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EDMUND G. BROWN JR.  
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OFFICE OF AIDS  
Insurance Assistance Section

Management Memorandum  
Memorandum Number: 2012-02

DATE: November 21, 2012  
TO: ENROLLMENT WORKERS  
SUBJECT: 2013 MEDICARE PART D PREMIUM PAYMENT PROGRAM  
ENROLLMENT

The purpose of this memorandum is to notify Enrollment Workers that the California Department of Public Health, Office of AIDS (OA) began accepting applications for calendar year 2013 enrollment in the **Medicare Part D Premium Payment Program** on **November 15, 2012**. The purpose of this program is to pay the monthly Medicare Part D premiums for eligible California residents.

To be eligible for this program a client must:

- Be a resident of California;
- Be enrolled in ADAP;
- Be enrolled in a Medicare Part D Prescription Plan\*;
- Be at least 18 years old; and
- Not be 100% Full Low Income Subsidy (LIS) or Full-Scope Medi-Cal.

\*Eligible clients can enroll in a Medicare Part D Prescription Plan during Medicare's open enrollment period which occurs October 15 through December 7, 2012. Please visit <http://www.medicare.gov/> for more information.

To apply for this program, clients must print, sign, and date all required forms including:

- ✓ Medicare Part D Premium Payment Program application;
- ✓ Consent form; and
- ✓ Client Report form.

The forms are available on OA's website at the following link <http://cdphinternet/pubsforms/forms/CtrldForms/cdph8698.pdf>. All documents should be faxed to (916) 440-5494 or sent to the following address:

California Department of Public Health  
MS 7704  
P.O. Box 997426  
Sacramento, CA 95899-7426

Clients may apply anytime during the calendar year. However, in order to make payments on the client's behalf for all of 2013, the client's application must be postmarked no later than February 28, 2013. For all approved applications postmarked after that date, OA will pay retroactively one month from the date the application is received or the balance owed, whichever is greater.

After the application is received, the client will receive a letter within two weeks confirming receipt of the application. OA will begin processing the applications in January 2013. OA will confirm that the client is enrolled in a Medicare Part D prescription plan and determine the client's monthly premium amount.

The client will receive a determination letter after the application has been processed that will denote whether the application was approved or not and amount paid for approved applications. All applications received by January 31, 2013 will receive a determination letter by February 28, 2013. All applications received after January 31, 2013 will receive a determination letter by the end of the month following the month the application was submitted. For example, if an application was received on April 15, 2013, the applicant would receive a determination letter by May 31, 2013.

Please contact me if you have any questions at [Richard.Martin@cdph.ca.gov](mailto:Richard.Martin@cdph.ca.gov) or 916.449.5974.



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