



Beneficiary Advisory Council (BAC) Recruitment Policy

Overview

The Beneficiary Advisory Council (BAC) is an advisory committee to the state Medicaid Administrator concerning health and medical care services in the state. This document outlines the recruitment policy.

Members

As required by [42 CFR 431.12](#) and [NRS 422.151-155](#)¹

1. The Beneficiary Advisory Council consists of a member of the Division's executive leadership and:
 - a. Individuals with Medicaid lived experience; defined as current or previous recipients of Medicaid or individuals with direct experience supporting recipients of Medicaid; in an amount equal to the number of individuals necessary to comprise a minimum of 25% of the total voting membership of, and who must concurrently serve on, the Division's Medicaid Advisory Committee.
 - b. Two current recipients of Medicaid.
 - c. Two individuals with Medicaid lived experience.

BAC Member Recruitment Process

1. Recruitment for the BAC members as required by 42 CFR 431.12 and NRS 422.XXX², shall be as follows:
 - a. A recruitment announcement indicating vacant position(s) shall be posted on the DHCFP website within the BAC webpage.
 - b. A recruitment announcement indicating vacant position(s) shall be distributed via the DHCFP Updates listserv and the Nevada Medicaid mobile phone application.
 - c. A recruitment announcement indicating vacant position(s) shall be distributed via DHCFP community and stakeholder groups.
 - d. Recruitments will remain active until needs are met.

¹ Updated NRS transitioning Medical Care Advisory Committee to Medicaid Advisory Committee pending 83rd (2025) session of the Nevada Legislature.

² Statute to be updated following the 83rd (2025) session of the Nevada legislature pending bill approval.



- e. All recruitment announcements will include information on how to apply for a committee position along with contact information for any questions.
- f. Recruitment announcements will be distributed bi-weekly until recruitment needs are met.

2. Application Process

- a. Interested parties may apply for a vacant committee position by completing the [DHHS Agency Application](#). Applicants are highly encouraged to specify the BAC vacant committee position applying for on the application.
- b. Additionally, applicants must send an email to communityandprovider@dchfp.nv.gov on why they are interested in applying for the BAC.
- c. Once application is received, it will be forwarded for review of appointment. Applicants will receive notification of either appointment, or that BAC membership needs are already met.

3. Application Review

- a. All applications received for the BAC will be reviewed to determine if the applicant meets the required criteria for the position applying for.
- b. Application review will be completed by DHCFP staff responsible for providing administrative support to the BAC.
- c. Once an applicant has been determined to meet the criteria for the committee position applied for, the application will be forwarded to the Director of the Nevada Department of Health and Human Services (DHHS) requesting consideration for appointment. All applicants will receive notification either approving the appointment or noting that membership needs have been satisfied. The appointment notification letter will document the terms of the appointment as well as contact information for the DHCFP BAC administrative support staff.

4. List of applicants

- a. A list of all applicants will be maintained by DHCFP BAC administrative support staff to assist with filing vacancies as they occur on the BAC.

5. Vacancies

- a. Vacancies occurring due to member resignation or term limit will follow items 2 and 3 above.