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| Department: | ERSEA | Effective Date: | 03/24/2015 | Procedure Number: | 5200 |
| Regulation Number | 1302.12(a-j); 645(a)(1)(c) | Regulation Topic: | Determining, verifying and documenting eligibility | Procedure Title: | Eligibility Determination Record |
| Version: | 1:2015 | | | Version Date: | 03/24/2015 |

Procedure:

- MAHS programs must create an eligibility determination record for each enrolled participant.
- The following forms and any documentation that is required for their completion; must be included in each participants eligibility determination record and kept together within the file
 - ERSEA Form 5000 – Eligibility Verification; required
 - ERSEA Form 5020 – Income Verification; if applicable
 - ERSEA Form 5030 – Over-Income Authorization; if applicable
 - ERSEA Form 5040 – ChildPlus Generated and/or MAHS Application; required
 - ERSEA Form 5050 – ChildPlus Generated; or MAHS Application Selection Criteria; or Form 5050; required
 - ERSEA Form 5170 - Income Calculation Worksheet; if applicable
- Once the Eligibility Determination Record packet has been completed records must be retained based on MARC's record retention policy from the date of submission.