

Notice to Alabama Medicaid Agency in All Decedents' Estates

Beginning September 1, 2019, immediately upon issuance of letters testamentary or of administration, or the filing of a petition for summary distribution of a small estate under Ala. Code § 43-2-692, the following procedure shall be followed:

1. **Notice of Appointment.** A notice of the appointment as personal representative shall be sent to the Alabama Medicaid Agency in the form attached.
2. **Address for Notice.** Check to see if the Alabama Medicaid Agency has promulgated a rule to designate an address to send the notice. If no rule has been adopted designating a different address, the notice shall be mailed to

Alabama Medicaid Agency
Attn: Estate Notice Office
P.O. Box 5624
Montgomery, AL 36103-5624

3. **Mode of Delivery.** The notice shall be mailed by

- (a) United States Postal Service.
- (b) Certified Mail.
 - (1) with instructions to forward
 - (2) return receipt requested
- (c) The return receipt shall:
 - (1) be addressed to the probate court;
 - (2) include the case number; and
 - (3) direct the postal carrier to show:
 - (A) to whom delivered,
 - (B) date delivered, and
 - (C) address where delivered.

4. **Filing with Probate Court.** Immediately upon mailing the Notice to Alabama Medicaid Agency an affidavit in the form attached shall be filed with the probate court.

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IT'S LIVE

As required by Act 2019-489, the Alabama Medicaid Agency (Medicaid) must receive notice of all post-death probate estates. The Alabama Medicaid Agency has created an electronic system for persons to provide notice in accordance with this law. The electronic system will issue a serialized certificate as proof of notice. The personal representative, or person filing to initiate a proceeding in accordance with the Alabama Small Estates Act, shall file the serialized certificate in the probate court if this system is utilized. The personal representative, or person filing to initiate a proceeding in accordance with the Alabama Small Estates Act, may choose to either provide notice through the electronic system or in accordance with subsection (c), but shall not be required to do both.

The electronic system is now live and can be viewed at <https://estatenotice.medicaid.alabama.gov>