



**North Carolina Department of Health and Human Services  
Division of Medical Assistance**

Pat McCrory  
Governor

Richard O. Brajer  
Secretary

Dave Richard  
Deputy Secretary for Medical Assistance

February 25, 2016

**RE: Auto-extensions of MAGI Medicaid Cases**

Dear County Director of Social Services:

DMA and NC FAST have continued to auto-extend MAGI-related Medicaid/NCHC cases for certain counties. Those counties have worked through the Operational Support Team to request the extensions since July, 2015.

Beginning March, 2016, if a county needs continued auto-extensions, the county must submit a request for consideration by DMA to Carolyn McClanahan no later than March 5, 2016.

The request should include:

1. Why the request for auto-extension is necessary
2. The date you anticipate the backlog of recertifications will be current
3. The number of Family & Children's (MAGI-related) recertifications you expect will need extension in March
4. The daily/weekly target number(s) to complete the recertifications within the time frame specified
5. What steps or process changes you have put in place to meet the time frame and address the workload long-term
6. Assurance that application processing and other work is not impacted
7. If extension is needed beyond March, submit a monthly progress report with the subsequent requests
8. If monthly goals are not met, summarize the reason and steps taken to adjust work flow or processes
9. Extension requests and progress reports must be signed by the DSS Director and county governing authority (DSS Board Chair, County Manager or other authority)

You may e-mail the request and supporting documents to [carolyn.mcclanahan@dhhs.nc.gov](mailto:carolyn.mcclanahan@dhhs.nc.gov) or fax to 919-715-0801.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Richard", with a long, sweeping underline that extends to the right.

Dave Richard