



## External MEMO: MassHealth Expedited DOC/HoC Inmate Applications

*As of April 10, 2020*

### UPDATE:

In order to ensure a quick turnaround for the potential release of pre-trial inmates, during this state of national emergency MassHealth will protect the MassHealth coverage of any individual who is residing in a DOC/HoC with pre-trial status. As long as the individual had active MassHealth community benefits as of March 18, 2020, MassHealth will not suspend their coverage while they are residing in a facility as a pre-trial inmate.

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In light of the current state of emergency, MassHealth will work to expedite the applications of incarcerated individuals who are being released from DOC and HoC facilities during this time.

Effective immediately, for any incarcerated individual who has previously had MassHealth coverage and is currently receiving inpatient only benefits MassHealth will reactivate the inmate's previous community benefits without requiring the submission of a new application. After the national state of emergency has ended, MassHealth will re-determine each case.

MassHealth will only require that the DOC/HoC facility notify MassHealth of the individual and provide some basic information in order reactivate the individual's community benefits.

Any incarcerated individuals who have not previously had MassHealth coverage are still required to submit a complete application. MassHealth will work to process these applications as quickly as possible.

### **For incarcerated individuals who will be released within 30 days and are currently receiving inpatient only benefits, DOC/HoC facilities may notify MassHealth in one of the following ways:**

- Facilities currently using the file transfer process:
  - Fill out the excel sheet with the following required information
    - Name
    - DOB
    - MassHealth member ID
    - Release date
    - Residential and mailing address
    - Health Plan name
    - Service location
  - Facilities may email a new excel sheet at any time during the week, as new inmates are approved for release
  - Emails must be sent through the Commonwealth of Massachusetts Interchange System to the email address: [ehs.cpu.cspriority@state.ma.us](mailto:ehs.cpu.cspriority@state.ma.us)
- Facilities currently using the fax process:
  - Fax a completed cover sheet (no new application required) for each inmate being released
  - Faxed cover sheet must be sent directly to the Charlestown MEC at 617-887-8754
- MassHealth will process all requests as quickly as possible

**For incarcerated individuals who will be released within 30 days and are not currently receiving any MassHealth benefits, DOC/HoC facilities may submit a MassHealth application as follows:**

- Fax a completed cover sheet and a completed MassHealth application directly to the Charlestown MEC at 617-887-8754

MassHealth will work to process applications of both previous and new MassHealth members as quickly as possible during this state of emergency.

If there is an issue with the information on the file transfer or cover sheet, the Charlestown MEC Outreach team will email the DOC/HoC facility directly to resolve the issue.

For continued questions regarding submitting MassHealth applications for incarcerated individuals please contact: [Wendy.Knight-Davis@MassMail.State.MA.US](mailto:Wendy.Knight-Davis@MassMail.State.MA.US)