



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene  
Mental Hygiene Administration  
Spring Grove Hospital Center – Dix Building  
55 Wade Avenue – Catonsville, Maryland 21228

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary  
Brian M. Hepburn, M.D., Executive Director

TO: CSA Directors; CSA SEP Liaisons; PMHS providers

FROM: Steve Reeder, MHA, Chief of EBP Services and Program Evaluation *Steve Reeder*

RE: Clarification of documentation requirements for Employed Individuals with Disabilities (EID) application submission

DATE: November 9, 2009

This memorandum is to provide clarification relative to the MHA documentation requirements surrounding application submission to the Employed Individuals with Disabilities (EID) Program for individuals who are perceived to be ineligible for EID.

If a consumer appears to exceed the income or resource threshold for eligibility for EID, the SE, PRP, or Case Management program can contact the Maryland Department of Disabilities (MDOD) at **443-514-5034** to confirm their understandings surrounding EID application and eligibility, and document the response in the consumer's medical record. The intent is to not flood the DHMH, Medicaid office with applications for EID for consumers who are not eligible for the benefit. Documentation in the medical record should state that the consumer's "income and resources appear to exceed the threshold for eligibility" rather than that the individual is ineligible for EID. For further technical assistance related to the Employed Individuals with Disabilities (EID) Program, please contact Michael Dalto, Work Incentives Project Director, MDOD at 443-514-5922- or by e-mail at [mdalto@mdod.state.md.us](mailto:mdalto@mdod.state.md.us).

Please note that a consumer may apply for EID if s/he chooses by calling **443-514-5034**, even if s/he does not appear to be eligible, and MDOD will assist with the application. This policy does not absolve the program from the requirement to apply for any or all other entitlements or benefits for which the consumer may be eligible, such as the Primary Adult Care (PAC) Program.

Attachments: EID Fact Sheet 2009  
EID fact card

Toll Free 1-877-4MD-DHMH • TTY for Disabled - Maryland Relay Service 1-800-735-2258  
*Web Site:* [www.dhmh.state.md.us](http://www.dhmh.state.md.us)