



**NJ Department of Human Services
Division of Medical Assistance and Health Services**

**Medical Assistance Advisory Council (MAAC)
Beneficiary Advisory Council (BAC)
Member Recruitment and Selection Process**

Overview

The Medical Assistance Advisory Council (MAAC) and the NJ FamilyCare/Medicaid Beneficiary Advisory Council (BAC) are advisory groups to the Director of the NJ Division of Medical Assistance and Health Services' NJ FamilyCare/Medicaid program. This document outlines the MAAC and BAC member recruitment and selection processes. All recruitment processes are in accordance with federal regulations at 42 CFR 431.12.

Members

1. The Medical Assistance Advisory Council consists of a member of the Division's executive leadership and at least one member each from:
 - a. State or local consumer advocacy groups or other community-based organizations that represent the interests of, or provide direct service to, Medicaid beneficiaries;
 - b. Clinical providers or administrators who are familiar with the health and social needs of NJ Medicaid beneficiaries and the resources available and required for their care. This includes providers or administrators of primary care, specialty care, and long-term care;
 - c. Participating NJ Medicaid managed care organizations (MCOs) or health plan association representing more than one MCO;
 - d. Beneficiary Advisory Council members (phasing up to 25 percent of membership)¹; and,
 - e. Other State agencies that serve Medicaid beneficiaries as ex-officio, non-voting members.
2. The Beneficiary Advisory Council consists of a member of the Division's executive leadership and/or designee and:
 - a. Individuals with Medicaid lived experience, defined as current or previous recipients of NJ FamilyCare/Medicaid or individuals with direct caregiving experience supporting beneficiaries of NJ FamilyCare/Medicaid.

MAAC and BAC Member Recruitment Process

1. Recruitment for MAAC and BAC members shall be as follows:
 - a. A recruitment announcement indicating vacant seat(s) shall be posted on the Division of Medical Assistance & Health Services' [Medical Assistance Advisory Council website](#).

- b. A recruitment announcement indicating BAC vacant seats shall be distributed via the NJ FamilyCare/Medicaid beneficiary listserv.
- c. A recruitment announcement indicating MAAC and BAC vacant seats shall be distributed to NJ FamilyCare/Medicaid stakeholder groups and the public via the public meetings of the Medical Assistance Advisory Council.
- d. Recruitments will remain active until MAC and BAC seats are filled.
- e. All recruitment announcements will include information on how to apply for a MAAC and/or BAC seat along with contact information for any inquiries and questions.
- f. Recruitment announcements will be posted continuously until recruitment needs are fulfilled.

2. Application Process

- a. Interested parties may apply for a vacant MAAC and/or BAC seat by completing an application. Division leadership may also solicit applications from specific individuals or organizations.
- b. Once the application is received, it will be forwarded to staff for review.

3. Application Review

- a. All applications received for the MAAC and/or BAC will be reviewed to determine if the applicant meets the criteria for the seat for which the applicant is applying.
- b. Application review will be completed by NJ Department of Human Services staff responsible for providing administrative support to the MAAC and/or BAC.
- c. Once an applicant has been determined to meet the criteria for a MAAC/BAC seat, the application materials will be forwarded to the Director of the NJ Division of Medical Assistance and Health Services requesting consideration for appointment.
- d. All applicants will receive notification of either appointment or that MAAC and/or BAC membership needs have been met.
- e. Appointment notification letters to applicants will document the term of the appointment as well as contact information for MAAC and/or BAC administrative support staff.

4. List of applicants

- a. A list of all applicants will be maintained by the NJ Division of Medical Assistance and Health Services. Such lists may be used to assist with filling vacancies as they occur on the MAAC and/or BAC.

5. Vacancies

- a. Vacancies occurring due to member resignation or term limits will be addressed by following steps 2 and 3 above.

¹ The final rule implements a graduated timeline for meeting the 25 percent requirement. Under the final rule, BAC members must comprise only 10% of the MAC membership by July 9, 2024, increasing to 20 percent by July 9, 2025, and reaching 25 percent by July 9, 2026.