



**DEPARTMENT OF HEALTH
AND SOCIAL SERVICES**

Division of Medicaid & Medical Assistance

To: State of Delaware Medicaid Enrolled Hospitals

From: Stephen M. Groff, Director, Division of Medicaid & Medical Assistance

Date: February 8, 2016

Re: Delaware Medicaid Disproportionate Share (DSH) Program

The Delaware Medicaid Program is announcing the process for hospitals to apply for Medicaid Disproportionate Share (DSH) payments based on data pertaining to the hospital's fiscal year that ended in calendar year 2014.

An acute care hospital wishing to apply must submit a completed DSH application that must be received by the Delaware Medicaid program no later than 4:30 p.m. (Delaware time) on March 31, 2016.

A psychiatric hospital wishing to apply must submit a completed DSH application that must be received by the Delaware Medicaid program no later than 4:30 p.m. Eastern time on March 31, 2016.

The DSH application (i.e., Form DSH 1- an Excel workbook with three spreadsheets) asks for all of the hospital specific information required by the Medicaid program in order to determine if a hospital qualifies and the amount of funds for which the hospital may be eligible. The application and instructions (a Word document) can be found on the DMMA website at <http://www.dhss.delaware.gov/dhss/dmma/dshpap.html>.

Applying for DSH payments is optional. A hospital's decision to apply or not apply has no impact on any other aspect of the hospital's participation on the Medicaid program. A hospital that submits a timely application may or may not qualify or be eligible for any DSH funding.

A hospital with a question about the DSH process should contact Unkyong Goldie at DMMA at 302-255-9669 or via e-mail at: Unkyong.Goldie@state.de.us.