



Robert P. Astorino  
County Executive

Department of Social Service

Kevin McGuire  
Commissioner

**24586**

**To:** Board of Acquisition and Contract

**From:** Kevin M. McGuire  
Commissioner, Department of Social Services

**Date:** January 31, 2012

**Re: Authority for the County to enter into an Agreement with United Healthcare Community Plan for Model Protocols for Submission and Processing of Facilitated Enrollment Applications for Medicaid eligible Children under age 19 and Adults between the age of 19 and 64, for a term to commence upon signing and to continue indefinitely until terminated by either party with the approval of New York State, at no cost to the County**

---

The State of New York, Department of Health (“NYSDOH”) requires that the County Department of Social Services (“Department”) enter into an Agreement for Model Protocols for Submission and Processing of Facilitated Enrollment Applications with United Healthcare Community Plan (the “Agreement”) in order to address the manner in which Facilitated Enrollment in Medicaid applications for children under the age of 19 and adults between the age of 19 and 64 are made. The Agreement will commence upon full execution and will continue indefinitely until terminated by either party with the approval of the NYSDOH and will be at no cost to the County.

The NYSDOH has contracted with United Healthcare Community Plan (“United Healthcare”) to perform the initial processing of Medicaid applications and to neutrally assist persons and families making the application in the health plan selection process as required by 42 C.F.R. 435.904. The Department then accepts and processes these applications and is required by the NYSDOH to enter into the Agreement with United Healthcare in order to address the manner in which Facilitated Enrollment in Medicaid applications are made. The proposed

agreement lays out the manner in which these applications will be made and the duties and responsibilities of United Healthcare and the Department in processing and administering these Medicaid applications.

The Agreement would serve the public purpose of assuring that United Healthcare complies with the protocols and procedures for the initial processing of Medicaid applications as required by the NYSDOH. The Agreement will be tracked and monitored by the Department through the Facilitated Enrollment Unit in Yonkers jointly with the Medicaid Program Office in White Plains by monitoring the number of applications received as well as the timeliness of the submissions.

The proposed Agreement is exempt for the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)(viii) thereof.

A resolution is annexed hereto, which I recommend for your favorable consideration.

KMM/DI  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/20/2012 - SONIA VILERA, SECRETARY

## RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby

**RESOLVED**, that the County of Westchester is hereby authorized to enter into an Agreement for Model Protocols for Submission and Processing of Facilitated Enrollment Applications with United Healthcare Community Plan (the “Agreement”) in order to address the manner in which Facilitated Enrollment in Medicaid applications for children under the age of 19 and adults between the age of 19 and 64 are made, for the term commencing upon full execution and continuing indefinitely until terminated by either party with the approval of New York State Department of Health at no cost to the County; and be it further

**RESOLVED**, that the County Executive or his authorized designee is empowered to execute any and all documents necessary to effectuate the purposes hereof.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	N/A	N/A	N/A	N/A	N/A	N/A

Budget Funding Year(s) :N/A\_ (must match resolution)

Start Date: upon execution \_End Date: N/A \_\_

Funding Source

Tax Dollars: N/A

State Aid: N/A

Federal Aid: N/A

N/A  
(must match resolution)

Other: N/A

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/23/2012 - JOMARY VIEIRA, SECRETARY