

Department of Public Health  
and Human Services

Section:  
Application Processing

HEALTHY MONTANA KIDS

Subject:  
Processing

**Supersedes:**            **New to HMK Manual**

**General Rule** – All completed Healthy Montana Kids (HMK) applications and renewal applications must be processed and eligibility determined within 45 calendar days after receipt.

## PROCEDURE

- Applicant:            1. Completes the HMK Application or HMK Renewal Application and submits it along with all necessary verification to the HMK Office.
- HMK Office:            2. Date stamps the application for the date it is received.
3. Reviews the application for accuracy and completeness.
4. Enters appropriate information into CHIMES to determine whether the child qualifies for HMK coverage.
5. If unable to verify missing information from available resources (e.g., MISTICS, SEARCHS, etc.), requests needed verification from the applicant.

**NOTE:** Requests for verification should be made by telephone whenever possible followed by a written request.

**NOTE:** When requesting information to complete the application, enter a Case Note detailing the information needed to complete the application. This will enable others to provide an explanation if the applicants calls and the original worker is unavailable (e.g., meeting, vacation, etc.).

- Applicant:            6. Provides requested verification and completes any additional forms.
- HMK Office:            7. Upon receipt of all requested information, determines the applicant's eligibility.
8. Determines eligibility and:
- a. denies HMK coverage;

**NOTE:** An application cannot be denied for not providing necessary information/verification until the application is at least 45 days old.

- b. Enrolls the child in the HMK coverage group;
- c. Places the child on the three months delayed enrollment list (i.e., insurance end reason was not an exception);
- d. Places the child on the Waiting List (i.e., awaiting funding availability); or

NOTE: HMK (formerly CHIP) has not experienced a Waiting List since July 2005.

- e. Refers the application for an HMK **Plus** eligibility determination.
9. Create and send appropriate notice(s) to the family.
10. If appropriate, refer the application to Children's Special Health Services.

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