

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-12-13

TO: All Staff

FROM: Sandra Gasca-Gonzalez
Deputy of Office of Entry Services

DATE: December 21, 2012

RE: Student Health Care during Post-Secondary Education

The Child and Family Services Agency (CFSA) provides health care coverage for children and youth in care who do not otherwise have health care coverage. This administrative issuance provides general information and guidance on health care coverage specifically for youth attending post-secondary institutions (i.e., colleges and universities). In addition, this issuance outlines steps that social workers must take to obtain reimbursement from non-DC Medicaid providers for health care costs of these enrolled youth.

Responsibilities of the Social Worker

The assigned social worker shall review this administrative issuance with youth prior to the youth's departure to a post-secondary institution, and ensure that the youth is aware of the following procedures:

1. This administrative issuance covers youth attending
 - a. a college, university, community college, or other specialized post-secondary institution (such as a culinary school);
 - b. an institution (either full-time or part-time); or
 - c. an in-state or out-of-state institution.
2. The on-call clinician in CFSA's Clinical and Health Services Administration's (CHSA) is available 24 hours a day, 7 days a week at 202-498-8456. If there is a medical emergency, the youth or designee shall contact the CHSA on-call clinician as soon as possible, as well as his or her caregiver (who shall notify the social worker). If the emergency is deemed life-threatening, the social worker shall contact the CFSA Hotline at 202-671-SAFE (see [Critical Events policy](#)).
3. The youth shall submit all health and medical bills to his or her assigned social worker immediately upon receipt. The social worker shall confer with CHSA to begin the billing process and obtain reimbursement.

4. All medical and health requests for reimbursement must be submitted to CFSA's Fiscal Operations Administration prior to the youth achieving permanency or reaching age 21 years.

Health Insurance Coverage

1. In general, full-time college or university students are required by the institution to be insured. Students are therefore automatically enrolled in the college or university's basic health care insurance plan with the cost included in tuition and fees. Students are eligible to purchase supplemental medical insurance, if desired.
2. Usually, colleges and universities allow students to request a waiver from their school's health care plan if the student can provide proof of health insurance coverage that is equivalent to the coverage offered by the school. For example, youth may be covered under a comparable insurance plan of a birth or adoptive parent, a guardian, or a legal custodian. Health insurance may also be purchased separately by a youth.
3. Whatever the insurance plan coverage, social workers should obtain a copy of the policy, including covered services and benefits, place the copy in the youth's file for future reference, and provide a copy to the youth's caregiver.
4. For youth enrolled in a post-secondary institution that accepts DC Medicaid, DC Medicaid will cover health care costs.
5. CFSA covers medical costs to non-DC Medicaid providers for youth enrolled full-time in a post-secondary institution that does not automatically offer health insurance to students (for example, community colleges) as well as coverage for youth enrolled part-time at a college or university. As soon as a youth submits a bill to the social worker for payment, the social worker prepares the bill for a demand payment and submits the appropriate documentation to CFSA's Fiscal Operations Administration (see CFSA's administrative issuance on [Demand Payments](#)).
6. When a youth achieves permanency or age 21, he or she is no longer eligible for CFSA coverage of medical or health care costs. The social worker should advise the youth to consider purchasing additional health insurance or applying directly for DC Medicaid.

Health Care Considerations

1. Routine and minor non-emergency care, including minor injuries and family planning, are usually covered under college and university health plans. For medical treatment or services outside of the academic institution's student health care center or clinic, a referral is generally required. *Note: There may be costs associated with referrals for treatment. If the assigned social worker receives a health or medical bill from the youth, the social worker shall confer with CHSA to obtain reimbursement.*
2. The following steps are outlined for youth who require emergency room care and are seeking reimbursement through DC Medicaid:
 - a. Section 1867 of the *Social Security Act - Emergency Medical Treatment and Active Labor Act* (EMTALA) requires hospitals to provide care to anyone needing emergency health care treatment. This act does not cover non-emergency situations.
 - b. In the event of an emergency, youth should seek care at the nearest emergency facility. The youth (or medical personnel) must notify the caregiver who will immediately notify the assigned social worker of the emergency situation as soon as it is reasonable to do so.

- c. If the emergency requires extensive treatment, the social worker shall confer with CHSA. CHSA shall contact the hospital, medical facility, or health care provider to develop a plan to facilitate the acceptance of DC Medicaid as a means of reimbursement. If the emergency occurs in a jurisdiction outside of the District, the District will honor the state's rate for Medicaid.
3. The steps below are outlined for youth who require the services of a medical specialist (for example, an optometrist or ophthalmologist, allergist, nurse practitioner, or other health care professional):
 - a. The youth must immediately notify the assigned social worker of the need for special services, and provide specific information to the social worker regarding the nature of the referral, including the name, address, and telephone number of the referring medical practitioner and the medical specialist who treats the condition.
 - b. Upon learning of the student's need and request for special health care services, the social worker confers with CHSA.
 - c. CHSA will confer with the medical specialist prior to the youth's medical appointment to facilitate payment reimbursement with DC Medicaid.
4. Youth shall submit any bill for services from an emergency room or from a medical specialist to his or her social worker for payment submission.
5. The social worker shall prepare the bill for a demand payment and submit the appropriate documentation to CFSA's Fiscal Operations Administration (see administrative issuance on [Demand Payments](#)).
6. Social workers shall document all services and reimbursements in FACES.NET.