



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MEDICAL ASSISTANCE

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

DAVE RICHARD
DEPUTY SECRETARY FOR MEDICAL ASSISTANCE

January 19, 2017

**Re: Application Time Standards
Chart for 2017**

Dear Medicaid and Work First Supervisors:

Attached is a copy of the Application Time Standards Chart for 2017. The chart includes the calculated 13th, 45th, 60th and 90th calendar day deadline for each day of the year in 2017. It also includes the 6th month deadline for each day. Caseworkers who work with Medicaid, including Work First and Special Assistance, may utilize this chart to determine the necessary application time standards rather than calculating each date manually.

This chart does not consider weekends and holidays for any of the calculated days. In order to determine the adjusted due date of an application, it is necessary to compare the due date indicated on the chart to the calendar and your county holiday schedule. If the chart's calculated due date falls on a weekend or county holiday, the adjusted due date is the next workday.

If you have questions, please contact the Operational Support Team (OST).

Sincerely,

Handwritten signature of Carolyn McClanahan in blue ink.

Carolyn McClanahan, Associate Director
Beneficiary Services
Division of Medical Assistance

Handwritten signature of David Locklear in blue ink.

David Locklear, Chief
Economic and Family Services
Division of Social Services

Attachment
EFS-FNSEP-04-2017