

**Policy Clarifications**  
**Medicaid – MAWD**  
**PMW15803316**

**Submitted: 06/03/11**

**Agency: CAOs**

**Citations:**

**Subject: Employment Verification for MAWD Eligibility Determinations**

An individual seeking Medical Assistance for Workers with Disabilities (MAWD) has provided an employment verification letter from his mother. The letter states that the mother pays the individual to take her to doctors' appointments, and that he works two hours per week, at a rate of \$5 per hour. The letter also gives contact information for the mother.

Under Section 316.22 of the Medical Assistance Eligibility Handbook (MAEH), is the letter enough verification of employment for MAWD eligibility, or should the individual be asked to provide more verification such as the MAWD Self-Employment Form (PA 1762) or a detailed business plan?

**Response By: Division of Health Services**

**Date:06/06/11**

The letter is sufficient verification of employment. Section [316.22](#) of the MAEH permits an individual to verify employment with employer letters. If an individual provides an employer letter as verification, the letter must have enough information to determine the conditions of employment. The letter must include:

1. The number of hours worked.
2. The rate of pay.
3. The contact information for the employer.

If an individual submits an employer letter without enough details, the information may be obtained through a collateral contact, as provided in Section [378.4](#) of the MAEH.

NOTE: Self-employment is defined in Section [352.2](#) of the MAEH. The individual in the scenario above is likely self-employed. While the individual has a choice to provide the PA 1762 for verification, it is not required because the individual has provided enough detailed information in the form of an employer letter.

REMINDER: For MAWD eligibility in the Worker with a Disability group, there is no minimum requirement for the number of hours worked or rate of pay.