

**MBI-WPD Grace Period Approval
Medical Improvement Group - Job Loss**

Date: _____

Case name: _____

Dear Consumer:

This letter confirms the approval of your request for a grace period in the Medicaid Buy-In program for Working People with Disabilities (MBI-WPD) because:

- you lost your job.
- you are working less than 40 hours a month.
- you are working for less than the federally-required minimum wage.

This grace period is effective _____ through _____. Your participation in the MBI-WPD program means that your Medicaid coverage will continue unchanged during this grace period.

Important Information about your Grace Period

Once you are again working 40 hours a month and/or your wages are at least the federally-required minimum wage, you must notify us immediately and submit documentation of employment, for example, a copy of your first pay stub. At that time, you will no longer be in a grace period as you will, once again, be considered an actively employed participant in the MBI-WPD program.

You are allowed up to six months grace period in a twelve-month period. If you have not used the full six months grace period by the end of the effective date stated above, you may request in writing an extension of this grace period. If you lost your job, you must document your efforts to actively seek employment during the time of the current grace period. Documentation of employment-seeking means you must keep a job interview record containing the following:

1. The date of each job interview that you have attended.
2. The name and title of the individual who conducted the interview and the address and phone number of the business or agency where the interview took place.
3. The outcome of each interview (offered a job, or not offered a job).
4. If you declined a job offer, the reason you declined.
5. If a VESID counselor is assisting you in your job-seeking efforts, written verification from the VESID counselor will be accepted as supportive documentation, as long as it contains the information in your job interview record.

Please send in your job interview record by _____.

We wish you luck in your efforts to obtain employment.

Sincerely,