted purposes under this Act in accordance with the provisions of The Certificate of Obligation Act. Certificates of Obligation shall be issued in conformity with and in the manner specified in The Certificate of Obligation Act, as it may be amended from time to time.

Sec. 9. A petition for an election to create a hospital district, as provided in Section 3 of this Act, may incorporate a request that a separate proposition be submitted at such election as to whether the board of directors of the district, in the event same is created, shall be authorized to issue bonds for the purposes specified in Section 8 of this Act. Such petition shall specify the maximum amount of bonds to be issued and their maximum maturity, and same shall be included in the proposition submitted at the election.

Sec. 9A. The district may issue revenue bonds or certificates of obligation or may incur or assume any other debt only if authorized by a majority of the voters of the district voting in an election held for that purpose. This section does not apply to refunding bonds or other debt incurred solely to refinance an outstanding debt.

Sec. 10. In addition to the power to issue bonds payable from taxes levied by the district, as contemplated by Section 8 of this Act, the board of directors is further authorized to issue and to refund any previously issued revenue bonds for purchasing, constructing, acquiring, repairing, equipping, or renovating buildings and improvements for health care or hospital purposes and for acquiring sites for health care or hospital

**purposes, the bonds to be payable from and secured by a pledge of all or any part of the revenues of the district to be derived from the operation of its hospital or health care facilities. The bonds may be additionally secured by a mortgage or deed of trust lien on any part or all of its properties. The bonds shall be issued in the manner and in accordance with the procedures and requirements specified for the issuance of revenue bonds by county hospital authorities in Sections 8 and 10 through 13 of Chapter 122, Acts of the 58<sup>th</sup> Legislature, 1963 (Article 4494r, Vernon's Texas Civil Statutes).**

**Sec. 11. (a) The board of directors is hereby given complete discretion as to the type of buildings, both as to number and location, required to establish and maintain an adequate health care or hospital system. The health care or hospital system may include domiciliary care and treatment of the sick, wounded, and injured, hospitals, outpatient clinic or clinics, dispensaries, geriatric domiciliary care and treatment, convalescent home facilities, necessary nurses, domicilaries and training centers, blood banks, community mental health centers and research centers or laboratories, ambulance services, and any other facilities deemed necessary for health or hospital care by the directors. The district, through its board of directors, is further authorized to enter into an operating or management contract with regard to its facilities or a part thereof or may lease all or part of its buildings and facilities on terms and conditions considered to be to the best interest of its inhabitants. Except as provided by Subsection (c) of Section 15 of this Act, the term of a lease may not exceed 25 years from the date entered. The district shall be empowered to sell or otherwise dispose of any property, real or personal, or equipment of any nature on terms and conditions found by the board to be in the best interest of its inhabitants.**

**(b) The district may sell or exchange a hospital, including real property necessary or convenient for the operation of the hospital and real property that the board of directors finds may be useful in connection with future expansions of the hospital, on terms and conditions the board determines to be in the best interests of the district, by complying with the procedures prescribed by Sections 285.052, Health and Safety Code, and any subsequent amendments.**

**(c) The board of directors of the district shall have the power to prescribe the method and manner of making purchases and expenditures by and for the hospital district and shall also be authorized to prescribe all accounting and control procedures. All contracts for construction involving the expenditure of more than \$10,000 may be made only after advertising in the manner provided by Chapter 163, Acts of the 42<sup>nd</sup> Legislature, Regular Session, 1931, as amended (Article 2368a, Vernon's Texas Civil Statutes). The provisions of Article 5160, Revised Civil Statutes of Texas, 1925, as amended, relating to performance and payment bonds shall apply to construction contracts let by the district. The district may acquire equipment for use in its health care or hospital system and mortgage or pledge the property so acquired as security for the payment of the purchase price, but any such contract shall provide for the entire obligation of the district to be retired within five years from the date of the contract. Except as permitted in the preceding sentence and as permitted by Sections 5, 8, 9 and 10 of this Act, the district may incur no obligation payable from any revenues of the district, except those on hand or to be on hand within the then current and following fiscal year of the district.**

**(d) The board may declare an emergency in the matter of funds not being available to pay principal of and interest on any bonds of the district payable in whole or in part**

from taxes or to meet any other needs of the district and may issue negotiable tax anticipation notes to borrow the money needed by the district. Tax anticipation notes may bear interest at any rate or rates authorized by general law and must mature within one year of their date. Tax anticipation notes may be issued for any purpose for which the district is authorized to levy taxes, and tax anticipation notes shall be secured with the proceeds of taxes to be levied by the district in the succeeding 12-month period. The board may covenant with the purchasers of the notes that the board will levy a sufficient tax in the following fiscal year to pay principal of and interest on the notes and pay the costs of collecting the taxes.

**Section 12. (a)** The board of directors of the district shall name one or more banks within its boundaries to serve as depository for the funds of the district. All funds of the district, except those invested as provided in Section 5 of this Act and those transmitted to a bank or banks of payment for bonds or obligations issued or assumed by the district shall be deposited as received with the depository bank and shall remain on deposit; provided that nothing in this Act shall limit the power of the board to place a portion of such funds on time deposit or purchase certificates of deposit.

**(b)** Before the district deposits in any bank funds of the district in an amount which exceeds the maximum amount secured by the Federal Deposit Insurance Corporation, the bank shall be required to execute a bond or other security in an amount sufficient to secure from loss the district funds which exceed the amount secured by the Federal Deposit Insurance Corporation.

**Sec. 13. (a)** The board of directors shall annually levy a tax not to exceed the amount hereinabove permitted for the purpose of paying:

**(1) the indebtedness assumed or issued by the district, but no tax shall be levied to pay principal of or interest on revenue bonds issued under the provisions of Section 9 of this Act; and**

**(2) the maintenance and operating expenses of the district.**

**(b) In setting the tax rate the board shall take into consideration the income of the district from sources other than taxation. On determination of the amount of tax required to be levied, the board shall make the levy and certify the same to the tax assessor-collector.**

**Sec. 13A. (a) Notwithstanding Section 26.07(b)(3), Tax Code, a petition to require an election under Section 26.07, Tax Code, on reducing the district's tax rate to the rollback tax rate shall be submitted to the county election administrator of Montgomery County instead of to the board of directors of the district.**

**(b) Notwithstanding Section 26.07(c), Tax Code, not later than the 20<sup>th</sup> day after the day a petition is submitted under Subsection (a) of this section, the county elections administrator shall:**

**(1) determine whether the petition is valid under Section 26.07, Tax Code; and**

**(2) certify the determination of the petition's validity to the board of directors of the district.**

**(c) If the county elections administrator fails to act within the time allowed, the petition is treated as if it had been found valid.**

**(d) Notwithstanding Section 26.07(d), Tax Code, if the county elections administrator certifies to the board of directors that the petition is valid or fails to act within the time allowed, the board of directors shall order that an election under Section**

**26.07, Tax Code, to determine whether to reduce the district's tax rate to the rollback rate be held in the district in the manner prescribed by Section 26.07(d) of that code.**

**(e) The district shall reimburse the county elections administrator for reasonable costs incurred in performing the duties required by this section.**

**Sec. 14. All bonds issued and indebtedness assumed by the district shall be and are hereby declared to be legal and authorized investments of banks, savings banks, trust companies, building and loan associations, savings and loan associations, insurance companies, trustees, and sinking funds of cities, towns, villages, counties, school districts, or other political subdivisions of the State of Texas, and for all public funds of the State of Texas or its agencies including the Permanent School Fund. Such bonds and indebtedness shall be eligible to secure deposit of public funds of the State of Texas and public funds of cities, towns, villages, counties, school districts, or other political subdivisions or corporations of the State of Texas and shall be lawful and sufficient security for said deposits to the extent of their value when accompanied by all unmatured coupons appurtenant thereto.**

**Sec. 15. (a) The district shall have the right and power of eminent domain for the purpose of acquiring by condemnation any and all property of any kind and character in fee simple, or any lesser interest therein, within the boundaries of the district necessary or convenient to the powers, rights, and privileges conferred by this Act, in the manner provided by the general law with respect to condemnation by counties; provided that the district shall not be required to make deposits in the registry of the trial court of the sum required by Paragraph 2 of Article 3268, Revised Civil Statutes of Texas, 1925, as amended, or to make bond as therein provided. In condemnation proceedings being**

prosecuted by the district, the district shall not be required to pay in advance or give bond or other security for costs in the trial court, nor to give any bond otherwise required for the issuance of a temporary restraining order or a temporary injunction, nor to give bond for costs or for supersedeas on any appeal or writ of error.

(b) If the board requires the relocation, raising, lowering, rerouting, or change in grade or alteration in the construction of any railroad, electric transmission, telegraph or telephone lines, conduits, poles, or facilities or pipelines in the exercise of the power of eminent domain, all of the relocation, raising, lowering, rerouting, or changes in grade or alteration of construction due to the exercise of the power of eminent domain shall be the sole expense of the board. The term “sole expense” means the actual cost of relocation, raising, lowering, rerouting, or change in grade or alteration of construction to provide comparable replacement without enhancement of facilities, after deducting the net salvage value derived from the old facility.

(c) Land owned by the district may not be leased for a period greater than 25 years unless the board of directors:

- (1) funds that the land is not necessary for health care or hospital purposes;
- (2) complies with any indenture securing the payment of bonds issued by the district; and
- (3) receives on behalf of the district not less than the current market value for the lease.

(d) Land of the district, other than land that the district is authorized to sell or exchange under Subsection (b) of Section 11 of this Act, may not be sold unless the board of directors complies with Section 272.002, Local Government Code.

**Sec. 16. (a) The directors shall have the authority to levy taxes for the entire year in which the district is created as the result of the election herein provided. All taxes of the district shall be assessed and collected on county tax values as provided in Subsection (b) of this section unless the directors, by majority vote, elect to have taxes assessed and collected by its own tax assessor-collector under Subsection (c) of this section. Any such election may be made prior to December 1 annually and shall govern the manner in which taxes are subsequently assessed and collected until changed by a similar resolution. Hospital tax shall be levied upon all taxable property within the district subject to hospital district taxation.**

**(b) Under this subsection, district taxes shall be assessed and collected on county tax values in the same manner as provided by law with relation to county taxes. The tax assessor-collector of the county in which the district is situated shall be charged and required to accomplish the assessment and collection of all taxes levied by and on behalf of the district. The assessor-collector of taxes shall charge and deduct from payments to the hospital districts an amount as fees for assessing and collecting the taxes at a rate of one percent of the taxes assessed and one percent of the taxes collected but in no event shall the amount paid exceed \$5000 in any one calendar year. Such fees shall be deposited in the officers salary funds of the county and reported as fees of office of the county tax assessor-collector. Interest and penalties on taxes paid to the hospital district shall be the same as in the case of county taxes. Discounts shall be the same as allowed by the county. The residue of tax collections after deduction of discounts and fees for assessing and collecting shall be deposited in the district's depository. The bond of the county tax assessor-collector shall stand as security for the proper performance of his duties as assessor-collector of the**

**district, or if in the judgment of the district board of directors it is necessary, additional bond payable to the district may be required. In all matters pertaining to the assessment, collection, and enforcement of taxes for the district, the county tax assessor-collector shall be authorized to act in all respects according to the laws of the State of Texas relating to state and county taxes.**

**(c) Under this subsection, taxes shall be assessed and collected by a tax assessor-collector appointed by the directors, who shall also fix the term of his employment, compensation, and requirement for bond to assure the faithful performance of his duties, but in no event shall such bond be for less than \$5,000, or the district may contract for the assessment and collection of taxes as provided by the Tax Code.**

**Sec. 17. The district may employ fiscal agents, accountants, architects, and attorneys as the board may consider proper.**

**Sec. 18. Whenever a patient residing within the district has been admitted to the facilities of the district, the chief administrative officer may cause inquiry to be made as to his circumstances and those of the relatives of the patient legally liable for his support. If he finds that the patient or his relatives are able to pay for his care and treatment in whole or in part, an order shall be made directing the patient or his relatives to pay to the hospital district for the care and support of the patient a specified sum per week in proportion to their financial ability. The chief administrative officer shall have the power and authority to collect these sums from the estate of the patient or his relatives legally liable for his support in the manner provided by law for collection of expenses in the last illness of a deceased person. If the chief administrative officer finds that the patient or his relatives are not able to pay either in whole or in part for his care and treatment in the**

facilities of the district, same shall become a charge on the hospital district as to the amount of the inability to pay. Should there be any dispute as to the ability to pay or doubt in the mind of the chief administrative officer, the board of directors shall hear and determine same after calling witnesses and shall make such order or orders as may be proper. Appeals from a final order of the board shall lie to the district court. The substantial evidence rule shall apply.

Sec. 19. (a) The district may sponsor and create a nonstock, nonmember corporation under the Texas Non-Profit Corporation Act (Article 1396-1.01 et seq., Vernon's Texas Civil Statutes) and its subsequent amendments and may contribute or cause to be contributed available funds to the corporations.

(b) The funds of the corporations, other than funds paid by the corporation to the district, may be used by the corporation only to provide, to pay the costs of providing, or to pay the costs related to providing indigent health care or other services that the district is required or permitted to provide under the constitution or laws of this state. The board of directors of the hospital district shall establish adequate controls to ensure that the corporation uses its funds as required by this subsection.

(c) The board of directors of the corporation shall be composed of seven residents of the district appointed by the board of directors of the district. The board of directors of the district may remove any director of the corporation at any time with or without cause.

(d) The corporation may invest funds in any investment in which the district is authorized to invest funds of the district, including investments authorized by the Public Funds Investment Act of 1987 (Article 842a-2, Vernon's Texas Civil Statutes) and its subsequent amendments.

**Sec. 20. After creation of the hospital district, no county, municipality, or political subdivision wholly or partly within the boundaries of the district shall have the power to levy taxes or issue bonds or other obligations for hospital or health care purposes or for providing medical care for the residents of the district. The hospital district shall assume full responsibility for the furnishing of medical and hospital care for its needy inhabitants. When the district is created and established, the county and all towns and cities located wholly or partly therein shall convey and transfer to the district title to all land, buildings, improvements, and equipment in anywise pertaining to a hospital or hospital system located wholly within the district which may be jointly or separately owned by the county or any city or town within the district. Operating funds and reserves for operating expenses which are on hand and funds which have been budgeted for hospital purposes by the county or any city or town therein for the remainder of the fiscal year in which the district is created shall likewise be transferred to the district, as shall taxes previously levied for hospital purposes for the current year, and all sinking funds established for payment of indebtedness assumed by the district.**

**Sec. 21. The support and maintenance of the hospital district shall never become a charge against or obligation of the State of Texas nor shall any direct appropriation be made by the legislature for the construction, maintenance, or improvement of any of the facilities of the district.**

**Sec. 22. In carrying out the purposes of this act, the district will be performing an essential public function, and any bonds issued by it and their transfer and the issuance therefrom, including any profits made in the sale thereof, shall at all times be free from taxation by the state or any municipality or political subdivision thereof.**

**Sec. 23. The legislature hereby recognizes there is some confusion as to the proper qualification of electors in the light of recent court decisions. It is the intention of this Act to provide a procedure for the creation of the hospital district and to allow the district, when created, to issue bonds payable from taxation, but that in each instance the authority shall be predicated on the expression of the will of the majority of those who cast valid ballots at an election called for the purpose. Should the body calling an election determine that all qualified electors, including those who own taxable property which has been duly rendered for taxation, should be permitted to vote at an election by reason of the aforesaid court decisions nothing herein shall be construed as a limitation on the power to call and hold an election; provided provision is made for the voting, tabulating, and counting of the ballots of the resident qualified property taxpaying electors separately from those who are qualified electors, and in any election so called a majority vote of the resident qualified property taxpaying voters and a majority vote of the qualified electors, including those who own taxable property which has been duly rendered for taxation, shall be required to sustain the proposition.**

**23A. (a) The board of directors may order an election on the question of dissolving the district and disposing of the districts assets and obligations.**

**(b) The election shall be held on the earlier of the following dates that occurs at least 90 days after the date on which the election is ordered:**

- (1) the first Saturday in May; or**
- (2) the date of the general election for state and county officers.**

**(c) The ballot for the election shall be printed to permit voting for or against the proposition: "The dissolution of the Montgomery County Hospital District." The election shall be held in accordance with the applicable provisions of the Election Code.**

**(d) If a majority of the votes in the election favor dissolution, the board of directors shall find that the district is dissolved. If a majority of the votes in the election do not favor dissolution, the board of directors shall continue to administer the district and another election on the question of dissolution may not be held before the fourth anniversary of the most recent election to dissolve the district.**

**(e) If a majority of the votes in the election favor dissolution, the board of directors shall:**

**(1) transfer the ambulance service and related equipment, any vehicles, and any mobile clinics and related equipment that belong to the district to Montgomery County not later than the 45th day after the date on which the election is held; and**

**(2) transfer the land, buildings, improvements, equipment not described by Subdivision (1) of this subsection, and other assets that belong to the district to Montgomery County or administer the property, assets, and debts in accordance with Subsections (g)-(k) of this section.**

**(f) The county assumes all debts and obligations of the district relating to the ambulance service and related equipment, any vehicles, and any mobile clinics and related equipment at the time of the transfer. If the district also transfers the land, buildings, improvements, equipment, and other assets to Montgomery County under Subsection (e)(2) of this section, the county assumes**

**all debts and obligations of the district relating to those assets at the time of the transfer and the district is dissolved. The county shall use all transferred assets to:**

**(1) pay the outstanding debts and obligations of the district relating to the assets at the time of the transfer; or**

**(2) furnish medical and hospital care for the needy residents of the county.**

**(g) If the board of directors finds that the district is dissolved but does not transfer the land, buildings, improvements, equipment, and other assets to Montgomery County under Subsection (e)(2) of this section, the board of directors shall continue to control and administer that property and those assets and the related debts of the district until all funds have been disposed of and all district debts have been paid or settled.**

**(h) After the board of directors finds that the district is dissolved, the board of directors shall:**

**(1) determine the debt owed by the district; and**

**(2) impose on the property included in the district's tax rolls a tax that is in proportion of the debt to the property value.**

**(i) The board of directors may institute a suit to enforce payment of taxes and to foreclose liens to secure the payment of taxes due the district.**

**(j) When all outstanding debts and obligations of the district are paid, the board of directors shall order the secretary to return the pro rata share of all unused tax money to each district taxpayer and all unused district money from any other source to Montgomery County. A taxpayer may request that the taxpayer's share of surplus tax money be credited to the taxpayer's county taxes. If a taxpayer requests the credit, the board of directors shall direct the secretary to transmit the funds to the county tax**

**assessor-collector. Montgomery County shall use unused district money received under this section to furnish medical and hospital care for the needy residents of the county.**

**(k) After the district has paid all its debts and has disposed of all its assets and funds as prescribed by this section, the board of directors shall file a written report with the Commissioners Court of Montgomery County setting forth a summary of the board of directors' actions in dissolving the district. Not later than the 10th day after it receives the report and determines that the requirements of this section have been fulfilled, the commissioners court shall enter an order dissolving the district.**

**Sec. 23B. (a) The residents of the district by petition may request the board of directors to order an election on the question of dissolving the district and disposing of the district's assets and obligations. A petition must:**

**(1) state that it is intended to request an election in the district on the question of dissolving the district and disposing of the district's assets and obligations;**

**(2) be signed by a number of residents of the district equal to at least 15 percent of the total vote received by all candidates for governor in the most recent gubernatorial general election in the district that occurs more than 30 days before the date the petition is submitted; and**

**(3) be submitted to the county elections administrator of Montgomery County.**

**(a-1) Not later than the 30<sup>th</sup> day after the date a petition requesting the dissolution of the district is submitted under Subsection (a) of this section, the county elections administrator shall:**

**(1) determine whether the petition is valid; and**

**(2) certify the determination of the petition's validity to the board of directors of the district.**

**(a-2) If the county elections administrator fails to act within the time allowed, the petition is treated as if it had been found valid;**

**(a-3) If the county elections administrator certifies to the board of directors that the petition is valid or fails to act within the time allowed, the board of directors shall order that a dissolution election be held in the district in the manner prescribed by this section.**

**(a-4) If a petition submitted under Subsection (a) of this section does not contain the necessary number of valid signatures, the residents of the district may not submit another petition under Subsection (a) of this section before the third anniversary of the date the invalid petition was submitted.**

**(a-5) The district shall reimburse the county elections administrator for reasonable costs incurred in performing the duties required by this section.**

**(b) The election shall be held on the earlier of the following dates that occurs at least 90 days after the date on which the election is ordered:**

**(1) the first Saturday in May; or**

**(2) the date of the general election for state and county officers.**

**(c) The ballot for the election shall be printed to permit voting for or against the proposition: "The dissolution of the Montgomery County Hospital District." The election shall be held in accordance with the applicable provisions of the Election Code.**

**(d) If a majority of the votes in the election favor dissolution, the board of directors shall find that the district is dissolved. If less than a majority of the votes in the election**

**favor dissolution, the board of directors shall continue to administer the district and another election on the question of dissolution may not be held before the third anniversary of the most recent election to dissolve the district.**

**(e) If a majority of the votes in the election favor dissolution, the board of directors shall transfer the land, buildings, improvements, equipment, and other assets that belong to the district to Montgomery County not later than the 45th day after the date on which the election is held. The county assumes all debts and obligations of the district at the time of the transfer and the district is dissolved. The county should use all transferred assets in a manner that benefits residents of the county residing in territory formerly constituting the district. The county shall use all transferred assets to:**

**(1) pay the outstanding debts and obligations of the district relating to the assets at the time of the transfer; or**

**(2) furnish medical and hospital care for the needy residents of the county.**

**Sec. 24. If a hospital district has not been created under this Act by January 1, 1982, then the Act will no longer be in effect.**

**Sec. 25. Proof of provisions of the notice required in the enactment hereof under the provisions of Article IX, Section 9, of the Texas Constitution, has been made in the manner and form provided by law pertaining to the enactment of local and special laws, and the notice is hereby found and declared proper and sufficient to satisfy the requirement.**

**Sec. 26. The importance of this legislation and the crowded condition of the calendars in both houses create an emergency and an imperative public necessity that the constitutional rule requiring bills to be read on three several days in each house be suspended, and this rule is hereby suspended, and that this Act take effect and be in force from and after its passage, and it is so enacted.**

**APPENDIX III.**  
**CHAPTER 61**

**TEXAS HEALTH & SAFETY CODE**  
**TITLE 2. HEALTH**  
**SUBTITLE C. INDIGENT HEALTH CARE**  
**CHAPTER 61. INDIGENT HEALTH CARE AND TREATMENT ACT**  
**SUBCHAPTER A. GENERAL PROVISIONS**

**§ 61.001. SHORT TITLE.**

This chapter may be cited as the Indigent Health Care and Treatment Act.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**§ 61.002. DEFINITIONS.**

In this chapter:

- (1) "Department" means the Texas Department of State Health Services.
- (2) "Eligible county resident" means an eligible resident of a county who does not reside in the service area of a public hospital or hospital district.
- (3) "Eligible resident" means a person who meets the income and resources requirements established by this chapter or by the governmental entity, public hospital, or hospital district in whose jurisdiction the person resides.
- (4) "Emergency services" has the meaning assigned by Chapter 773.
- (5) "General revenue levy" means:
  - (A) the property taxes imposed by a county that are not dedicated to the construction and maintenance of farm-to-market roads or to flood control under Article VIII, Section 1-a, of the Texas Constitution or that are not dedicated to the further maintenance of the public roads under Article VIII, Section 9, of the Texas Constitution; and
  - (B) the sales and use tax revenue to be received by the county during the calendar year in which the state fiscal year begins under Chapter 323, Tax Code, as determined under Section 26.041(d), Tax Code.
- (6) "Governmental entity" includes a county, municipality, or other political subdivision of the state, but does not include a hospital district or hospital authority.
- (7) "Hospital district" means a hospital district created under the authority of Article IX, Sections 4-11, of the Texas Constitution.

(8) "Mandated provider" means a person who provides health care services, is selected by a county, public hospital, or hospital district, and agrees to provide health care services to eligible residents, including the primary teaching hospital of a state medical school located in a county which does not have a public hospital or hospital district, and the faculty members practicing in both the inpatient and outpatient care facilities affiliated with the teaching hospital.

(9) "Medicaid" means the Medical Assistance Plan provided under Chapter 32, Human Resources Code.

(10) "Public hospital" means a hospital owned, operated, or leased by a governmental entity, except as provided by Section 61.051.

(11) "Service area" means the geographic region in which a governmental entity, public hospital, or hospital district has a legal obligation to provide health care services.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1991, 72nd Leg., ch. 14, Sec. 14, eff. Sept. 1, 1991; Acts 1995, 74th Leg., ch. 76, Sec. 8.119, eff. Sept. 1, 1995; Acts 1999, 76th Leg., ch. 1377, Sec. 1.01, eff. Sept. 1, 1999.

#### **§ 61.003. RESIDENCE.**

(a) For purposes of this chapter, a person is presumed to be a resident of the governmental entity in which the person's home or fixed place of habitation to which the person intends to return after a temporary absence is located. However, if a person's home or fixed place of habitation is located in a hospital district, the person is presumed to be a resident of that hospital district.

(b) If a person does not have a residence, the person is a resident of the governmental entity or hospital district in which the person intends to reside.

(c) Intent to reside may be evidenced by any relevant information, including:

(1) mail addressed to the person or to the person's spouse or children if the spouse or children live with the person;

(2) voting records;

(3) automobile registration;

(4) Texas driver's license or other official identification;

(5) enrollment of children in a public or private 2 school; or

(6) payment of property tax.

(d) A person is not considered a resident of a governmental entity or hospital district if the person attempted to establish residence solely to obtain health care assistance.

(e) The burden of proving intent to reside is on the person requesting assistance.

(f) For purposes of this chapter, a person who is an inmate or resident of a state school or institution operated by the Texas Department of Corrections, Texas Department of Mental Health and Mental Retardation, Texas Youth Commission, Texas School for the Blind, Texas School for the Deaf, or any other state agency or who is an inmate, patient, or resident of a school or institution operated by a federal agency is not considered a resident of a hospital district or of any governmental entity except the state or federal government.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

#### **§ 61.004. RESIDENCE OR ELIGIBILITY DISPUTE**

(a) If a provider of assistance and a governmental entity or hospital district cannot agree on a person's residence or whether a person is eligible for assistance under this chapter, the provider or the governmental entity or hospital district may submit the matter to the department.

(b) The provider of assistance and the governmental entity or hospital district shall submit all relevant information to the department in accordance with the application, documentation, and verification procedures established by the department under Section 61.006.

(c) If the department determines that another governmental entity or hospital district may be involved in the dispute, the department shall notify the governmental entity or hospital district and allow the governmental entity or hospital district to respond.

(d) From the information submitted, the department shall determine the person's residence or whether the person is eligible for assistance under this chapter, as appropriate, and shall notify each governmental entity or hospital district and the provider of assistance of the decision and the reasons for the decision.

(e) If a governmental entity, hospital district, or provider of assistance does not agree with the department's decision, the governmental entity, hospital district, or provider of assistance may file an appeal with the department. The appeal must be filed not later than the 30th day after the date on which the governmental entity, hospital district, or provider of assistance receives notice of the decision.

(f) The department shall issue a final decision not later than the 45th day after the date on which the appeal is filed.

(g) A governmental entity, hospital district, or provider of assistance may appeal the final order of the department under Chapter 2001, Government Code, using the substantial evidence rule on appeal.

(h) Service may not be denied pending an administrative or judicial review of residence.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1995, 74th Leg., ch. 76, Sec. 5.95(49), eff. Sept. 1, 1995; Acts 1999, 76th Leg., ch. 1377, Sec. 1.02, eff. Sept. 1, 1999.

**§ 61.0045. INFORMATION NECESSARY TO DETERMINE ELIGIBILITY.**

(a) Any provider, including a mandated provider, public hospital, or hospital district, that delivers health care services to a patient who the provider suspects is an eligible resident of the service area of a county, hospital district, or public hospital under this chapter may require the patient to:

(1) provide any information necessary to establish that the patient is an eligible resident of the service area of the county, hospital district, or public hospital; and

(2) authorize the release of any information relating to the patient, including medical information and information obtained under Subdivision (1), to permit the provider to submit a claim to the county, hospital district, or public hospital that is liable for payment for the services as described by Section 61.033 or 61.060.

(b) A county, hospital district, or public hospital that receives information obtained under Subsection (a) shall use the information to determine whether the patient to whom services were provided is an eligible resident of the service area of the county, hospital district, or public hospital and, if so, shall pay the claim made by the provider in accordance with this chapter.

(c) The application, documentation, and verification procedures established by the department for counties under Section 61.006 may include a standard format for obtaining information under Subsection (a) to facilitate eligibility and residence determinations.

Added by Acts 1999, 76th Leg., ch. 1377, Sec. 1.03, eff. Sept. 1, 1999.

**§ 61.005. CONTRIBUTION TOWARD COST OF ASSISTANCE.**

(a) A county, public hospital, or hospital district may request an eligible resident receiving health care assistance under this chapter to contribute a nominal amount toward the cost of the assistance.

(b) The county, public hospital, or hospital district may not deny or reduce assistance to an eligible resident who cannot or refuses to contribute.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**§ 61.006. STANDARDS AND PROCEDURES.**

(a) The department shall establish minimum eligibility standards and application, documentation, and verification procedures for counties to use in determining eligibility under this chapter.

(b) The minimum eligibility standards must incorporate a net income eligibility level equal to 21 percent of the federal poverty level based on the federal Office of Management and Budget poverty index.

(b-1) Expired.

(b-2) Repealed by Acts 2001, 77th Leg., ch. 1128, Sec. 7, eff. Sept. 1, 2001.

(c) The department shall also define the services and establish the payment standards for the categories of services listed in Sections 61.028(a) and 61.0285 in accordance with Texas Department of Human Services rules relating to the Temporary Assistance for Needy Families-Medicaid program.

(d) The department shall establish application, documentation, and verification procedures that are consistent with the analogous procedures used to determine eligibility in the Temporary Assistance for Needy Families-Medicaid program. The department may not adopt a standard or procedure that is more restrictive than the Temporary Assistance for Needy Families-Medicaid program or procedures.

(e) The department shall ensure that each person who meets the basic income and resources requirements for Temporary Assistance for Needy Families program payments but who is categorically ineligible for Temporary Assistance for Needy Families will be eligible for assistance under Subchapter B. Except as provided by Section 61.023(b), the department by rule shall also provide that a person who receives or is eligible to receive Temporary Assistance for Needy Families, Supplemental Security Income, or Medicaid benefits is not eligible for assistance under Subchapter B even if the person has exhausted a part or all of that person's benefits.

(f) The department shall notify each county and public hospital of any change to department rules that affect the provision of services under this chapter.

(g) Notwithstanding Subsection (a), (b), or (c) or any other provision of law, the department shall permit payment to a licensed dentist for services provided under Sections 61.028(a)(4) and (6) if the dentist can provide those services within the scope of the dentist's license.

(h) Notwithstanding Subsection (a), (b), or (c), the department shall permit payment to a licensed podiatrist for services provided under Sections 61.028(a) (4) and (6), if the podiatrist can provide the services within the scope of the podiatrist's license.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1989, 71st Leg., ch. 1100, Sec. 5.09(a), eff. Sept. 1, 1989; Acts 1991, 72nd Leg., ch. 14, Sec. 15, eff. Sept. 1, 1991; Acts 1995, 74th Leg., ch. 76, Sec. 8.120, eff. Sept. 1, 1995; Acts 1999, 76th Leg., ch. 1377, Sec. 1.04, eff. Sept. 1, 1999.

Acts 2001, 77<sup>th</sup> Leg., ch. 1128, Sec. 1, 7 eff. Sept. 1, 2001.

**§ 61.007. INFORMATION PROVIDED BY APPLICANT.**

The department by rule shall require each applicant to provide at least the following information:

- (1) the applicant's full name and address;
- (2) the applicant's social security number, if available;

- (3) the number of persons in the applicant's household, excluding persons receiving Temporary Assistance for Needy Families, Supplemental Security Income, or Medicaid benefits;
- (4) the applicant's county of residence;
- (5) the existence of insurance coverage or other hospital or health care benefits for which the applicant is eligible;
- (6) any transfer of title to real property that the applicant has made in the preceding 24 months;
- (7) the applicant's annual household income, excluding the income of any household member receiving Temporary Assistance for Needy Families, Supplemental Security Income, or Medicaid benefits; and
- (8) the amount of the applicant's liquid assets and the equity value of the applicant's car and real property.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1999, 76th Leg., ch. 1377, Sec. 1.04, eff. Sept. 1, 1999.

**§ 61.008. ELIGIBILITY RULES.**

(a) The department by rule shall provide that in determining eligibility:

- (1) a county may not consider the value of the applicant's homestead;
- (2) a county must consider the equity value of a car that is in excess of the amount exempted under department guidelines as a resource;
- (3) a county must subtract the work-related and childcare expense allowance allowed under department guidelines;
- (4) a county must consider as a resource real property other than a homestead and, except as provided by Subsection (b), must count that property in determining eligibility; and
- (5) if an applicant transferred title to real property for less than market value to become eligible for assistance under this chapter, the county may not credit toward eligibility for state assistance an expenditure for that applicant made during a two-year period beginning on the date on which the property is transferred.

(b) A county may disregard the applicant's real property if the applicant agrees to an enforceable obligation to reimburse the county for all or part of the benefits received under this chapter. The county and the applicant may negotiate the terms of the obligation.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**§ 61.009. REPORTING REQUIREMENTS.**

(a)The department shall establish uniform reporting requirements for governmental entities that own, operate, or lease public hospitals providing assistance under this chapter and for counties.

(b)The reports must include information relating to:

- (1) expenditures for and nature of hospital and health care provided to eligible residents;
- (2) eligibility standards and procedures established by counties and governmental entities that own, operate, or lease public hospitals; and
- (3) relevant characteristics of eligible residents.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1995, 74th Leg., ch. 76, Sec. 8.121, eff. Sept. 1, 1995.

**§ 61.010. DEDICATED TAX REVENUES.**

If the governing body of a governmental entity adopts a property tax rate that exceeds the rate calculated under Section 26.04, Tax Code, by more than eight percent, and if a portion of the tax rate was designated to provide revenue for indigent health care services required by this chapter, the revenue produced by the portion of the tax rate designated for that purpose may be spent only to provide indigent health care services.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**§ 61.011. SERVICES BY STATE HOSPITAL OR CLINIC.**

A state hospital or clinic shall be entitled to payment for services rendered to an eligible resident under the provisions of this chapter applicable to other providers. The department may adopt rules as necessary to implement this section.

Added by Acts 1999, 76th Leg., ch. 1377, Sec. 1.05, eff. Sept. 1, 1999.

## **SUBCHAPTER B. COUNTY RESPONSIBILITY FOR PERSONS NOT RESIDING IN AN AREA SERVED BY A PUBLIC HOSPITAL OR HOSPITAL DISTRICT**

### **§ 61.021. APPLICATION OF SUBCHAPTER.**

This subchapter applies to health care services and assistance provided to a person who does not reside in the service area of a public hospital or hospital district.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

### **§ 61.022. COUNTY OBLIGATION.**

(a) A county shall provide health care assistance as prescribed by this subchapter to each of its eligible county residents.

(b)The county is the payor of last resort and shall provide assistance only if other adequate public or private sources of payment are not available.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

### **§ 61.0221.AUTHORITY RELATING TO OTHER ASSISTANCE PROGRAMS.**

This subchapter does not affect the authority of the commissioners court of a county to provide eligibility standards or other requirements relating to assistance programs or services that are not covered by this subchapter.

Added by Acts 1999, 76th Leg., ch. 62, Sec. 13.11(g), eff. Sept. 1, 1999.

### **§ 61.023. GENERAL ELIGIBILITY PROVISIONS.**

(a)A person is eligible for assistance under this subchapter if:

(1) the person does not reside in the service area of a public hospital or hospital district;

(2)the person meets the basic income and resources requirements established by the department under Sections 61.006 and 61.008 and in effect when the assistance is requested; and

(3) no other adequate source of payment exists.

(b)A county may use a less restrictive standard of eligibility for residents than prescribed by Subsection (a). A county may credit toward eligibility for state assistance under this subchapter the services provided to each person who is an eligible resident under a standard that incorporates a net income eligibility level that is less than 50 percent of the federal poverty level based on the federal Office of Management and Budget poverty index.

(c)A county may contract with the department to perform eligibility determination services.

(d) Not later than the beginning of a state fiscal year, the county shall adopt the eligibility standards it will use during that fiscal year and shall make a reasonable effort to notify the public of the standards. The county may change the eligibility standards to make them more or less restrictive than the preceding standards, but the standards may not be more restrictive than the standards established by the department under Section 61.006.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1989, 71st Leg., ch. 1100, Sec. 5.10(a), eff. Sept. 1, 1989; Acts 1999, 76th Leg., ch. 1377, Sec. 1.06, eff. Sept. 1, 1999.

**§ 61.024. COUNTY APPLICATION PROCEDURE.**

(a) A county shall adopt an application procedure.

(b) The county may use the application, documentation, and verification procedures established by the department under Sections 61.006 and 61.007 or may use a less restrictive application, documentation, or verification procedure.

(c) Not later than the beginning of a state fiscal year, the county shall specify the procedure it will use during that fiscal year to verify eligibility and the documentation required to support a request for assistance and shall make a reasonable effort to notify the public of the application procedure.

(d) The county shall furnish an applicant with written application forms.

(e) On request of an applicant, the county shall assist the applicant in filling out forms and completing the application process. The county shall inform an applicant of the availability of assistance.

(f) The county shall require an applicant to sign a written statement in which the applicant swears to the truth of the information supplied.

(g) The county shall explain to the applicant that if the application is approved, the applicant must report to the county any change in income or resources that might affect the applicant's eligibility. The report must be made not later than the 14th day after the date on which the change occurs. The county shall explain the possible penalties for failure to report a change.

(h) The county shall review each application and shall accept or deny the application not later than the 14th day after the date on which the county receives the completed application.

(i) The county shall provide a procedure for reviewing applications and for allowing an applicant to appeal a denial of assistance.

(j) The county shall provide an applicant written notification of the county's decision. If the county denies assistance, the written notification shall include the reason for the denial and an explanation of the procedure for appealing the denial.

(k)The county shall maintain the records relating to an application at least until the end of the third complete state fiscal year following the date on which the application is submitted.

(l)If an applicant is denied assistance, the applicant may resubmit an application at any time circumstances justify a redetermination of eligibility.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**§ 61.025. COUNTY AGREEMENT WITH MUNICIPALITY.**

(a)This section applies to a municipality that has a population of less than 15,000, that owns, operates, or leases a hospital, and that has made a transfer agreement before August 31, 1989, by the adoption of an ordinance, resolution, or order by the commissioners court and the governing body of the municipality.

(b)The transfer agreement may transfer partial responsibility to the county under which the municipal hospital continues to provide health care services to eligible residents of the municipality, but the county agrees to assume the hospital's responsibility to reimburse other providers who provide:

(1) mandatory inpatient or outpatient services to eligible residents that the municipal hospital cannot provide; or

(2) emergency services to eligible residents.

(c)The hospital is a public hospital for the purposes of this chapter, but it does not have a responsibility to provide reimbursement for services it cannot provide or for emergency services provided in another facility.

(d)Expenditures made by the county under Subsection (b) may be credited toward eligibility for state assistance under this subchapter if the person who received the health care services meets the eligibility standards established under Section 61.052 and would have been eligible for assistance under the county program if the person had not resided in a public hospital's service area.

(e)The agreement to transfer partial responsibility to a county under this section must take effect on a September 1 that occurs not later than two years after the date on which the county and municipality agree to the transfer. A county and municipality may not revoke or amend an agreement made under this section, except that the county may revoke or amend the agreement if a hospital district is created after the effective date of the agreement and the boundaries of the district cover all or part of the county.

(f)The county, the hospital, and any other entity in the county that provides services under this chapter shall adopt coordinated application and eligibility verification procedures. In establishing the coordinated procedures, the county and other entities shall focus on facilitating the efficient and timely referral of residents to the proper entity in the county. In addition, the procedures must comply with the requirements of Sections 61.024 and 61.053. Expenditures made by a county in establishing the coordinated procedures prescribed by this section may not be credited toward eligibility for state assistance under this subchapter.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1997, 75th Leg., ch. 1103, Sec. 1, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 1377, Sec. 1.07, eff. Sept. 1, 1999.

**§ 61.026. REVIEW OF ELIGIBILITY.**

A county shall review at least once every six months the eligibility of a resident for whom an application for assistance has been granted and who has received assistance under this chapter.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**§ 61.027. CHANGE IN ELIGIBILITY STATUS.**

(a) An eligible resident must report any change in income or resources that might affect the resident's eligibility. The report must be made not later than the 14th day after the date on which the change occurs.

(b) If an eligible resident fails to report a change in income or resources as prescribed by this section and the change has made the resident ineligible for assistance under the standards adopted by the county, the resident is liable for any benefits received while ineligible. This section does not affect a person's criminal liability under any relevant statute.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**§ 61.028. BASIC HEALTH CARE SERVICES.**

(a) A county shall, in accordance with department rules adopted under Section 61.006, provide the following basic health care services:

- (1) primary and preventative services designed to meet the needs of the community, including:
  - (A) immunizations;
  - (B) medical screening services; and
  - (C) annual physical examinations;
- (2) inpatient and outpatient hospital services;
- (3) rural health clinics;
- (4) laboratory and X-ray services;
- (5) family planning services;
- (6) physician services;
- (7) payment for not more than three prescription drugs a month; and

(8) skilled nursing facility services, regardless of the patient's age.

(b)The county may provide additional health care services, but may not credit the assistance toward eligibility for state assistance, except as provided by Section 61.0285.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1999, 76th Leg., ch. 1377, Sec. 1.08, eff. Sept. 1, 1999.

**§ 61.0285. OPTIONAL HEALTH CARE SERVICES.**

(a)In addition to basic health care services provided under Section 61.028, a county may, in accordance with department rules adopted under Section 61.006, provide other medically necessary services or supplies that the county determines to be cost-effective, including:

- (1) ambulatory surgical center services;
- (2) diabetic and colostomy medical supplies and equipment;
- (3) durable medical equipment;
- (4) home and community health care services;
- (5) social work services;
- (6) psychological counseling services;
- (7) services provided by physician assistants, nurse practitioners, certified nurse midwives, clinical nurse specialists, and certified registered nurse anesthetists;
- (8) dental care;
- (9) vision care, including eyeglasses;
- (10) services provided by federally qualified health centers, as defined by 42 U.S.C. Section 1396d (l) (2) (B);
- (11) emergency medical services; and
- (12) any other appropriate health care service identified by board rule that may be determined to be cost-effective.

(b)A county must notify the department of the county's intent to provide services specified by Subsection (a). If the services are approved by the department under Section 61.006, or if the department fails to notify the county of the department's disapproval before the 31st day after the date the county notifies the department of its intent to provide the services, the county may credit the services toward eligibility for state assistance under this subchapter.

(c) county may provide health care services that are not specified in Subsection (a), or may provide the services specified in Subsection (a) without actual or constructive approval of the department, but may not credit the services toward eligibility for state assistance.

Added by Acts 1999, 76th Leg., ch. 1377, Sec. 1.09, eff. Sept. 1, 1999. Amended by Acts 2001, 77th Leg., ch. 874, Sec. 9, eff. Sept. 1, 2001; Acts 2003, 78th Leg., ch. 892, Sec. 24, eff. Sept. 1, 2003.

**§ 61.029. PROVISION OF HEALTH CARE SERVICES.**

(a) A county may arrange to provide health care services through a local health department, a publicly owned facility, or a contract with a private provider regardless of the provider's location, or through the purchase of insurance for eligible residents.

(b) The county may affiliate with other governmental entities or with a public hospital or hospital district to provide regional administration and delivery of health care services.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**§ 61.030. MANDATED PROVIDER.**

A county may select one or more providers of health care services. The county may require eligible county residents to obtain care from a mandated provider except:

- (1) in an emergency;
- (2) when medically inappropriate; or
- (3) when care is not available.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**§ 61.031. NOTIFICATION OF PROVISION OF NONEMERGENCY SERVICES.**

(a) A county may require any provider, including a mandated provider, to obtain approval from the county before providing nonemergency health care services to an eligible county resident.

(b) If the county does not require prior approval and a provider delivers or will deliver nonemergency health care services to a patient who the provider suspects may be eligible for assistance under this subchapter, the provider shall notify the patient's county of residence that health care services have been or will be provided to the patient. The notice shall be made:

- (1) by telephone not later than the 72nd hour after the provider determines the patient's county of residence; and
- (2) by mail postmarked not later than the fifth working day after the date on which the provider determines the patient's county of residence.

(c) If the provider knows that the patient's county of residence has selected a mandated provider or if, after contacting the patient's county of residence, that county requests that the patient be transferred to a mandated provider, the provider shall transfer the patient to the mandated provider unless it is medically inappropriate to do so.

(d) Not later than the 14th day after the date on which the patient's county of residence receives sufficient information to determine eligibility, the county shall determine if the patient is eligible for assistance from that county. If the county does not determine the patient's eligibility within that period, the patient is considered to be eligible. The county shall notify the provider of its decision.

(e) If a provider delivers nonemergency health care services to a patient who is eligible for assistance under this subchapter and fails to comply with this section, the provider is not eligible for payment for the services from the patient's county of residence.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1999, 76th Leg., ch. 1377, Sec. 1.10, eff. Sept. 1, 1999.

**§ 61.032. NOTIFICATION OF PROVISION OF EMERGENCY SERVICES.**

(a) If a nonmandated provider delivers emergency services to a patient who the provider suspects might be eligible for assistance under this subchapter, the provider shall notify the patient's county of residence that emergency services have been or will be provided to the patient. The notice shall be made:

(1) by telephone not later than the 72nd hour after the provider determines the patient's county of residence; and

(2) by mail postmarked not later than the fifth working day after the date on which the provider determines the patient's county of residence.

(b) The provider shall attempt to determine the patient's county of residence when the patient first receives services.

(c) The provider, the patient, and the patient's family shall cooperate with the county of which the patient is presumed to be a resident in determining if the patient is an eligible resident of that county.

(d) Not later than the 14th day after the date on which the patient's county of residence receives notification and sufficient information to determine eligibility, the county shall determine if the patient is eligible for assistance from that county. If the county does not determine the patient's eligibility within that period, the patient is considered to be eligible. The county shall notify the provider of its decision.

(e) If the county and the provider disagree on the patient's residence or eligibility, the county or the provider may submit the matter to the department as provided by Section 61.004.

(f) If a provider delivers emergency services to a patient who is eligible for assistance under this subchapter and fails to comply with this section, the provider is not eligible for payment for the services from the patient's county of residence.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1999, 76th Leg., ch. 1377, Sec. 1.11, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 1128, Sec. 2, eff. Sept. 1, 2001.

**§ 61.033. PAYMENT FOR SERVICES.**

(a)To the extent prescribed by this chapter, a county is liable for health care services provided under this subchapter by any provider, including a public hospital or hospital district, to an eligible county resident. A county is not liable for payment for health care services provided:

(1) by any provider, including a public hospital or hospital district, to a resident of that county who resides in the service area of a public hospital or hospital district; or

(2)to an eligible resident of that county who does not reside within the service area of a public hospital or hospital district by a hospital having a Hill-Burton or state-mandated obligation to provide free services and considered to be in noncompliance with the requirements of the Hill-Burton or state-mandated obligation.

(b)To the extent prescribed by this chapter, if another source of payment does not adequately cover a health care service a county provides to an eligible county resident, the county shall pay for or provide the health care service for which other payment is not available.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**§ 61.034. PAYMENT STANDARDS FOR HEALTH CARE SERVICES.**

(a)A county is not liable for the cost of a health care service provided under Section 61.028 or 61.0285 that is in excess of the payment standards for that service established by the department under Section 61.006.

(b)A county may contract with a provider of assistance to provide a health care service at a rate below the payment standard set by the department.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1999, 76th Leg., ch. 1377, Sec. 1.12, eff. Sept. 1, 1999.

**§ 61.035. LIMITATION OF COUNTY LIABILITY.**

The maximum county liability for each state fiscal year for health care services provided by all assistance providers, including a hospital and a skilled nursing facility, to each eligible county resident is:

(1)\$30,000; or

(2) the payment of 30 days of hospitalization or treatment in a skilled nursing facility, or both, or \$30,000, whichever occurs first, if the county provides hospital or skilled nursing facility services to the resident.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**§ 61.036. DETERMINATION OF ELIGIBILITY FOR PURPOSES OF STATE ASSISTANCE.**

(a)A county may not credit an expenditure made to assist an eligible county resident toward eligibility for state assistance under this subchapter unless the county complies with the department's application, documentation, and verification procedures.

(b)Except as provided by Section 61.023(b), a county may not credit an expenditure for an applicant toward eligibility for state assistance if the applicant does not meet the department's eligibility standards.

(c)Regardless of the application, documentation, and verification procedures or eligibility standards established by the department under Subchapter A, a county may credit an expenditure for an eligible resident toward eligibility for state assistance if the eligible resident received the health care services at a hospital maintained or operated by a state agency that has a contract with the county to provide health care services.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1989, 71st Leg., ch. 1100, Sec. 5.10(b), eff. Sept. 1, 1989; Acts 1999, 76th Leg., ch. 1377, Sec. 1.13, eff. Sept. 1, 1999.

**§ 61.037. COUNTY ELIGIBILITY FOR STATE ASSISTANCE.**

(a)The department may distribute funds as provided by this subchapter to eligible counties to assist the counties in providing health care services under Sections 61.028 and 61.0285 to their eligible county residents.

(b)Except as provided by Subsection (c), (d), (e), or (g), to be eligible for state assistance, a county must:

(1)spend in a state fiscal year at least eight percent of the county general revenue levy for that year to provide health care services described by Subsection (a) to its eligible county residents who qualify for assistance under Section 61.023; and

(2) notify the department, not later than the seventh day after the date on which the county reaches the expenditure level, that the county has spent at least six percent of the applicable county general revenue levy for that year to provide health care services described by Subsection (a) to its eligible county residents who qualify for assistance under Section 61.023.

(c)If a county and a health care provider signed a contract on or before January 1, 1985, under which the provider agrees to furnish a certain level of health care services to indigent persons, the value of services furnished in a state fiscal year under the contract is included as part of the computation of a county expenditure under this section if the value of services does not exceed the payment rate established by the department under Section 61.006.

(d)If a hospital district is located in part but not all of a county, that county's appraisal district shall determine the taxable value of the property located inside the county but

outside the hospital district. In determining eligibility for state assistance, that county shall consider only the county general revenue levy resulting from the property located outside the hospital district. A county is eligible for state assistance if:

- (1) the county spends in a state fiscal year at least eight percent of the county general revenue levy for that year resulting from the property located outside the hospital district to provide health care services described by Subsection (a) to its eligible county residents who qualify for assistance under Section 61.023; and
- (2) the county complies with the other requirements of this subchapter.

(e) A county that provides health care services described by Subsection (a) to its eligible residents through a hospital established by a board of managers jointly appointed by a county and a municipality under Section 265.011 is eligible for state assistance if:

- (1) the county spends in a state fiscal year at least eight percent of the county general revenue levy for the year to provide the health care services to its eligible county residents who qualify for assistance under Section 61.052; and
- (2) the county complies with the requirements of this subchapter.

(f) If a county anticipates that it will reach the eight percent expenditure level, the county must notify the department as soon as possible before the anticipated date on which the county will reach the level.

(g) The department may waive the requirement that the county meet the minimum expenditure level imposed by Subsection (b), (d), or (e) and provide state assistance under this chapter at a lower level determined by the department if the county demonstrates, through an appropriate actuarial analysis, that the county is unable to satisfy the eight percent expenditure level:

- (1) because, although the county's general revenue tax levy has increased significantly, expenditures for health care services described by Subsection (a) have not increased by the same percentage;
- (2) because the county is at the maximum allowable ad valorem tax rate, has a small population, or has insufficient taxable property; or
- (3) because of a similar reason.

(h) The department shall adopt rules governing the circumstances under which a waiver may be granted under Subsection

(g) and the procedures to be used by a county to apply for the waiver. The procedures must provide that the department shall make a determination with respect to an application for a waiver not later than the 90th day after the date the application is submitted to the department in accordance with the procedures established by the department. To be eligible for state assistance under Subsection (g), a county must submit monthly financial reports, in the form required by the department, covering the 12-month period preceding the date on which the assistance is sought.

(i)The county must give the department all necessary information so that the department can determine if the county meets the requirements of Subsection (b), (d), (e), or (g).

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1997, 75th Leg., ch. 651, Sec. 1, eff. June 11, 1997; Acts 1999, 76th Leg., ch. 272, Sec. 1, eff. May 28, 1999; Acts 1999, 76<sup>th</sup> Leg., ch. 1377, Sec. 1.14, eff. Sept. 1, 1999.

**§ 61.038. DISTRIBUTION OF ASSISTANCE FUNDS.**

(a)If the department determines that a county is eligible for assistance, the department shall distribute funds appropriated to the department from the indigent health care assistance fund or any other available fund to the county to assist the county in providing health care services under Sections 61.028 and 61.0285 to its eligible county residents who qualify for assistance as described by Section 61.037.

(b)State funds provided under this section to a county must be equal to at least 90 percent of the actual payment for the health care services for the county's eligible residents during the remainder of the state fiscal year after the eight percent expenditure level is reached.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1999, 76th Leg., ch. 272, Sec. 2, eff. May 28, 1999; Acts 1999, 76th Leg., ch. 1377, Sec. 1.14, eff. Sept. 1, 1999.

**§ 61.039. FAILURE TO PROVIDE STATE ASSISTANCE.**

If the department fails to provide assistance to an eligible county as prescribed by Section 61.038, the county is not liable for payments for health care services provided to its eligible county residents after the county reaches the eight percent expenditure level.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1999, 76th Leg., ch. 1377, Sec. 1.14, eff. Sept. 1, 1999.

**§ 61.0395. LIMITED TO APPROPRIATED FUNDS.**

(a)The total amount of state assistance provided to counties under this chapter for a fiscal year may not exceed the amount appropriated for that purpose for that fiscal year.

(b)The department may adopt rules governing the distribution of state assistance under this chapter that establish a maximum annual allocation for each county eligible for assistance under this chapter in compliance with Subsection (a).

(c)The rules adopted under this section:

(1) may consider the relative populations of the service areas of eligible counties and other appropriate factors; and

(2) notwithstanding Subsection (b), may provide for, at the end of each state fiscal year, the reallocation of all money that is allocated to a county under Subsection (b) but that the county is not eligible to receive and the distribution of that money to other eligible counties.

Added by Acts 1999, 76th Leg., ch. 1377, Sec. 1.15, eff. Sept. 1, 1999.

Amended by Acts 2001, 77th Leg., ch. 1128, Sec. 3, eff. Sept. 1, 2001.

**§ 61.040. TAX INFORMATION.**

The comptroller shall give the department information relating to:

(1) the taxable value of property taxable by each county and each county's applicable general revenue tax levy for the relevant period; and

(2) the amount of sales and use tax revenue received by each county for the relevant period.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1991, 72nd Leg., 2nd C.S., ch. 6, Sec. 64, eff. Sept. 1, 1991.

**§ 61.041. COUNTY REPORTING.**

(a)The department shall establish monthly reporting requirements for a county seeking state assistance and establish procedures necessary to determine if the county is eligible for state assistance.

(b)The department shall establish requirements relating to:

(1) documentation required to verify the eligibility of residents to whom the county provides assistance; and

(2) county expenditures for health care services under Sections 61.028 and 61.0285.

(c)The department may audit county records to determine if the county is eligible for state assistance.

(d)The department shall establish annual reporting requirements for each county that is required to provide indigent health care under this chapter but that is not required to report under Subsection (a). A county satisfies the annual reporting requirement of this subsection if the county submits information to the department as required by law to obtain an annual distribution under the Agreement Regarding Disposition of Settlement Proceeds filed on July 24, 1998, in the United States District Court, Eastern District of Texas, in the case styled The State of Texas v. The American Tobacco Co., et al., No. 5-96CV-91.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1999, 76th Leg., ch. 1377, Sec. 1.16, eff. Sept. 1, 1999.

**§ 61.042. EMPLOYMENT SERVICES PROGRAM.**

(a)A county may establish procedures consistent with those used by the Texas Department of Human Services under Chapter 31, Human Resources Code, for administering an employment services program and requiring an applicant or eligible resident to register for work with the Texas Employment Commission.

(b)The county shall notify all persons with pending applications and eligible residents of the employment service program requirements not less than 30 days before the program is established.

Added by Acts 1993, 73rd Leg., ch. 880, Sec. 1, eff. Sept. 1, 1993. Amended by Acts 1995, 74th Leg., ch. 76, Sec. 8.122, eff. Sept. 1, 1995.

**§ 61.043. PREVENTION AND DETECTION OF FRAUD.**

(a)The county shall adopt reasonable procedures for minimizing the opportunity for fraud, for establishing and maintaining methods for detecting and identifying situations in which a question of fraud may exist, and for administrative hearings to be conducted on disqualifying persons in cases where fraud appears to exist.

(b)Procedures established by a county for administrative hearings conducted under this section shall provide for appropriate due process, including procedures for appeals.

Added by Acts 1993, 73rd Leg., ch. 880, Sec. 1, eff. Sept. 1, 1993.

**§ 61.044. SUBROGATION.**

(a)The filing of an application for or receipt of services constitutes an assignment of the applicant's or recipient's right of recovery from:

- (1) personal insurance;
- (2) other sources; or
- (3) another person for personal injury caused by the other person's negligence or wrong.

(b)A person who applies for or receives services shall inform the county, at the time of application or at any time during eligibility, of any unsettled tort claim that may affect medical needs and of any private accident or sickness insurance coverage that is or may become available. An applicant or eligible resident shall inform the county of any injury that is caused by the act or failure to act of some other person. An applicant or eligible resident shall inform the county as required by this subsection within 10 days of the date the person learns of the person's insurance coverage, tort claim, or potential cause of action.

(c)A claim for damages for personal injury does not constitute grounds for denying or discontinuing services under this chapter.

(d)A separate and distinct cause of action in favor of the county is hereby created, and the county may, without written consent, take direct civil action in any court of competent jurisdiction. A suit brought under this section need not be ancillary to or dependent on any other action.

(e)The county's right of recovery is limited to the amount of the cost of services paid by the county. Other subrogation rights granted under this section are limited to the cost of the services provided.

(f)An applicant or eligible resident who knowingly and intentionally fails to disclose the information required by Subsection (b) commits a Class C misdemeanor.

(g)An applicant or eligible resident is subject to denial of services under this chapter following an administrative hearing.

Added by Acts 1993, 73rd Leg., ch. 880, Sec. 1, eff. Sept. 1, 1993.

## **SUBCHAPTER C. PERSONS WHO RESIDE IN AN AREA SERVED BY A PUBLIC HOSPITAL OR HOSPITAL DISTRICT**

### **§ 61.051. APPLICATION OF SUBCHAPTER.**

(a) This subchapter applies to health care services and assistance provided to a person who resides in the service area of a public hospital or hospital district.

(b) For the purposes of this subchapter, a hospital is not considered to be a public hospital and is not responsible for providing care under this subchapter if the hospital:

(1) is owned, operated, or leased by a municipality with a population of less than 5,500;

(2) was leased before January 1, 1981, by a municipality that at the time of the lease did not have a legal obligation to provide indigent health care; or

(3) was established under Section 265.031.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1991, 72nd Leg., ch. 14, Sec. 16, eff. Sept. 1, 1991.

### **§ 61.052. GENERAL ELIGIBILITY PROVISIONS.**

(a) A public hospital or hospital district shall provide health care assistance to each eligible resident in its service area who meets:

(1) the basic income and resources requirements established by the department under Sections 61.006 and 61.008 and in effect when the assistance is requested; or

(2) a less restrictive income and resources standard adopted by the hospital or hospital district serving the area in which the person resides.

(b) If a public hospital used an income and resources standard during the operating year that ended before January 1, 1985, that was less restrictive than the income and resources requirements established by the department under Section 61.006, the hospital shall adopt that standard to determine eligibility under this subchapter.

(c) If a public hospital did not use an income and resources standard during the operating year that ended before January 1, 1985, but had a Hill-Burton obligation during part of that year, the hospital shall adopt the standard the hospital used to meet the Hill-Burton obligation to determine eligibility under this subchapter.

(d) A public hospital established after September 1, 1985, shall provide health care services to each resident who meets the income and resources requirements established by the department under Sections 61.006 and 61.008, or the hospital may adopt a less restrictive income and resources standard. The hospital may adopt a less restrictive income and resources standard at any time.

(e) If because of a change in the income and resources requirements established by the department under Sections 61.006 and 61.008 the standard adopted by a public hospital or hospital district becomes stricter than the requirements established by the department, the hospital or hospital district shall change its standard to at least comply with the requirements established by the department.

(f) A public hospital or hospital district may contract with the department to perform eligibility determination services.

(g) A county that provides health care services to its eligible residents through a hospital established by a board of managers jointly appointed by a county and a municipality under Section 265.011 and that establishes an income and resources standard in accordance with Subsection (a) (2) may credit the services provided to all persons who are eligible under that standard toward eligibility for state assistance as described by Section 61.037(e).

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1999, 76th Leg., ch. 1377, Sec. 1.17, eff. Sept. 1, 1999.

#### **§ 61.053. APPLICATION PROCEDURE.**

(a) A public hospital or hospital district shall adopt an application procedure.

(b) Not later than the beginning of a public hospital's or hospital district's operating year, the hospital or district shall specify the procedure it will use during the operating year to determine eligibility and the documentation required to support a request for assistance and shall make a reasonable effort to notify the public of the procedure.

(c) The public hospital or hospital district shall furnish an applicant with written application forms.

(d) On request of an applicant, the public hospital or hospital district shall assist an applicant in filling out forms and completing the application process. The hospital or district shall inform an applicant of the availability of assistance.

(e) The public hospital or hospital district shall require an applicant to sign a written statement in which the applicant swears to the truth of the information supplied.

(f) The public hospital or hospital district shall explain to the applicant that if the application is approved, the applicant must report to the hospital or district any change in income or resources that might affect the applicant's eligibility. The report must be made not later than the 14th day after the date on which the change occurs. The hospital or district shall explain the possible penalties for failure to report a change.

(g) The public hospital or hospital district shall review each application and shall accept or deny the application not later than the 14th day after the date on which the hospital or district receives the completed application.

(h) The public hospital or hospital district shall provide a procedure for reviewing applications and for allowing an applicant to appeal a denial of assistance.

(i)The public hospital or hospital district shall provide an applicant written notification of the hospital's or district's decision. If the hospital or district denies assistance, the written notification shall include the reason for the denial and an explanation of the procedure for appealing the denial.

(j)The public hospital or hospital district shall maintain the records relating to an application for at least three years after the date on which the application is submitted.

(k)If an applicant is denied assistance, the applicant may resubmit an application at any time circumstances justify a redetermination of eligibility.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**§ 61.054. BASIC HEALTH CARE SERVICES PROVIDED BY A PUBLIC HOSPITAL.**

(a)Except as provided by Subsection (c), a public hospital shall endeavor to provide the basic health care services a county is required to provide under Section 61.028.

(b)If a public hospital provided additional health care services to eligible residents during the operating year that ended before January 1, 1985, the hospital shall continue to provide those services.

(c)A public hospital shall coordinate the delivery of basic health care services to eligible residents and may provide any basic health care services the hospital was not providing on January 1, 1999, but only to the extent the hospital is financially able to do so.

(d)A public hospital may provide health care services in addition to basic health care services.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1999, 76th Leg., ch. 1377, Sec. 1.18, eff. Sept. 1, 1999.

**§ 61.055. BASIC HEALTH CARE SERVICES PROVIDED BY HOSPITAL DISTRICTS.**

(a)Except as provided by Subsection (b), a hospital district shall endeavor to provide the basic health care services a county is required to provide under Section 61.028, together with any other services required under the Texas Constitution and the statute creating the district.

(b)A hospital district shall coordinate the delivery of basic health care services to eligible residents and may provide any basic health care services the district was not providing on January 1, 1999, but only to the extent the district is financially able to do so.

(c)This section may not be construed to discharge a hospital district from its obligation to provide the health care services required under the Texas Constitution and the statute creating the district.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1999, 76th Leg., ch. 1377, Sec. 1.19, eff. Sept. 1, 1999.

**§ 61.056. PROVISION OF HEALTH CARE SERVICES.**

(a) A public hospital or hospital district may arrange to provide health care services through a local health department, a publicly owned facility, or a contract with a private provider regardless of the provider's location, or through the purchase of insurance for eligible residents.

(b) The public hospital or hospital district may affiliate with other public hospitals or hospital districts or with a governmental entity to provide regional administration and delivery of health care services.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**§ 61.057. MANDATED PROVIDER.**

A public hospital may select one or more providers of health care services. A public hospital may require eligible residents to obtain care from a mandated provider except:

- (1) in an emergency;
- (2) when medically inappropriate; or
- (3) when care is not available.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**§ 61.058. NOTIFICATION OF PROVISION OF NONEMERGENCY SERVICES.**

(a) A public hospital may require any provider, including a mandated provider, to obtain approval from the hospital before providing nonemergency health care services to an eligible resident in the hospital's service area.

(b) If the public hospital does not require prior approval and a provider delivers or will deliver nonemergency health care services to a patient who the provider suspects might be eligible for assistance under this subchapter, the provider shall notify the hospital that health care services have been or will be provided to the patient. The notice shall be made:

- (1) by telephone not later than the 72nd hour after the provider determines that the patient resides in the hospital's service area; and
- (2) by mail postmarked not later than the fifth working day after the date on which the provider determines that the patient resides in the hospital's service area.

(c) If the provider knows that the public hospital serving the area in which the patient resides has selected a mandated provider or if, after contacting the hospital, the hospital requests that the patient be transferred to a mandated provider, the provider shall transfer the patient to the mandated provider unless it is medically inappropriate to do so.

(d) Not later than the 14th day after the date on which the public hospital receives sufficient information to determine eligibility, the hospital shall determine if the patient is

eligible for assistance from the hospital. If the hospital does not determine the patient's eligibility within that period, the patient is considered to be eligible. The hospital shall notify the provider of its decision.

(e) If a provider delivers nonemergency health care services to a patient who is eligible for assistance under this subchapter and fails to comply with this section, the provider is not eligible for payment for the services from the public hospital serving the area in which the patient resides.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1999, 76th Leg., ch. 1377, Sec. 1.20, eff. Sept. 1, 1999.

**§ 61.059. NOTIFICATION OF PROVISION OF EMERGENCY SERVICES.**

(a) If a nonmandated provider delivers emergency services to a patient who the provider suspects might be eligible for assistance under this subchapter, the provider shall notify the hospital that emergency services have been or will be provided to the patient. The notice shall be made:

(1) by telephone not later than the 72nd hour after the provider determines that the patient resides in the hospital's service area; and

(2) by mail postmarked not later than the fifth working day after the date on which the provider determines that the patient resides in the hospital's service area.

(b) The provider shall attempt to determine if the patient resides in a public hospital's service area when the patient first receives services.

(c) The provider, the patient, and the patient's family shall cooperate with the public hospital in determining if the patient is an eligible resident of the hospital's service area.

(d) Not later than the 14th day after the date on which the public hospital receives sufficient information to determine eligibility, the hospital shall determine if the patient is eligible for assistance from the hospital. If the hospital does not determine the patient's eligibility within that period, the patient is considered to be eligible. The hospital shall notify the provider of its decision.

(e) If the public hospital and the provider disagree on the patient's residence or eligibility, the hospital or the provider may submit the matter to the department as provided by Section 61.004.

(f) If a provider delivers emergency services to a patient who is eligible for assistance under this subchapter and fails to comply with this section, the provider is not eligible for payment for the services from the public hospital serving the area in which the patient resides.

(g) If emergency services are customarily available at a facility operated by a public hospital, that hospital is not liable for emergency services furnished to an eligible resident by another provider in the area the hospital has a legal obligation to serve.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1999, 76th Leg., ch. 1377, Sec. 1.21, eff. Sept. 1, 1999;

Acts 2001, 77th Leg., ch. 1128, Sec. 4, eff. Sept. 1, 2001.

**§ 61.060. PAYMENT FOR SERVICES.**

(a) To the extent prescribed by this chapter, a public hospital is liable for health care services provided under this subchapter by any provider, including another public hospital, to an eligible resident in the hospital's service area. A public hospital is not liable for payment for health care services provided to:

- (1) a person who does not reside in the hospital's service area; or
- (2) an eligible resident of the hospital's service area by a hospital having a Hill-Burton or state-mandated obligation to provide free services and considered to be in noncompliance with the requirements of the Hill-Burton or state-mandated obligation.

(b) A hospital district is liable for health care services as provided by the Texas Constitution and the statute creating the district.

(c) A public hospital is the payor of last resort under this subchapter and is not liable for payment or assistance to an eligible resident in the hospital's service area if any other public or private source of payment is available.

(d) If another source of payment does not adequately cover a health care service a public hospital provides to an eligible resident of the hospital's service area, the hospital shall pay for or provide the health care service for which other payment is not available.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**§ 61.061. PAYMENT RATES AND LIMITS.**

The payment rates and limits prescribed by Sections 61.034 and 61.035 that relate to county services apply to inpatient and outpatient hospital services a public hospital is required to provide if:

- (1) the hospital cannot provide the services or emergency services that are required; and
- (2) the services are provided by an entity other than the hospital.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

**§ 61.062. RESPONSIBILITY OF GOVERNMENTAL ENTITY.**

A governmental entity that owns, operates, or leases a public hospital shall provide sufficient funding to the hospital to provide basic health care services.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1999, 76th Leg., ch. 1377, Sec. 1.22, eff. Sept. 1, 1999.

**§ 61.063. PROCEDURE TO CHANGE ELIGIBILITY STANDARDS OR SERVICES PROVIDED.**

(a) A public hospital may not change its eligibility standards to make the standards more restrictive and may not reduce the health care services it offers unless it complies with the requirements of this section.

(b) Not later than the 90th day before the date on which a change would take effect, the public hospital must publish notice of the proposed change in a newspaper of general circulation in the hospital's service area and set a date for a public hearing on the change. The published notice must include the date, time, and place of the public meeting. The notice is in addition to the notice required by Chapter 551, Government Code.

(c) Not later than the 30th day before the date on which the change would take effect, the public hospital must conduct a public meeting to discuss the change. The meeting must be held at a convenient time in a convenient location in the hospital's service area. Members of the public may testify at the meeting.

(d) If, based on the public testimony and on other relevant information, the governing body of the hospital finds that the change would not have a detrimental effect on access to health care for the residents the hospital serves, the hospital may adopt the change. That finding must be formally adopted.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1995, 74th Leg., ch. 76, Sec. 5.95(82), eff. Sept. 1, 1995.

**§ 61.064. TRANSFER OF A PUBLIC HOSPITAL.**

(a) A governmental entity that owns, operates, or leases a public hospital and that closes, sells, or leases the hospital:

- (1) has the obligation to provide basic health care services under this chapter;
- (2) shall adopt the eligibility standards that the hospital was or would have been required to adopt; and
- (3) shall provide the same services the hospital was or would have been required to provide under this chapter on the date of the closing, sale, or lease.

(b) If the governmental entity owned, operated, or leased the public hospital before January 1, 1985, and sold or leased the hospital on or after that date but before September 1, 1986, the obligation retained is the obligation the hospital would have had on September 1, 1986.

(c) Notwithstanding Subsections (a) and (b), if a hospital district that owns, operates, or leases a public hospital dissolves, the district has no responsibility under this chapter.

If on or before dissolution the district sold or transferred its hospital to another governmental entity, that governmental entity assumes the district's responsibility to provide health care services in accordance with this subchapter. If the district did not sell or transfer the hospital to another governmental entity, the county shall provide health care services to the residents of the district's service area in accordance with Subchapter B.

(d) This section does not apply to a governmental entity that sold or leased a public hospital to a hospital district or a hospital authority on or after January 1, 1985, but before September 1, 1986. If a governmental entity sold or leased a hospital as provided by this subsection, the hospital ceased being a public hospital for the purposes of this chapter on the date it was sold or leased, and neither the governmental entity nor the hospital district or hospital authority has any responsibility under this chapter.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1999, 76th Leg., ch. 1377, Sec. 1.23, eff. Sept. 1, 1999.

**§ 61.065. COUNTY RESPONSIBILITY FOR HOSPITAL SOLD ON OR AFTER JANUARY 1, 1988.**

(a) This section applies to a county that, on or after January 1, 1988, sells to a purchaser that is not a governmental entity a county hospital that was leased at the time of the sale to a person who is not a governmental entity.

(b) On the date the hospital is sold, the hospital ceases being a public hospital for the purposes of this chapter, and the county shall provide health care services to county residents in accordance with Subchapter B.

(c) If the contract for the sale of the hospital provides for the provision by the hospital of health care services to county residents, the value of the health care services credited or paid in a state fiscal year under the contract is included as part of the computation of a county expenditure under Section 61.037 to the extent that the value of the services does not exceed the payment standard established by the department for allowed inpatient and outpatient services.

Added by Acts 1989, 71st Leg., ch. 1100, Sec. 5.10(c), eff. Sept. 1, 1989.

**§ 61.066. PREVENTION AND DETECTION OF FRAUD.**

(a) A hospital district may adopt reasonable procedures for minimizing the opportunity for fraud, for establishing and maintaining methods for detecting and identifying situations in which a question of fraud may exist, and for administrative hearings to be conducted on disqualifying persons in cases where fraud appears to exist.

(b) Procedures established by a hospital district for administrative hearings conducted under this section shall provide for appropriate due process, including procedures for appeals.

Added by Acts 2001, 77th Leg., ch. 563, Sec. 1, eff. Aug. 27, 2001.

**APPENDIX IV. TEXAS  
ADMINISTRATIVE  
CODE SUBCHAPTERS**

**TEXAS ADMINISTRATIVE CODE SUBCHAPTERS**

**Texas Administrative Code**

**TITLE 25** HEALTH SERVICES

**PART 1** DEPARTMENT OF STATE HEALTH SERVICES

**CHAPTER 14** COUNTY INDIGENT HEALTH CARE PROGRAM

**Subchapters**

**SUBCHAPTER A** **PROGRAM ADMINISTRATION**

**SUBCHAPTER B** **DETERMINING ELIGIBILITY**

**SUBCHAPTER C** **PROVIDING SERVICES**

# Texas Administrative Code

[TITLE 25](#) HEALTH SERVICES  
[PART 1](#) DEPARTMENT OF STATE HEALTH SERVICES  
[CHAPTER 14](#) COUNTY INDIGENT HEALTH CARE PROGRAM  
[SUBCHAPTER A](#) PROGRAM ADMINISTRATION

## Rules

[§14.1](#) State Assistance Fund  
[§14.2](#) Eligibility Dispute

## Texas Administrative Code

<u>TITLE 25</u>	HEALTH SERVICES
<u>PART 1</u>	DEPARTMENT OF STATE HEALTH SERVICES
<u>CHAPTER 14</u>	COUNTY INDIGENT HEALTH CARE PROGRAM
<u>SUBCHAPTER A</u>	PROGRAM ADMINISTRATION
<b>RULE §14.1</b>	<b>State Assistance Fund</b>

---

(a) The Texas Department of State Health Services (department) is responsible for distributing state assistance to eligible counties to the extent appropriated state funds are available.

(b) The department establishes the eligibility requirements and internal procedures for a county applying for state assistance.

(c) The department determines a county's eligibility for state assistance.

(d) The department distributes funds to eligible counties based on a maximum annual allocation.

(1) The maximum annual allocation will be based on such factors as spending history, population, and the number of residents living below the Federal Poverty Guideline.

(2) The department-established allocation of the state assistance funds will distinguish the amount of funds allocated between the counties that actually were eligible and received state assistance funds the prior state fiscal year and other potentially eligible counties.

(3) Up to the legislatively-mandated or department-established appropriated state assistance funds for each county, the department may reallocate the unspent funds to eligible counties.

(4) No county can be approved for more than the legislatively-mandated or department-established percent of the appropriated state assistance fund within a state fiscal year.

---

**Source Note:** The provisions of this §14.1 adopted to be effective April 1, 2004, 29 TexReg 3177

## Texas Administrative Code

<u>TITLE 25</u>	HEALTH SERVICES
<u>PART 1</u>	DEPARTMENT OF STATE HEALTH SERVICES
<u>CHAPTER 14</u>	COUNTY INDIGENT HEALTH CARE PROGRAM
<u>SUBCHAPTER A</u>	PROGRAM ADMINISTRATION
<b>RULE §14.2</b>	<b>Eligibility Dispute</b>

---

(a) If a provider of assistance and a governmental entity or hospital district cannot agree on a household's eligibility for assistance, the provider or the governmental entity or hospital district may submit the matter to the department not later than the 90th day after the eligibility determination was issued.

(b) The provider of assistance and the governmental entity or hospital shall submit all relevant information to the department in accordance with the internal procedures established by the department.

(c) From the information submitted, the department shall determine the household's eligibility for assistance and, not later than the 45th day after the receipt of the matter, shall notify each governmental entity or hospital district and the provider of assistance of the decision and the reasons for the decision.

---

**Source Note:** The provisions of this §14.2 adopted to be effective April 1, 2004, 29 TexReg 3177

# Texas Administrative Code

<u><a href="#">TITLE 25</a></u>	HEALTH SERVICES
<u><a href="#">PART 1</a></u>	DEPARTMENT OF STATE HEALTH SERVICES
<u><a href="#">CHAPTER 14</a></u>	COUNTY INDIGENT HEALTH CARE PROGRAM
<u><a href="#">SUBCHAPTER B</a></u>	DETERMINING ELIGIBILITY

## Rules

<u><a href="#">§14.101</a></u>	Application Processing
<u><a href="#">§14.102</a></u>	Residence
<u><a href="#">§14.103</a></u>	Household
<u><a href="#">§14.104</a></u>	Income
<u><a href="#">§14.105</a></u>	Resources

## Texas Administrative Code

<u><b>TITLE 25</b></u>	HEALTH SERVICES
<u><b>PART 1</b></u>	DEPARTMENT OF STATE HEALTH SERVICES
<u><b>CHAPTER 14</b></u>	COUNTY INDIGENT HEALTH CARE PROGRAM
<u><b>SUBCHAPTER B</b></u>	DETERMINING ELIGIBILITY
<b>RULE §14.101</b>	<b>Application Processing</b>

---

- (a) An identifiable application is an application that minimally contains the applicant's name, address, signature, and the date signed.
- (b) The application file date is the date the county first receives an identifiable application.
- (c) A complete application is an application with at least the following information provided by the applicant:
- (1) the applicant's full name and address;
  - (2) the applicant's social security number, if available;
  - (3) the names of all other household members and their relationship to the applicant;
  - (4) the applicant's county of residence;
  - (5) information about any medical insurance and hospital or health care benefits for which the household members are eligible;
  - (6) any transfer of title of a countable resource, including real property, that the applicant has made within three months before application or any time after certification;
  - (7) the gross monthly income of each household member, excluding the income of any household member receiving Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), or Medicaid benefits;
  - (8) the amount of liquid assets, the fair market value of vehicles, and the equity value of real property that the household members own;
  - (9) the applicant's signature and the date the form is filled out; and
  - (10) all needed verifications.
- (d) The application completion date is the date the county receives a complete Application for Assistance Form.
- (e) The word day is defined as a calendar day, unless otherwise clearly defined.
- 

**Source Note:** The provisions of this §14.101 adopted to be effective April 1, 2004, 29 TexReg 3177

## Texas Administrative Code

<u><b>TITLE 25</b></u>	HEALTH SERVICES
<u><b>PART 1</b></u>	DEPARTMENT OF STATE HEALTH SERVICES
<u><b>CHAPTER 14</b></u>	COUNTY INDIGENT HEALTH CARE PROGRAM
<u><b>SUBCHAPTER B</b></u>	DETERMINING ELIGIBILITY
<b>RULE §14.102</b>	<b>Residence</b>

- 
- (a) A person must live in the Texas county to which he applies for assistance.
- (b) No time limit is placed on a person's absence from the county. If a person proves county residency at application, the person remains a county resident until factual evidence proves otherwise.
- (c) There are no durational requirements for residency.
- (d) Even if a minor student lives in the county, the minor student primarily supported by his parents, whose home residence is in another county or state, is not considered a county resident.
- (e) A person cannot qualify for county health care assistance from more than one county simultaneously.
- 

**Source Note:** The provisions of this §14.102 adopted to be effective April 1, 2004, 29 TexReg 3177

## Texas Administrative Code

<u><b>TITLE 25</b></u>	<b>HEALTH SERVICES</b>
<u><b>PART 1</b></u>	<b>DEPARTMENT OF STATE HEALTH SERVICES</b>
<u><b>CHAPTER 14</b></u>	<b>COUNTY INDIGENT HEALTH CARE PROGRAM</b>
<u><b>SUBCHAPTER B</b></u>	<b>DETERMINING ELIGIBILITY</b>
<b>RULE §14.103</b>	<b>Household</b>

---

- (a) A county health care assistance household is a person living alone, or two or more persons living together, who are legally responsible for the support of the other person(s). Disqualified persons are not household members regardless of their legal responsibility for support.
- (b) An inmate in a county jail qualifies as a household if the inmate meets all other eligibility criteria.
- (c) A non-TANF foster care child qualifies as a household if the child meets all other eligibility criteria. A foster child in the managing conservatorship of a licensed, privately-funded 24-hour child care facility does not qualify for county health care assistance.
- (d) A person appealing a social security disability denial qualifies as a household if the person meets all other eligibility criteria.
- (e) Legal responsibility for support exists between persons who are legally married, a legal parent and a minor child, or a managing conservator and a minor child.
- (f) A minor child is a person under 18 years of age who is not, or has not been, married and has not had the disabilities of minority removed for general purposes.
- (g) An adult is a person at least 18 years of age, or a younger person, who is or has been married or had the disabilities of minority removed for general purposes.
- (h) The following persons are disqualified from inclusion in the household:
- (1) a person who receives or is categorically eligible to receive Medicaid;
  - (2) a person who receives TANF or SSI benefits; and
  - (3) a Medicaid recipient who has exhausted a part or all of that recipient's Medicaid benefit.
- (i) The following persons are considered a one-person household:
- (1) an adult living alone;
  - (2) an adult living with others who are not legally responsible for supporting each other;
  - (3) a minor child living alone or with others who are not legally responsible for his support; or
  - (4) a Medicaid-ineligible parent whose spouse and/or minor children are Medicaid-eligible.
- (j) The following persons living together are considered a household group:
- (1) two persons legally married to each other;
  - (2) one or both legal parents and their legal minor children;
  - (3) a managing conservator and a minor child and the conservator's spouse and other legal minor children, if any;
  - (4) minor children who are siblings; or

- (5) both Medicaid-ineligible parents of Medicaid-eligible children.
- (k) When one household lives with another household, eligibility for each household must be determined independently.

---

**Source Note:** The provisions of this §14.103 adopted to be effective April 1, 2004, 29 TexReg 3177

## Texas Administrative Code

<u><b>TITLE 25</b></u>	HEALTH SERVICES
<u><b>PART 1</b></u>	DEPARTMENT OF STATE HEALTH SERVICES
<u><b>CHAPTER 14</b></u>	COUNTY INDIGENT HEALTH CARE PROGRAM
<u><b>SUBCHAPTER B</b></u>	DETERMINING ELIGIBILITY
<b>RULE §14.104</b>	<b>Income</b>

---

(a) Definitions. The following words and terms when used within this chapter shall have the following meanings, unless the context clearly indicates otherwise.

(1) Income--Any type of payment that is of gain or benefit to the household. As established by the department, income is either countable or exempt under the department-established budgeting process.

(2) Earned income--Income related to employment and entitles the household to deductions not allowed for unearned income.

(3) Unearned income--Payments received without performing work-related activities. It includes benefits from other programs.

(b) A county must subtract the work-related and childcare expense deductions allowed under department guidelines.

(c) A household must pursue and accept all income to which the household is legally entitled. Reasonable time (at least three months) must be allowed for the household to pursue the income. The income is not considered available during this time.

---

**Source Note:** The provisions of this §14.104 adopted to be effective April 1, 2004, 29 TexReg 3177

## Texas Administrative Code

<u><b>TITLE 25</b></u>	<b>HEALTH SERVICES</b>
<u><b>PART 1</b></u>	<b>DEPARTMENT OF STATE HEALTH SERVICES</b>
<u><b>CHAPTER 14</b></u>	<b>COUNTY INDIGENT HEALTH CARE PROGRAM</b>
<u><b>SUBCHAPTER B</b></u>	<b>DETERMINING ELIGIBILITY</b>
<b>RULE §14.105</b>	<b>Resources</b>

---

(a) Definitions. The following words and terms when used within this chapter shall have the following meanings, unless the context clearly indicates otherwise.

(1) Assets--All items of monetary value owned by an individual.

(2) Resources--Both liquid and non-liquid assets a person can convert to meet his immediate needs. As established by the department, resources are either countable or exempt.

(A) Liquid resources are resources that are readily negotiable, such as cash, checking or savings accounts, savings certificates, stocks, or bonds.

(B) Non-liquid resources include vehicles, buildings, land, or certain other property.

(3) Accessible resource--A resource that is legally available to the household.

(4) Inaccessible resource--A resource that is not legally available to the household.

(5) Personal possessions--Furniture, appliances, jewelry, clothing, livestock, farm equipment, and other items if the household uses them to meet personal needs essential for daily living.

(6) Real property--Land and any improvements on it.

(7) Fair market value--The amount of money an item would bring if sold in the current local market.

(8) Equity--The fair market value of an item minus all money owed on it and the cost associated with its sale or transfer.

(b) Resource Limit. The total value of non-exempt resources available to the household cannot exceed:

(1) \$3,000 for households which include the applicant or a relative living in the home who is aged or disabled; or

(2) \$2,000 for all other households.

(c) The following criteria will be used to determine the household's resource limit category.

(1) A related person is a person who meets the TANF relationship criteria, either biologically or by adoption.

(2) An aged person is a person age 60 or older as of the last day of the month for which benefits are being requested.

(3) A disabled person is a person who meets the TANF disability criteria.

(d) In determining eligibility:

(1) a county must not consider the value of the applicant's homestead;

(2) a county must consider as a resource the fair market value of a vehicle that is in excess of the amount exempt under department-established guidelines;

(3) if, within three months before application or any time after certification, the household transfers title of a countable resource for less than its fair market value to

qualify for assistance, the county must consider the household ineligible for the department-established length of time. This penalty applies if the total of the transferred resource added to other resources affects eligibility for assistance;

(4) a county must consider as a resource real property other than a homestead and must count that property in determining eligibility; and

(5) a county may disregard the applicant's real property if the applicant agrees to an enforceable obligation to reimburse the county for all or part of the benefits received under the County Indigent Health Care Program. The county and the applicant may negotiate the terms of the obligation.

---

**Source Note:** The provisions of this §14.105 adopted to be effective April 1, 2004, 29 TexReg 3177

# Texas Administrative Code

[TITLE 25](#) HEALTH SERVICES  
[PART 1](#) DEPARTMENT OF STATE HEALTH SERVICES  
[CHAPTER 14](#) COUNTY INDIGENT HEALTH CARE PROGRAM  
[SUBCHAPTER C](#) PROVIDING SERVICES

## Rules

[§14.201](#) Basic and Optional Services

## Texas Administrative Code

<u>TITLE 25</u>	HEALTH SERVICES
<u>PART 1</u>	DEPARTMENT OF STATE HEALTH SERVICES
<u>CHAPTER 14</u>	COUNTY INDIGENT HEALTH CARE PROGRAM
<u>SUBCHAPTER C</u>	PROVIDING SERVICES
<b>RULE §14.201</b>	<b>Basic and Optional Services</b>

---

(a) Except as specified in the department-established service exclusions and limitations, counties are required to provide the following basic health care services to eligible households by reimbursing providers of services who meet the requirements of this chapter and the responsible county.

(1) Inpatient hospital services. Services must be medically necessary and:

(A) provided in an acute care hospital;

(B) provided to hospital inpatients;

(C) provided by or under the direction of a physician; and

(D) provided for the care and treatment of patients.

(2) Outpatient hospital services. Services must be medically necessary and:

(A) provided in an acute care hospital or hospital-based ambulatory surgical center;

(B) provided to hospital outpatients;

(C) provided by or under the direction of a physician; and

(D) are diagnostic, therapeutic, or rehabilitative.

(3) Physician services. Services must be medically necessary and provided by a physician in the doctor's office, a hospital, a skilled nursing facility, or elsewhere.

(4) Up to three prescriptions for drugs per recipient per month. New and refilled prescriptions count equally toward this total prescription limit. Drugs must be prescribed by a physician or other practitioner within the scope of practice under law. The quantity of drugs prescribed depends on the prescribing practice of the physician and the needs of the patient.

(5) Skilled nursing facility services (SNF). Services must be medically necessary, ordered by a physician, and provided in a skilled nursing facility that provides daily services on an inpatient basis.

(6) Rural health clinic services. Rural health clinic services must be provided in a rural health clinic by a physician, a physician's assistant, a nurse practitioner, a nurse midwife, or other specialized nurse practitioner.

(7) Family planning services. These are preventive health and medical services that assist an individual in controlling fertility and achieving optimal reproductive and general health.

(8) Laboratory and x-ray services. These are technical laboratory and radiological services ordered and provided by, or under the direction of, a physician in an office or a similar facility other than a hospital outpatient department or clinic.

(9) Immunizations. These are given when appropriate.

(10) Medical screening services. These medical services include blood pressure, blood sugar, and cholesterol screening.

(11) Annual physical examinations. These are examinations provided once per

calendar year by a physician or a physician's assistant (PA). Associated testing, such as mammograms, can be covered with a physician's referral. These services may also be provided by an Advanced Practice Nurse (APN) if they are within the scope of practice of the APN in accordance with the standards established by the Board of Nurse Examiners and published in 22 Texas Administrative Code, §221.13.

(b) The following services are optional health care services.

(1) Ambulatory surgical center (ASC) services. These services must be provided in a freestanding ASC, and are limited to items and services provided in reference to an ambulatory surgical procedure, including those services on the Center for Medicare and Medicaid Services (CMS)-approved list and selected Medicaid-only procedures.

(2) Federally Qualified Health Center (FQHC) services. These services must be provided in an FQHC by a physician, a physician's assistant, a nurse practitioner, a clinical psychologist, or a clinical social worker.

(3) Physician assistant (PA) services. These services must be medically necessary and provided by a PA under the direction of a physician and must be billed by and paid to the supervising physician.

(4) Advanced practice nurse (APN) services. An APN must be licensed as a registered nurse (RN) within the categories of practice, specifically, a nurse practitioner, a clinical nurse specialist, a certified nurse midwife (CNM), and a certified registered nurse anesthetist (CRNA), as determined by the Board of Nurse Examiners. APN services must be medically necessary, provided within the scope of practice of an APN, and covered in the Texas Medicaid Program.

(5) Counseling services. Psychotherapy services must be medically necessary based on a physician referral, and provided by a licensed professional counselor (LPC), a licensed master social worker-advanced clinical practitioner (LMSW-ACP), a licensed marriage family therapist (LMFT), or a Ph.D. psychologist. These services may also be provided based on an APN referral if the referral is within the scope of their practice in accordance with the standards established by the Board of Nurse Examiners and published in 22 Texas Administrative Code, §221.13.

(6) Diabetic medical supplies and equipment. These supplies and equipment must be medically necessary and prescribed by a physician. The county may require the supplier to receive prior authorization. Items covered are lancets, alcohol prep pads, syringes, test strips, humulin pens and glucometers. These supplies and equipment may also be prescribed by an APN if this is within the scope of their practice in accordance with the standards established by the Board of Nurse Examiners and published in 22 Texas Administrative Code, §221.13.

(7) Colostomy medical supplies and equipment. These supplies and equipment must be medically necessary and prescribed by a physician. The county may require the supplier to receive prior authorization. Items covered are colostomy bags/pouches; cleansing irrigation kits, paste, or powder; and skin barriers with flange (wafers). These supplies and equipment may also be prescribed by an APN if this is within the scope of their practice in accordance with the standards established by the Board of Nurse Examiners and published in 22 Texas Administrative Code, §221.13.

(8) Durable medical equipment. This equipment must be medically necessary; meet the Medicare/Medicaid requirements; and provided under a written, signed, and dated physician's prescription. The county may require the supplier to receive prior authorization. Items can be rented or purchased, whichever is the least costly. Items

covered are crutches, canes, walkers, standard wheel chairs, hospital beds, home oxygen equipment (including masks, oxygen hose, and nebulizers), and reasonable and appropriate appliances for measuring blood pressure. These supplies and equipment may also be prescribed by an APN if this is within the scope of their practice in accordance with the standards established by the Board of Nurse Examiners and published in 22 Texas Administrative Code, §221.13.

(9) Home and community health care services. These services must be medically necessary; meet the Medicare/Medicaid requirements; and provided by a certified home health agency. A plan of care must be recommended, signed, and dated by the recipient's attending physician prior to care being given. The county may require prior authorization. Items covered are Registered Nurse (RN) visits for skilled nursing observation, assessment, evaluation, and treatment provided a physician specifically requests the RN visit for this purpose. A home health aide to assist with administering medication is also covered. Visits made for performing housekeeping services are not covered.

(10) Dental care. These services must be medically necessary and provided by a DDS, a DMD, or a DDM. The county may require prior authorization. Items covered are an annual routine dental exam and the least costly service for emergency dental conditions for the removal or filling of a tooth due to abscess, infection, or extreme pain.

(11) Vision care, including eyeglasses. The county may require prior authorization. Items covered are one examination of the eyes by refraction and one pair of prescribed glasses every 24 months.

(12) Emergency medical services. These services are ground ambulance transport services. When the client's condition is life-threatening and requires the use of special equipment, life support systems, and close monitoring by trained attendants while en route to the nearest appropriate facility, ground ambulance transport is an emergency service.

---

**Source Note:** The provisions of this §14.201 adopted to be effective April 1, 2004, 29 TexReg 3177

**APPENDIX V.  
FEDERAL POVERTY  
GUIDELINES**

**FEDERAL POVERTY GUIDELINES**

<b>FAMILY SIZE</b>	<b>21% FPIL</b>	<b>150% FPIL</b>
<b>1</b>	<b>\$190</b>	<b>\$1,354</b>
<b>2</b>	<b>\$255</b>	<b>\$1,822</b>
<b>3</b>	<b>\$321</b>	<b>\$2,289</b>
<b>4</b>	<b>\$386</b>	<b>\$2,757</b>
<b>5</b>	<b>\$452</b>	<b>\$3,224</b>
<b>6</b>	<b>\$517</b>	<b>\$3,692</b>
<b>7</b>	<b>\$583</b>	<b>\$4,159</b>
<b>8</b>	<b>\$648</b>	<b>\$4,627</b>
<b>9</b>	<b>\$714</b>	<b>\$5,094</b>
<b>10</b>	<b>\$779</b>	<b>\$5,562</b>
<b>11</b>	<b>\$845</b>	<b>\$6,030</b>
<b>12</b>	<b>\$911</b>	<b>\$6,498</b>
<b>PER EACH ADDITIONAL</b>	<b>\$66</b>	<b>\$468</b>

\* As of March 1, 2009

**APPENDIX VI.  
AGREEMENT FOR  
ENROLLMENT OF COUNTY  
INMATES INTO  
MONTGOMERY COUNTY  
HOSPITAL DISTRICT'S  
HEALTHCARE ASSISTANCE  
PROGRAM**

APPENDIX VI.  
AGREEMENT FOR ENROLLMENT OF COUNTY INMATES INTO MONTGOMERY COUNTY  
HOSPITAL DISTRICT'S HEALTHCARE ASSISTANCE PROGRAM

#27  
11-18-02

MONTGOMERY COUNTY  
NOV 14 2002  
COUNTY ATTORNEY'S OFFICE

AGREEMENT FOR ENROLLMENT OF COUNTY INMATES INTO  
MONTGOMERY COUNTY HOSPITAL DISTRICT'S HEALTHCARE  
ASSISTANCE PROGRAM

This Agreement is made and entered into this the 11 day of November,  
2002, by and between the County of Montgomery, a governmental subdivision of the  
State of Texas, (hereinafter "the County") and the Montgomery County Hospital District,  
a governmental subdivision of the State of Texas created pursuant to Acts of the 65th  
Legislature, Regular Session, 1977, Chapter 258, as amended (hereinafter "the MCHD").

WITNESSETH

WHEREAS, the County operates a county jail and provides law enforcement  
services; and

WHEREAS, County jail inmates and detainees have the need for occasional  
medical treatment beyond that which jail personnel are qualified to administer; and

WHEREAS, many County inmates and detainees at the County jail qualify under  
the financial and other criteria of the Montgomery County Hospital District Public  
Assistance Program (hereinafter "Hospital District Public Assistance Program") as  
indigent persons; and

WHEREAS, the MCHD was created and enacted for the purpose of providing  
healthcare services to the needy or indigent citizens of Montgomery County; and

WHEREAS, the MCHD is the only local governmental entity with the power to  
levy taxes, issue bonds or other obligations for hospital or health care purposes or for  
providing medical care for the residents of Montgomery County; and

WHEREAS, providing for the healthcare needs of the citizens in Montgomery  
County is MCHD's primary mission; and

A true copy, I hereby certify  
MARK TURNBULL, County Clerk  
Montgomery County, Texas

Issued 11-23-02  
By Alvin Decker

WHEREAS, the County is authorized to provide minor medical treatment for inmates and the MCHD is authorized to provide the indigent healthcare services contemplated by this Agreement, both the County and the MCHD have appropriated sufficient funds which are currently available to carry out their respective obligations contemplated herein.

NOW, THEREFORE, for and in consideration of the mutual covenants, considerations and undertakings herein set forth, it is agreed as follows:

I.  
ENROLLMENT INTO HOSPITAL DISTRICT PUBLIC ASSISTANCE PROGRAM

A. The County shall utilize its best efforts to promptly notify the authorized representatives of the MCHD that a County inmate needing medical treatment may qualify under the Hospital District Public Assistance Program. The County shall make available to County inmates such forms and instructions necessary to enroll in the Hospital District Public Assistance Program, and shall forward such enrollment materials to MCHD for evaluation.

B. Upon receipt of such enrollment materials, MCHD shall promptly interview such inmate(s) for purposes of qualifying such inmate(s) for the Hospital District Public Assistance Program. In this regard, MCHD agrees to deem Montgomery County, Texas as the place of residence for any County inmate(s) housed in the Montgomery County jail. Upon obtaining satisfactory proof that such inmate(s) qualify under the Hospital District Public Assistance Program, MCHD shall enroll such inmate(s) into such program and place such inmate(s) on its rolls as eligible for healthcare services under such program. MCHD agrees to abide by its criteria and policies regarding eligibility for the

A true copy, I hereby certify  
MARK TURNBULL, County Clerk  
Montgomery County, Texas

Issued

11-22-02

By

Hospital District Public Assistance Program and to not unreasonably withhold approval of an indigent inmate eligible under the program.

C. MCHD agrees to provide for the health care and medical treatment of Montgomery County jail inmates that are enrolled in the Hospital District's Public Assistance Program. For those County inmates whose medical treatment is provided by Conroe Regional Medical Center, MCHD agrees that the effective date of coverage under the Hospital District Public Assistance program for such services is the first day of the month in which the inmate is enrolled in the Hospital District Public Assistance Program. For those County inmates whose medical treatment is provided by a provider other than Conroe Regional Medical Center, the parties agree that the effective date of coverage under the Hospital District Public Assistance program for such services is the actual date of enrollment into the program.

D. If treatment at a specialty healthcare provider located outside Montgomery County is medically necessary, the County shall notify MCHD of such need as soon as reasonably possible, not later than the close of business the first day following the incident giving rise to the medical necessity. If treatment is sought at a local healthcare provider such as Conroe Regional Medical Center, and the primary care physician at the local healthcare provider determines additional treatment is necessary by an out of county provider, then any notice requirements set forth herein shall be the responsibility of the healthcare provider and/or primary care physician, as per existing Hospital District Public Assistance Program guidelines and policies. MCHD shall honor and abide by all of the provisions of the Indigent Care and Treatment Act, (Chapter 61 Texas Health & Safety Code) with respect to payment for healthcare services provided to enrolled inmates by a healthcare provider located outside the County. Notwithstanding the foregoing, pursuant

A true copy, I hereby certify  
MARK TURNBULL, County Clerk  
Montgomery County, Texas

Issued

11-22-02

By

*Adrian Drake*

to Chapter 61 of the Texas Health & Safety Code, MCHD shall be responsible for the provision of emergency medical services provided to a County inmate or detainee who is not previously enrolled, but who at the time of their injury qualifies under MCHD's enrollment criteria, exclusive of residency.

E. The County shall remain responsible for medical care and treatment of county inmates who do not qualify for the Hospital District Public Assistance Program. MCHD shall not be responsible for treatment or payment for healthcare services provided to County inmates who are not enrolled in the Hospital District Public Assistance Program, or to State or Federal inmates (including INS detainees) incarcerated in the County jail. For purposes of this Agreement, a State or Federal inmate (including I.N.S. detainees) is a person incarcerated in the county jail through a contract with a state or federal governmental agency, but shall not include a County inmate who is awaiting criminal proceedings on local, state or federal charges, or a combination thereof.

F. The County shall reimburse MCHD for any medical expenses that the District incurred or expended on behalf of an indigent inmate or detainee housed at the county jail that resulted from conduct or conditions for which the County or its employees would be responsible in a civil action at law, exclusive of any affirmative defenses of governmental and/or official immunity. Should the County deny responsibility for any such claims, the County Judge, the Sheriff and the Chief Executive Officer of MCHD shall meet to discuss the facts of such claims and the underlying responsibility therefor. Any agreement(s) reached at such meeting shall be recommended by such persons to their respective governing boards for approval. Should the parties be unable to reach agreement as to financial responsibility, the dispute will be submitted to binding

A true copy, I hereby certify  
MARK TURNBULL, County Clerk  
Montgomery County, Texas

Issued

11-22-02

By

*Alis Drake*

arbitration. The prevailing party in such arbitration shall be entitled to recover its reasonable attorneys fees.

G. The County shall provide prompt written notification to MCHD in the event an enrolled inmate is transferred to another detention facility, or is released from the County jail, so that MCHD may revise its records to delete such inmate from its Public Assistance program.

H. In the event any portion of this agreement conflicts with the Texas Health and Safety Code, or the Montgomery County Hospital District Enabling Act, or any other applicable statutory provision, then said statutory provisions shall prevail.

I. Any provision of this agreement which is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof.

J. No provision herein nor any obligation created hereunder should be construed to impose any obligation or confer any liability on either party for claims of any non-signatory party; further, it is expressly agreed by the parties hereto that other than those covenants contained in section I (F), no provision herein is intended to affect any waiver of liability or immunity from liability to which either party may be entitled by laws affecting governmental entities.

## II. LIABILITY

To the extent allowed by law, it is agreed that the MCHD agrees to indemnify and hold harmless the County for any acts or omissions associated with any medical treatment that the MCHD provides through its Health Care Assistance Program in accordance with this Agreement.

A true copy, I hereby certify  
MARK TURNBULL, County Clerk  
Montgomery County, Texas  
Issued 11-22-02  
By Alicia Decker

III.  
NOTICES

The parties designate the following persons as contact persons for all notices contemplated by this Agreement:

MCHD: David Hernandez  
P.O. Box 478  
Conroe, Texas 77305  
(936) 523-5241  
(936) 539-3450

COUNTY: Vicki Howard  
#1 Criminal Justice Drive  
Conroe, Texas 77301  
Phone: (936) 760-5871  
Fax: (936) 538-7721

IV.  
TERM

This Agreement shall take effect on the 11 day of November, 2002, and shall continue through the 11 day of November, 2003.

V.  
TERMINATION

This Agreement may be terminated at any time by either party upon thirty (30) days written notice delivered by hand or U.S. Certified Mail to the other party of its intention to withdraw. In addition, this Agreement shall automatically terminate should either party fail to appropriate revenues sufficient to perform its obligations hereunder, such termination effective on the first date of the fiscal year of such non-appropriation.

VI.  
RENEWAL

Unless terminated, this Agreement shall be renewed automatically for not more than ten (10) successive terms.

A true copy, I hereby certify  
MARK TURNBULL, County Clerk  
Montgomery County, Texas

Issued 11.22-02  
By [Signature]

APPENDIX VI.  
AGREEMENT FOR ENROLLMENT OF COUNTY INMATES INTO MONTGOMERY COUNTY  
HOSPITAL DISTRICT'S HEALTHCARE ASSISTANCE PROGRAM


IN WITNESS WHEREOF, Montgomery County, Texas and the Montgomery  
County Hospital District have hereunto caused their respective corporate names and seals  
to be subscribed and affixed by their respective officers, duly authorized.

PASSED AND APPROVED on this 11 day of November,  
2002, to become effective on 11 day of November 2002.

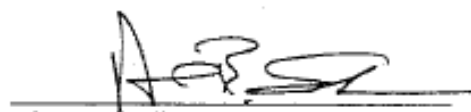
MONTGOMERY COUNTY  
HOSPITAL DISTRICT

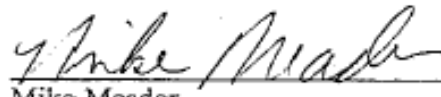
  
Starlett Curry  
Chair, Board of Directors

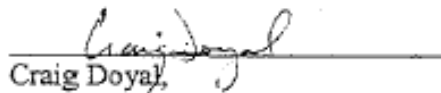
Attest:


  
Michael Huff  
Board Secretary


MONTGOMERY COUNTY, TEXAS

  
Alan B. Sadler,  
County Judge

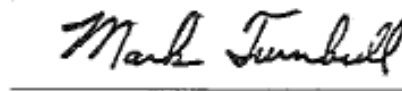
  
Mike Meador,  
Commissioner, Precinct 1

  
Craig Doyal,  
Commissioner, Precinct 2

  
Ed Chance,  
Commissioner, Precinct 3

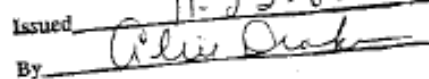
  
Ed Rinehart,  
Commissioner, Precinct 4

ATTEST:

  
Mark Turnbull,  
County Clerk



A true copy, I hereby certify  
MARK TURNBULL, County Clerk  
Montgomery County, Texas

Issued 11-22-02  
By 

# **APPENDIX VII. MCHD HCAP FORMULARY**

**MCHD 2010 Preferred Drug List**

This is a condensed version of the US Script, Inc. MCHD Formulary. Please be aware that this is not an all-inclusive list. Changes may occur throughout the year and plan exclusions may override this list. Benefit designs may vary with respect to drug coverage, quantity limits, step therapy, days' supply and prior authorization. Please contact Brandi Schroeder at 936-523-5109 if you have any questions.

TAKE THIS LIST WITH YOU EACH TIME YOU VISIT A DOCTOR.  
ASK YOUR DOCTOR FOR GENERIC DRUGS WHENEVER POSSIBLE.  
Brand Drugs = CAPITAL LETTERS  
Generic Drugs = lower case

<b><u>ANTI-INFECTIVE AGENTS</u></b>	<b>MISC. ANTI-INFECTIVES</b>	LOVAZA®	labetalol
<b>ANTIFUNGALS</b>	doxycycline	NIASPAN®	metoprolol/ extended-release
clotrimazole	erythromycin/ sulfisoxazole	SIMCOR®	nadolol
fluconazole (Quantity Limits Apply)	metronidazole	TRICOR® ***	pindolol
griseofulvin suspension	minocycline	WELCHOL®	propranolol/ extended-release
itraconazole	nitrofurantoin	ZETIA®	timolol
ketoconazole	tetracycline		COREG CR™
nystatin	trimethoprim		
		<b>ANTIHYPERTENSIVES &amp; COMBINATIONS</b>	<b>CALCIUM BLOCKERS</b>
terbinafine	trimethoprim/ sulfamethoxazole	amlodipine/ benazepril	amlodipine
GRIS-PEG®	FURADANTIN®	atenolol/ chlorthalidone	diltiazem/ extended-release
VFEND®	ZYVOX®	benazepril/ HCTZ	felodipine
		bisoprolol/ HCTZ	nicardipine
<b>CEPHALOSPORINS</b>	<b><u>CARDIOVASCULAR AGENTS</u></b>	captropril/ HCTZ	nifedipine/ extended-release
cefaclor/ extended-release	<b>ACE INHIBITORS</b>	clonidine	verapamil/ extended-release
cefadroxil	benazepril	doxazosin	CARDIZEM LA®
cefdinir	captropril	enalapril/ HCTZ	SULAR®
cefepodoxime	enalapril	fosinopril/ HCTZ	
cefprozil	fosinopril	guanfacine	<b><u>CENTRAL NERVOUS SYSTEM AGENTS</u></b>
cefuroxime	lisinopril	hydralazine/ HCTZ	<b>ANTIDEPRESSANTS</b>
cephalexin	moexipril	lisinopril/ HCTZ	
		methyldopa/ HCTZ	<b>(Prior Authorization Required)</b>
<b>FLUOROQUINOLONES</b>	quinapril	metoprolol/ HCTZ	amitriptyline
ciprofloxacin	ramipril capsules	minoxidil	citalopram
ofloxacin	trandolapril	moexipril/ HCTZ	clomipramine
AVELOX®		nadolol/ bendroflumethiazide	desipramine
	<b>ANGIOTENSIN II BLOCKERS</b>	prazosin	doxepin
<b>MACROLIDE ANTIBIOTICS</b>	BENICAR® ***	propranolol/ HCTZ	fluoxetine
azithromycin	DIOVAN® ***	terazosin	fluvoxamine
clarithromycin/ extended-release			imipramine
erythromycin	<b>ANTIHYPERTENSIVES &amp; COMBINATIONS</b>	BENICAR HCT® ***	maprotiline
	cholestyramine	DIOVAN HCT® ***	mirtazapine
	colestipol		nortriptyline
	gemfibrozil	<b>BETA BLOCKERS</b>	paroxetine/ extended-release
<b>PENICILLINS</b>	lovastatin	acebutolol	protriptyline
amoxicillin	pravastatin	atenolol	sertraline
amoxicillin/ clavulanate	simvastatin	betaxolol	trazodone
ampicillin	ADVICOR®	bisoprolol	trimipramine
dicloxacillin	CADUET® ***		
penicillin			

venlafaxine  
CYMBALTA® \*\*\*  
EFFEXOR XR® \*\*\*  
LEXAPRO® \*\*\*

**MIGRAINE AGENTS**  
(Quantity Limits Apply)

IMITREX®  
MAXALT®  
RELPAK®

**ENDOCRINE &  
METABOLIC AGENTS**

**ANTI-DIABETICS**

acarbose  
glimepiride  
glipizide/ extended-release  
glipizide/ metformin  
glyburide  
glyburide/ metformin  
metformin/ extended-release  
ACTOplus MET® \*\*\*  
ACTOS® \*\*\*  
AVANDAMET®  
AVANDARYL®  
AVANDIA® \*\*\*  
BYETTA® \*\*\*  
DUETACT®  
GLYSET®  
JANUMET™ \*\*\*  
JANUVIA™ \*\*\*  
PRANDIN®  
STARLIX®  
SYMLIN®

**ESTROGENS/PROGEST  
COMBINATIONS**

estradiol/ norethindrone  
estradiol transdermal system  
estropipate  
ENJUVA®  
ESTRATEST/ HS®  
PREMARIN/ LOW-DOSE®  
PREMPHASE®  
PREMPRO™  
VIVELLE/ DOT®

**INSULINS**

LANTUS® \*\*\*  
LEVEMIR® \*\*\*  
NOVOLIN® \*\*\*  
NOVOLOG® \*\*\*

**OTHER ENDOCRINE DRUGS**

alendronate  
ACTONEL® \*\*\*  
ACTONEL® WITH CALCIUM \*\*\*  
MIACALCIN® NASAL SPRAY

**GASTROINTESTINAL AGENTS**

**H-2 ANTAGONISTS**

cimetidine  
famotidine  
nizatidine  
ranitidine

**PROTON PUMP INHIBITORS**

(\*\*Prior Authorization Required-Must try/  
fail OTC product prior to prescription  
product coverage)  
omeprazole  
pantoprazole  
NEXIUM®  
PREVACID®  
  
**MISC. ULCER**  
methscopolamine  
misoprostol  
sucralfate  
CARAFATE® (suspension)  
PREVACID® NapraPAC™  
PREVPAC®  
PYLERA®

**MUSCULOSKELETAL AGENTS**

**NSAIDS**

diclofenac  
etodolac/ extended-release  
fenoprofen  
flurbiprofen  
ibuprofen  
indomethacin  
ketoprofen  
ketorolac  
meclofenamate

carvedilol  
meloxicam  
nabumetone  
naproxen  
oxaprozin  
piroxicam  
sulindac  
tolmetin

**RESPIRATORY AGENTS**

**ALLERGY-NASAL**

flunisolide  
fluticasone  
ipratropium  
ASTELIN®  
NASACORT AQ®\*\*\*  
NASONEX® \*\*\*

**ANTI-ASTHMATICS**

albuterol extended-release  
tab  
albuterol/ ipratropium neb  
albuterol nebulization  
cromolyn nebulization  
metaproterenol nebulization  
terbutaline  
theophylline  
ADVAIR® \*\*\*  
ALUPENT®  
ASMANEX®  
ATROVENT® HFA  
COMBIVENT® \*\*\*  
FLOVENT® HFA/ DISKUS®  
FORADIL®  
INTAL®  
PROAIR® HFA \*\*\*  
PULMICORT®  
SEREVENT® DISKUS®  
SINGULAIR® (Step Therapy  
Required) \*\*\*  
SPIRIVA® \*\*\*  
SYMBICORT® \*\*\*  
TILADE®  
XOPENEX®/ HFA®

**UROLOGICAL MEDICATIONS**

**ANTICHOLINERGICS/  
ANTISPASMODICS**

flavoxate  
hyoscyamine subl  
oxybutynin/ extended-release  
DETROL/ LA®  
ENABLEX®  
VESICARE®

**BENIGN PROSTATIC**

**HYPERTROPHY DRUGS**

doxazosin  
finasteride  
terazosin  
AVODART®  
FLOMAX®

\*\*\* Indicates prior-authorization required. Contact Brandi Schroeder at 936-523-5109 for more details.

