



**MAINE  
PARENT  
FEDERATION**

# **Katie Beckett Waiver Program**

A Step-by-Step Guide to Apply for Benefits



The Parent Information Center is not a legal services agency and cannot provide legal advice or legal representation. The information in this presentation is provided as a public service for general information only, and is not a substitute for legal advice about the facts of your or your child's particular situation. In addition, the law is always changing, through actions of the courts, legislature and public agencies; such advice should be obtained from an attorney.



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# Agenda

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## **1. REVIEW**

Review important terms

## **2. EXPLORE**

Explore Katie Beckett Waiver Program & MaineCare

## **3. EXPLAIN**

Explain application process

## **4. ANSWER**

Answer questions

# Important Terms\*

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## DHHS

### Department of Health and Human Services:

The Department of Health and Human Services is comprised of various offices and divisions that oversee and administer critical programs for the state of Maine.

This resource guide was developed in collaboration with Maine DHHS.



\*Terms & definitions taken from [www.maine.gov/dhhs/ofc](http://www.maine.gov/dhhs/ofc), *The Katie Beckett Program – An Eligibility Roadmap*

# DHHS Critical Programs

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Office of Child & Family  
Services (OCFS)

Licensing & Certification

Office of Aging & Disability  
Services (OADS)

Office for Family  
Independence (OFI)

Office of MaineCare Services  
(OMS)

Office of Behavioral Health  
(OBH)

Riverview  
Psychiatric Center

Dorothea Dix  
Psychiatric Center

Maine Center for Disease  
Control & Prevention (CDC)

# Important Terms

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## **OFFICE FOR FAMILY INDEPENDENCE (OFI)**

This is the DHHS agency that determines if someone is eligible for MaineCare, including Katie Beckett.

## **OFFICE OF MAINECARE SERVICES (OMS)**

This is the DHHS agency that pays providers for the services they provide to MaineCare members. OMS facilitates the medical assessment process with KEPRO and collaborates with OFI regarding medical eligibility. OMS also tracks the financial charges to ensure the member does not exceed the annual maximum amount that MaineCare will pay each year based on the level of care needed.

# Important Terms

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## **KEPRO**

This agency has a contract with DHHS to complete the medical assessment to determine if the child meets the standards for institutional level of care.



## **MEDICAL REVIEW TEAM (MRT)**

This team is responsible for reviewing an individual's medical documents to determine if they meet the Social Security Administration's disability standards. DHHS has a contract with the University of Massachusetts (UMass) to conduct this review.



# What is the Katie Beckett Waiver Program?

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**A WAY FOR CHILDREN TO ACCESS MAINECARE BENEFITS AND QUALIFY BASED ON DISABILITY OR SPECIAL HEALTH CARE NEEDS.**

## **MAINECARE BENEFITS INCLUDE:**

- Insurance coverage for doctors' visits, hospitalizations & medications
- Access to therapies (i.e., PT, OT, Speech)
- Fulfilling the prerequisites for accessing support programs such as Section 28 Rehabilitative & Community Support Services



# Who is eligible to receive benefits through the Katie Beckett Waiver Program?

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Child is under the age of 19

Child must have a physical or mental disability that will last at least twelve months

Child cannot do what other children of a similar age can do

Child does meet the criteria to be considered disabled by the Social Security Administration

Child must live at home but requires a level of care provided by a hospital, nursing home, group home, or psychiatric hospital OR child lives in one of these facilities but is being discharged and continues to require the same level of care

Child (not family) does not have resources greater than \$2,000 and has a monthly income less than 300% of the Supplemental Security Income (SSI)

Costs at home must not exceed the costs MaineCare would pay if the child were in an institution

Child does not qualify for MaineCare under any other category (i.e., family income)

# Step 1: Fill out a MaineCare Application

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You must first apply for MaineCare to see if your child qualifies based on the family's income rather than the child's disability.

This is referred to as **Modified Adjusted Gross Income (MAGI-related) Coverage**.

- If your child qualifies based on income, then full MaineCare benefits are awarded.

# Step 1: Fill out a MaineCare Application

Follow this link to find MaineCare application forms, or apply using the online portal MyMaineConnection.

<https://www.maine.gov/dhhs/ofi/applications-forms>



# Step 1: Fill out a MaineCare Application

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Filling out the application is extensive & requires many official documents. These may include:

Paycheck Stubs

Loan Statements

Medical Insurance  
Card

Employer Statement  
Verifying Gross  
Wages

Bank Statements

Passport

Unearned Income:  
i.e., child support

Certificates of  
Deposit

Retirement Account  
Info

Driver's License

Life Insurance  
Policies

Self-Employment  
Business Records

# Step 1: Fill out a MaineCare Application

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This application is also used for the following government programs:

State Supplement

Prescription Help

Family Planning  
Services

Medicare Savings  
Program

Pay careful attention when filling out the application to ensure it will be processed correctly. Our **Family Support Navigators** can assist you in this process.

Be sure to state that your child has a disability on the MaineCare application.

This should signal the eligibility specialist to screen for the Katie Beckett Waiver.

# Step 1: Fill out a MaineCare Application

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You will receive a MaineCare denial letter if your child does not qualify based on MAGI-related coverage (financially).

**This does not automatically mean your child is ineligible for Katie Beckett.**

**Reminder:** In order to be found eligible for benefits, OFI will determine if your child meets the *financial rule* as well as the *medical rules*.

## **FINANCIAL RULE:**

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Child does not have resources greater than \$2,000 and has a monthly income less than 300% of the Supplemental Security Income (SSI)

## **MEDICAL RULES:**

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Child meets the criteria to be considered disabled by the Social Security Administration

# Step 1: Fill out a MaineCare Application

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Every year, a financial review is required to make certain your child does not qualify for MaineCare based on other federal programs.

Following up with OFI is extremely important. If you have questions about the status of your child's application or about a denial you have received, you should reach out to OFI directly.

OFI Main Telephone Line:

1 (800) 442-6003 or (207) 624-4168

<https://www.maine.gov/dhhs/ofi>

## Step 2: Fill out a MaineCare Disability Determination Packet

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This packet should be completed and submitted at the same time you submit the MaineCare application.

Do not wait to receive a determination about the eligibility for MaineCare based on income before completing the Disability Determination packet.



# Step 2: Fill out a MaineCare Disability Determination Packet

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## THESE FORMS WILL REQUIRE THE APPLICANT TO PROVIDE:

Information about the nature of the disability

Extensive health history

Education & work history

Evaluation of Activities of Daily Living (ADLs)

- Evaluation forms are included in the packet and intended to be filled out by the parent or guardian.

# Step 2: Fill out a MaineCare Disability Determination Packet

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Parents should attach a letter or make a note on the packet under the section “Additional Information” to indicate they are applying for the Katie Beckett Waiver Program.

There is no option on the form to indicate you are applying for Katie Beckett, **so you must include your own statement.**


Note: If a family did not qualify for MaineCare under the financial qualifications, OFI should automatically screen your child’s application for Katie Beckett eligibility. However, it is recommended to “flag” your application as stated above, to ensure that it moves through the proper process.

The Disability Determination Packet will then be reviewed by a third-party Medical Review Team.



# Step 2: Fill out a MaineCare Disability Determination Packet

The purpose of the **Release of Medical Records** is to provide OFI with the information needed to make their disability determination.



### Authorization to Release Information

We are committed to the privacy of your information. Please read this form carefully.

Which office(s) should help you? Please check.

<input type="checkbox"/> Office of MaineCare Services	<input type="checkbox"/> Office of Behavioral Health
<input type="checkbox"/> Office for Family Independence and Medical Review Team	<input type="checkbox"/> Office of Child and Family Services
<input type="checkbox"/> Dorothea Dix Disease Control and Prevention	<input type="checkbox"/> Office of Aging and Disability Services
<input type="checkbox"/> Riverview Psychiatric Center	<input type="checkbox"/> Office of Administrative Hearings
<input type="checkbox"/> Division of Licensing and Certification	<input type="checkbox"/> Other:
	<input type="checkbox"/> Other:

Whose information will be disclosed? Please print clearly.

Individual's Name		Date of Birth	
Home Address		Town/City	State
Telephone			Zip Code
Email address of individual/personal representative (optional)			

Please check:  Release/Send my information to:  Obtain/Get my information from:

Name of Individual		Organization	
Address		Town/City	State
Telephone			Zip Code
Email address (optional)			

What is the purpose of the disclosure?

<input type="checkbox"/> Personal request	<input type="checkbox"/> To coordinate or manage my care
<input type="checkbox"/> For a legal matter, including testimony	<input type="checkbox"/> To see whether I qualify for insurance coverage, services, or benefits
<input type="checkbox"/> Other:	

To share the information with others by EMAIL, please initial and complete the following.

I understand that email and the internet have risks that the office sharing my information cannot control. It is possible that my emailed information could be read by a third party. I ACCEPT THOSE RISKS and still ask to send my information by email. INITIAL HERE \_\_\_\_\_

Please print the email address where you want your information sent:

Page 1 of 2  
DHHS authorization 2020

# Step 2: Fill out a MaineCare Disability Determination Packet

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**CONTACT OFI WITH ANY QUESTIONS AND THEY CAN PROVIDE AN UPDATE ON THE STATUS OF THE MEDICAL REVIEW.**

You can find the Disability Determination Packet online at [maine.gov/dhhs/sites/maine.gov.dhhs/files/documents/Disability-Determination.pdf](https://maine.gov/dhhs/sites/maine.gov.dhhs/files/documents/Disability-Determination.pdf)

# Steps 1 and 2

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After you have completed steps 1 and 2 of the application process, the **Medical Review Team (MRT)** will assess the information and determine if your child meets the disability criteria.

The MRT will work with your child's providers to compile necessary medical documents.

It is important to fill out all of the medical release forms when completing the Disability Determination packet, as the MRT will rely on those releases when accessing your child's records.

You should give your child's providers advanced notice that you are applying for Katie Beckett as they will only have 30 days to submit their documents during the medical review.

## Step 3: KEPRO Assessment

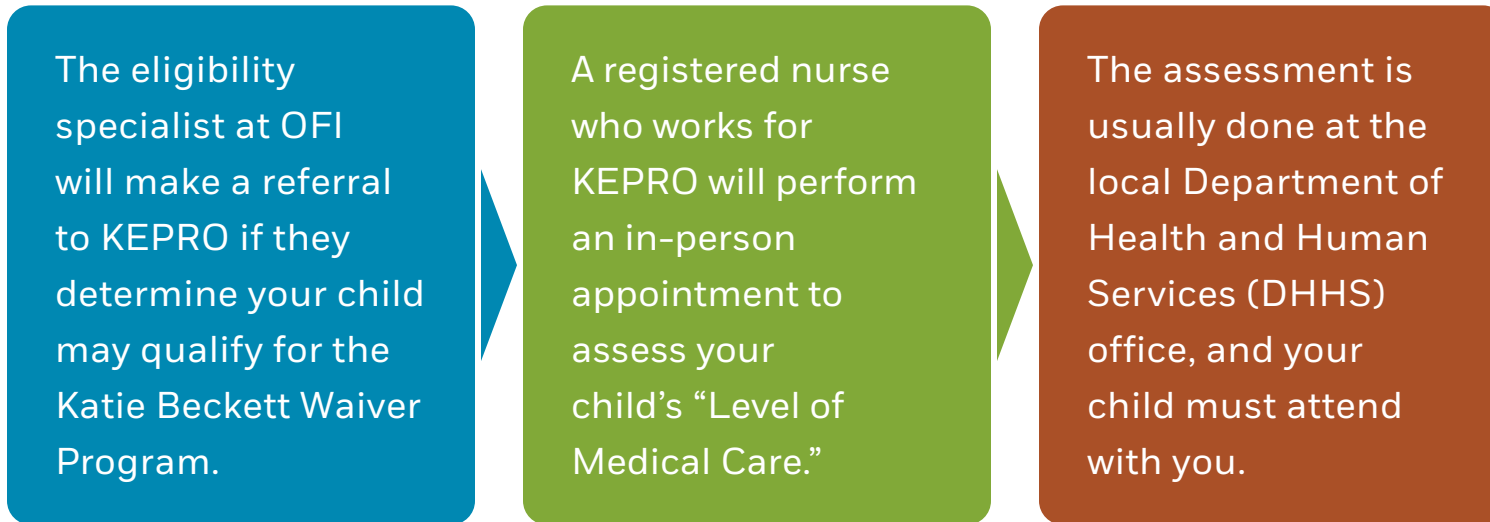
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[qualitycareforme.com](http://qualitycareforme.com)

# Step 3: KEPRO Assessment

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## Step 3: KEPRO Assessment



The MRT will share the medical information they had previously collected with KEPRO.

KEPRO may still request additional information from you or your child's providers in order to complete their level of care medical assessment.

\*If you have questions at this point in the application process, all communication should be direct with KEPRO.

1-(866)-521-0027



# Step 3: KEPRO Assessment



The KEPRO assessment is very comprehensive and requires the following documents for all children:

- List of current medications
- List of current diagnoses from a physician
- Most recent medical evaluation by a physician
- If your child receives specialized services and has an Individualized Education Program, Individual Treatment Plan, Individual Family Service Plan, Individual Service Plan, or any other type of treatment plans you must submit the most recent plans, including progress notes and/or 90-day reviews.

In addition to the clinical documentation which all children must submit, KEPRO requires specific documentation based on a child's diagnosis. For example:

- The KEPRO assessment is very comprehensive and requires the following documents for **all children**:
- Most recent psychiatric evaluation
  - Most recent social evaluation
  - Progress reports from therapists (i.e., Speech, OT, PT)
  - Nursing plan, if child requires nursing services

# Step 4: Notice of Decision

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# Step 4: Notice of Decision

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Once all the reviews are completed, OFI will mail a Notice of Decision to you stating whether your child has been granted MaineCare coverage or if they have been denied coverage.

If MaineCare coverage is approved, you will receive additional mailings with information about premiums as well as an official MaineCare identification card.

If your child has been denied coverage, and you believe this decision was made in error, you may contact OFI to appeal this decision.

The denial letter will state the reasons for which your child has been denied coverage.

# Step 5: Katie Beckett Premiums

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# Step 5: Katie Beckett Premiums

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Premiums begin when coverage starts and are billed every 3 months.



You can pay your premium monthly or 3 months at a time.

\*If you pay monthly, payments are due the first of each month.

\*If you pay 3 months' worth of premiums at one time, payments are due by the 15th of the 3rd month.



Premiums are determined based on the family's income and size.

# Step 6: Annual Review

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There are **up to 3 parts** in an annual review:

1. Every year, a financial review is required to make certain your child does not qualify for MaineCare based on federal rules.

Your monthly premiums may change as a result of the annual review.

2. KEPRO performs their level of care assessment, including requiring recent documentation from medical providers.

3. A medical review from the MRT is also required every few years. The frequency is determined on an individual basis and may be different depending on the child's diagnosis.

# Step 6: Annual Review

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The review for KEPRO is consistent with the initial assessment for Katie Beckett as it requires the same documents, but they must be updated yearly.

KEPRO mails a notice with a list of required documents to families approximately two months in advance of the annual review. This is to allow enough time to collect the documents.

KEPRO will also call one month before the reassessment is due to schedule the parent interview. Every third year, the interview must be done in person, otherwise it can take place over the phone.

When the reassessment occurs in person, your child is required to attend with you. However, if it occurs over the phone, only a parent or guardian needs to participate.

# Helpful Tips

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## **1. CHECK THE STATUS OF YOUR APPLICATION.**

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The application processes for MaineCare and Katie Beckett Programs are complex and involve several steps. It's very important to check on your application's status to best ensure it is moving through the proper channels.



## **2. TALK WITH YOUR CHILD'S MEDICAL PROVIDERS ABOUT THE IMPORTANCE OF USING THE CORRECT TERMINOLOGY AND MEDICAL LANGUAGE IN DOCUMENTS.**

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If the medical providers do not provide the necessary documents and terminology, your child may be denied benefits.



# Helpful Tips

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## 3. KEEP YOUR DOCUMENTS ORGANIZED.

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Keep a binder or file folder with up-to-date documents from your child's providers so you are prepared for the annual reevaluation.

Keep a copy of every document you submit. Consider keeping electronic copies on your computer as well.

Keep a log of any conversations you have as well as all documents you mail, email, or fax to OFI and KEPRO.



## 4. DO NOT GET DISCOURAGED IF YOU RECEIVE A DENIAL LETTER.

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First, determine if the denial letter is income related or disability related. If disability related, proceed with an appeal. You can do this by contacting OFI.



## 5. PAY YOUR PREMIUMS ON TIME.

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If you are late with your payments, your MaineCare coverage may be promptly cancelled. While you can appeal this cancellation, you may be required to reapply and your child may have a lapse in coverage.

# Quick Guide to Katie Beckett Waiver Application

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**1. SUBMIT  
MAINECARE  
APPLICATION TO OFI.**

**2. SUBMIT  
MAINECARE  
DISABILITY  
TERMINATION  
PACKET.**

**3. OFI WILL MAKE  
A REFERRAL TO  
KEPRO.**

**4. OFI WILL MAIL A  
NOTICE OF DECISION  
INDICATING IF  
MAINECARE  
COVERAGE WILL  
BE PROVIDED OR  
DENIED.**

**5. MONTHLY  
PREMIUMS ARE  
BILLED & PAYMENTS  
ARE DUE THE 1ST OF  
THE MONTH UNLESS  
PAYING 3 MONTHS  
AT A TIME.**

**6. ANNUAL REVIEWS  
ARE HELD TO  
REDETERMINE  
FINANCIAL  
ELIGIBILITY.**

# Family Support Navigators

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Our Family Support Navigators are trained parents who have personal experience navigating the systems of care in Maine and can provide support at no cost to you!



# Resources

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## **IMAGES SOURCED FROM**

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## **TERMS & DEFINITIONS TAKEN FROM**

[www.maine.gov/dhhs/ofc](http://www.maine.gov/dhhs/ofc),

*The Katie Beckett Program – An Eligibility Roadmap*

## **KATIE BECKETT/KEPRO**

[me.kepro.com/katie-beckett-benefit](http://me.kepro.com/katie-beckett-benefit)

## **DEPARTMENT OF HEALTH & HUMAN SERVICES**

[www.maine.gov/dhhs/](http://www.maine.gov/dhhs/)

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# Please stay connected!

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[www.mpf.org](http://www.mpf.org)



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