

initiate training for staff on this new schedule and notify DHCS when the change is implemented.

All non-exempt Medi-Cal beneficiaries shall be required to complete and file a MSR six months after their initial application date or the month the most recent annual

redetermination is effective, whichever is later. The county shall provide the MSR to the non-exempt beneficiary in the fifth month (MSR Mail Month) following the month of application or month in which the most recent annual redetermination is effective, whichever is later. The non-exempt beneficiary is to complete and return the MSR in the sixth month (MSR Due Month). The non-exempt beneficiary is to receive the MSR no later than the tenth day of the MSR Mail Month to be completed and returned by the fifth day of the MSR Due Month. When the fifth or tenth days of the month fall on a holiday or weekend, the county shall extend the deadline to the next business day. For quality assurance purposes, counties are instructed to retain evidence in the case file of the date-stamp indicating receipt of the returned MSR.

Medi-Cal Only Cases

Using the non-exempt beneficiary's current reporting schedule, counties must implement the MSR requirements of the W&I Code, Sections 14011.16 and 14011.17. All non-exempt Medi-Cal beneficiaries shall be required to complete and file an MSR form in the sixth month after the initial eligibility month or the month in which the most recent RV is effective, whichever is later. Counties shall mail the MSR in sufficient time to be received by non-exempt beneficiaries by the tenth day of the fifth month. The MSR form must be returned to counties by the fifth day of the sixth month.

Sample MSR Reporting Cycle: Initial 12-Month Period

Jan One	Feb Two	Mar Three	Apr Four	May Five	Jun Six	Jul Seven	Aug Eight	Sep Nine	Oct Ten	Nov Eleven	Dec Twelve
Initial Eligibility Month				MSR Mail Month Mail to be received by the 10th	MSR Due Month Due by 5th					Mail Annual Packet by end of month	Annual Packet Due