

Request for Eligibility Action: the 1346



Long-term services and supports (LTSS) are a variety of health and social services that offer care for seniors and people with disabilities who need support for physical, mental, growing or long-lasting health conditions that limit their abilities to care for themselves. LTSS can be provided in a person's home, in another community-based setting, or in a facility. LTSS provide assistance with activities of daily living and other supports.

Medicaid can pay for LTSS for individuals who qualify. Eligibility is based on a number of financial and non-financial criteria and varies slightly depending on the program in which a person is enrolled. The 1346 "Request for Action" form is used in the District for a variety of changes between LTSS programs and is a key document in making sure beneficiaries can access the programs and services of their choosing.

What is the 1346 for?

The 1346 form conveys information to the Medicaid eligibility team about admissions to nursing facilities, discharges from nursing facilities or waiver programs, PACE admissions or discharges, and transitions from one LTSS program to another.

The 1346 *must* be completed for the following, along with a Medicaid application if applicable:

- Initial admissions to nursing facilities
- Initial admissions to PACE
- Transfers from nursing facilities to community
- Transfers between facilities
- Transfers between waiver programs
- Discharges from nursing facilities
- Discharges from the Medicaid program

Who completes the 1346?

- A **nursing facility**, for initial admissions to nursing facilities, transfers between facilities, transfers between nursing facilities and the community, and discharges from nursing facilities (including deaths)
- The **PACE Organization**, for initial admissions to PACE, transfers from PACE to other programs, or discharges from PACE
- **Case managers or care managers**, for discharges from programs or Medicaid (e.g. disenrollment from the EPD Waiver)
- **DHCf or its designee**, in certain circumstances where delays in 1346 processing pose unreasonable risk to care delivery for a beneficiary

All sections of the form must be completed, including with applicable dates and signatures. Section 2 of the 1346 is completed by the eligibility processing team at DHCf. Nursing facilities receive a completed version of the 1346 after admissions.

When should the 1346 be submitted?

- The 1346 should be submitted as soon as possible for admissions and transfers and accompanied by any applicable application documents (refer to the Quick Reference Guide to ensure appropriate documents are included).
- At latest within 24 hours of a discharge; DHCf accepts and encourages 1346 forms submitted in advance of transfers between programs to ensure safe and effective care transitions.

Where can I find the 1346? Where do I submit it?

- A fillable version of the 1346 form is available on DHCf's website [here](#).
- The complete 1346 should be submitted via the District Direct [Partner Portal](#).