

Department of Public
Health and Human Services

SECTION:

PERFORMANCE STANDARDS

WoRC GUIDELINES MANUAL

SUBJECT:

Essential for Employment

ESSENTIAL FOR EMPLOYMENT

In order to streamline the Essential for Employment process and avoid unnecessary delays in processing, we would offer the following reminders and clarifications regarding eligibility for the program:

- The HCS-782 form must be signed by the applicant, a medical provider and the county director or designee. If the forms are not signed by all of these individuals, it will be returned to the OPA with a request to gather the signatures and return to Central Office.
- If dental services are requested, procedure codes must be listed on the form or a treatment plan attached to the form. If the codes or plan are not attached, the form will be returned to the OPA with a request to gather the information and return to Central Office.
- The individual must be involved in employment, job search or work experience activities for a minimum of 20 hours per week. (This is clarification of policy that will be incorporated into the FMA manual at the next rewrite.)

If the individual is not on TANF, the income and hours of employment must be present on EAIN or SEEI or attached to the request; or proof of job search activities must be present in the case notes.

If the individual is on TANF they must have negotiated and be in compliance with 20 hours per week of employment, job search or work experience activities (EMP, JBS, WEX on EMPL).

The individual making application must be receiving basic Medicaid at the time of application AND at the time the services are completed, in order for Medicaid to make payment.

► Please send completed Essential for Employment forms (HCS 782) to:

Christi Twardoski
Medicaid Policy Manager
P O Box 202925
Helena, MT 59620-2925

**Please also refer to the Family Medicaid Manual 802-1 for complete policy and procedure regarding the Essential for Employment program.