



West Virginia (WV) Bureau for Medical Services (BMS): WV Beneficiary Advisory Council (BAC) Eligibility and Member Recruitment/Selection Process

Purpose:

This document details eligibility for, as well as the recruitment and selection process for, the WV BMS' BAC, with the goal of providing transparency on WV BMS' processes used to recruit BAC participants.

The WV BAC, first established in July 2025 to comply with federal requirements, aims to provide WV Medicaid and WV Children's Health Insurance Program (WVCHIP) members (current or former), their families, caregivers, and/or guardians with a comfortable, supporting, and trusting environment to provide BMS feedback on these State healthcare programs.

BAC participants will be given the opportunity to share input with BMS staff on WV Medicaid and WVCHIP programs, services, operations, and other topics.

Recruitment:

The official WV BAC application is publicly available on the WV BMS' BAC webpage, alongside other BAC information. The link to the BAC application is made available on the State's social media platforms on a recurring basis to support ongoing recruitment efforts.

Selection:

Completed BAC applications will be sent to BMS and reviewed by a designated WV BMS employee. The State will routinely review all applications submitted on a bi-weekly basis or more frequently as needed, depending on the volume of applications received.

BAC Eligibility:

To serve on the WV BAC, applicants must have lived experience with WV Medicaid or WVCHIP. This experience could include being one or more of the following:

- A current or former member of WV Medicaid or WVCHIP
- A family member of a member
- A caregiver/guardian of a member

A potential BAC member must also have had no exclusions from the WV Medicaid or WVCHIP program(s), including waste, fraud, and/or abuse, to be eligible to participate.

The BAC is intended to be a diverse representation of experiences from across WV; therefore, BMS will consider geography and other demographic factors during the application review process. The BAC application includes questions to help verify the eligibility of the BAC applicant.

Notification of Selection:

Once a BAC application is approved or denied, BMS will send notice informing the individual of the decision regarding their application. A welcome packet with additional information for next steps will be sent to individuals who are selected to join the BAC.