

# **DHB ADMINISTRATIVE LETTER NO: 10-20, EXTENDED LIMITS OF CONFINEMENT INMATE RELEASE PROCEDURES FOR COVID-19**

**DATE:** September 9, 2020

**SUBJECT:** Extended Limits of Confinement- Inmate Release Procedures  
Due to COVID-19

**DISTRIBUTION:** County Departments of Social Services  
Medicaid Supervisors  
Medicaid Eligibility Staff

## **I. BACKGROUND**

The Department of Public Safety (DPS) is working to safeguard the health and safety of those incarcerated in state prisons, as well as the health and safety of staff and the public at large. DPS has begun transitioning select individuals to serve the remainder of their sentences in the community. This is known as Extended Limits of Confinement, or “ELC” program. These individuals may appear at the local agency with a copy of the Extended Limits of Confinement letter that will aid in their identification. **These individuals are considered to be living in the community and not incarcerated.**

This Administrative Letter provides information regarding offenders who are current Medicaid beneficiaries in suspended status and those who wish to apply for Medicaid.

## **II. PROCEDURES**

### **A. Individuals in Suspended Status**

Individuals released under the ELC program will come over on the DOP batch report that is worked by the county. These individuals will need access to medical services, which requires their Medicaid to be un-suspended. The caseworker will follow the same procedures for unsuspending all cases on the DOP batch report.

Once the date is determined, the caseworker will manage the following evidence.

1. For Traditional Cases

- a. End date the Incarceration evidence (Incarceration release date minus 1 day).
  - b. Update the Living Arrangement by end dating the old living arrangement (Incarceration release date minus 1 day) and enter start date for the new living arrangement (Same date as Incarceration release date).
  - c. Reassess the case.
  - d. Apply the changes to unsuspend the case.
  - e. Accept the on-hold decision.
  - f. Review the DSS-8110 to ensure the correct reason and outcome populated. If not, then select the appropriate reason and outcome for the DSS-8110.
  - g. Complete ex parte evaluation to determine ongoing eligibility. Follow procedures in DHB Administrative Letter 09-20 if the result is ineligibility or reduction of benefits.
2. For MAGI Cases
- a. End date the Incarceration evidence (Incarceration release date minus 1 day)
  - b. Reassess the case.
  - c. Apply changes to unsuspend the case.
  - d. Accept the on-hold decision.
  - e. Review the DSS-8110 to ensure the correct reason and outcome populated. If not, then select the appropriate reason and outcome for the DSS-8110.
  - f. Complete ex parte evaluation to determine ongoing eligibility. Follow procedures in DHB Administrative Letter 09-20 if the result is ineligibility or reduction of benefits.

## **B. New Applicants**

ELC inmates who do not have Medicaid may present a letter from DPS when they apply for Medicaid. Follow all application processing requirements, including electronic matches, for these individuals who apply for Medicaid.

If DOC match does not reflect the release date the caseworker should verify by visiting [North Carolina Department of Public Safety Offender Public Information Offender Search](#).

Below is an example of information displayed when the caseworker completes the online public search. **The last movement date is the ELC release date.**

<b>Incarceration Status:</b> EXTENDED LIMITS OF CONFINEMENT	Total Incarceration Term: 4 YEARS 12 MONTHS
Conviction Date: 03/13/2018	Projected Release Date: 10/08/2020
Primary Crime: TRAFFICKING SCHEDULE I (ATTEMPTED)	Primary Crime Type: FELON
Special Characteristics: REGULAR	Current Status: FELON
Admission Date: 04/06/2018	Admitting Location: NC CI WOMEN
Control Status: REGULAR POPULATION	Next Control Review: UNKNOWN
Custody Classification: MINIMUM 1	Next Custody Review: 10/01/2020
Number Of Infractions: 1 <a href="#">View Infractions</a>	Last Infraction Date: 08/05/2019
Current Location: NEW HANOVER COUNTY	Previous Location: NCCI WOMEN
<b>Last Movement:</b> EXTENDED CONFINEMENT	<b>Last Movement Date:</b> 04/17/2020

Escapes?: N

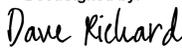
If a disability determination is needed, the following name and address should be entered as a medical source on the NC FAST Assessment or the DMA-5009.

Darlene Upchurch - NC Department of Corrections  
2405 Alwin Court  
Raleigh NC 27604

### III. IMPLEMENTATION

These policies and procedures are effective immediately for applications, recertifications and change in circumstance. This also includes applications or recertifications currently in process. Counties will be notified of any changes or revisions to the above guidance.

If you have any questions regarding this information, please contact your [Medicaid Operational Support Team representative](#).

DocuSigned by:  
  
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Dave Richard  
Deputy Secretary, NC Medicaid