

## PE DETERMINATION CHECKLIST

- 1. Verify applicant is not currently enrolled in MO HealthNet by checking eMOMED or by calling the FSD Information Center
- 2. Verify through eMOMED or by calling the FSD Information Center that applicant has not received PE within the last 12 months, or if pregnant within the current pregnancy
- 3. Contact the FSD Information Center if a DCN is needed for the applicant
- 4. Assist individual in completing the PE-1SSL application
- 5. Determine MAGI household size
- 6. Calculate the applicant's household income (MAGI)
- 7. Provide applicant with written notice of eligibility
- 8. Explain PE benefits and coverage span for those eligible
- 9. Assist applicant with completing and submitting the regular MO HealthNet application
- 10. Send appropriate forms to the Family Support Division within five working days.