

**Reapplication File**  
**Date Issued: August 14, 2020**

Reapplication File Overview/Process

On the 3rd Monday of each month (unless scheduled otherwise – see [Processing schedule](#)), DHS creates a file for The Managed Care Organizations (MCOs). The file contains recipients in their plans who have MA reapplication and SAR (Semi Annual Reporting) due dates that are 90 days in advance from the run date.

The following rules apply to this monthly file:

- The file will contain duplicate recipients for the following months
- The file will contain recipients active in MA categories - they may also have cash benefit.
- SSI budgets A, J, and M will be excluded from the file.
- Some children in substitute care categories will be excluded from the file (PC/31, PC/32, PC/34, PC/35, PC/36, J/31, J/32, J/33, J/35, J/36 & J/37) - MANAGED CARE HEALTHCHOICES PLANS ONLY
- The file will be sorted by reapplication due date
- There will be one file sent for each plan code.

Monthly Reapplication File Layout

File Name: xxreapfile-ccyyddd.txt

Description: This monthly file will be transmitted to the MCOs' existing FTP addresses on the 3rd Monday of each month.

Format: ASCII

Record Length: 38

Element	Position	Length	Alpha/ Numeric
MCO Code	1-2	2	A/N
Comma	3	1	
Medicaid Number	4-13	10	N
Comma	14	1	
Julian Reapplication Due Date	15-21	7	N
Comma	22	1	N
Calendar Reapplication Due Date	23-30	8	N
Comma	31	1	N
Calendar Semi Annual Reporting due Date	32-39	8	N

Additional information may be found at the HealthChoices Extranet Site at

<http://www.hc->

[extranet.dhs.pa.gov/pages/hc/managedcareprogram/recipienteligibility/index.htm#reapp](http://www.hc-extranet.dhs.pa.gov/pages/hc/managedcareprogram/recipienteligibility/index.htm#reapp)

For monthly file transfer problems or questions concerning the data on the files, the MCO's should email [RA-PWELIGDISCREPANCY@pa.gov](mailto:RA-PWELIGDISCREPANCY@pa.gov).