



# Upper Peninsula Commission for Area Progress

[www.upcap.org](http://www.upcap.org)

“Providing guidance and support to U.P. residents since 1961”

## Advance Action Notice

Date:

Name:

Address:

Dear \_\_\_\_\_,

This notice is to inform you that a Level of Care Determination (LOCD) conducted on \_\_\_\_\_ determined that you no longer meet the functional eligibility requirement for Medicaid long-term care services. LOCD functional eligibility will be terminated effective \_\_\_\_\_. Your previously authorized services will continue until the effective date. If you appeal this action prior to the effective date, your previously authorized services will continue until the appeal is resolved. The legal basis for this decision is 42 CFR 440.230(d). Enclosed you will find a copy of your LOCD. If you do not agree with this action, **you may do both or either of the following:**

**HOW TO REQUEST A SECONDARY REVIEW:** You have a right to request a **Secondary Review** from the Michigan Peer Review Organization (MPRO). This review will look at the same information we used, as well as other possible needs you may have. To request a Secondary Review, contact MPRO **within three (3) business days** following the receipt of this notice at **1-800-727-7223**.

**HOW TO REQUEST A MEDICAID FAIR HEARING:** You have a right to a Medicaid Fair Hearing. You have **90 calendar days** from the date of this notice to request a Medicaid Fair Hearing by mail or fax. The request must be in writing and signed by you or a person authorized to sign for you. To request a Medicaid Fair Hearing, complete a **"Request for an Administrative Hearing" (DCH-0092) form and mail to:**

Request for Administrative Hearing  
Michigan Office of Administrative Hearings and Rules  
Michigan Department of Health and Human Services  
PO Box 30763  
Lansing, Michigan 48909

Or fax it to:  
FAX NUMBER: 517-763-0146

If you have any questions, you can talk to \_\_\_\_\_, Supports Coordinator, at our agency.

Sincerely,

Attachments:

1. LOCD
2. Secondary Review – Exception Criteria Information Sheet
3. Request for an Administrative Hearing (DCH-0092) form

The Upper Peninsula Commission for Area Progress (UPCAP) is a regional 501 (c) (3) charitable organization, responsible for development, coordination, and provision of human, social, and community resources within the Upper Peninsula of Michigan. In 1974, UPCAP was designated as the Region XI (U.P.) Area Agency on Aging who purpose is to advocated for and provide services to older adults residing in the 15 counties of the Upper Peninsula.