DHR Department of Human Resources 311 West Saratoga Street Baltimore MD 21201	**Family Investment Administration** **ACTION TRANSMITTAL**
Control Number: #10-27 (REVISED)	**Effective Date:** IMMEDIATELY UPON RECEIPT
	Issuance Date: May 7, 2010

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
          DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
          FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF
          DIVISION OF ELIGIBILITY WAIVER SERVICES
          HEALTH OFFICERS, LOCAL HEALTH DEPARTMENTS
          LOCAL HEALTH DEPARTMENT ELIGIBILITY STAFF

FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR, FIA
          DEBBIE RUPPERT, EXECUTIVE DIRECTOR, DHMH/OES

RE: CONFIRMING CITIZENSHIP <u>AND IDENTITY</u> USING SVES

PROGRAM AFFECTED: MEDICAL ASSISTANCE, MARYLAND CHILDREN'S
                               HEALTH INSURANCE PROGRAM

ORIGINATING OFFICE: OFFICE OF ELIGIBILITY SERVICES

BACKGROUND:

Effective April 1, 2010, the Department of Health and Mental Hygiene (DHMH) and the Department of Human Resources (DHR) will have access to a new component of the SVES system. This service will permit case managers to verify citizenship for new MA or MCHP applicants by means of an overnight search of SSA data. A federal clarification during an April 15th telephone conference stipulated that a positive SVES match for the applicant verifies identity along with citizenship verification.

ACTION REQUIRED:

For new MA or MCHP applicants (*i.e.* applicants not known to CARES) who have declared U. S. citizenship, the case manager must perform the following steps to request citizenship verification.

<u>Step 1: Process Applicant Information (LHD & other DHMH caseworkers go to Step2)</u>
Task 1: Process the applicant's client I.D. information
Task 2: Allow overnight processing in CARES before proceeding onto Step 2.

<u>**Step 2:**</u> Verify SSN
<u>**Case managers who have access to SOLQ must verify the SSN with SOLQ**</u>
<u>(Verify Title II SSA income and Title XVI SSI income with the SSN verification)</u>

- If SOLQ verified the SSN, print the verification response for the record.
- If SOLQ was not able to verify the SSN, you will receive one of the codes shown in the July 2001 SVES/SOLQ MANUAL Section 2, pages II-11 and II-12 (FIPNet).
- **The SSN must be verified prior to requesting citizenship verification** and moving to Step 3.

<u>**Case managers who do not have access to SOLQ must verify the SSN with**</u>
<u>**SVES** (Verify Title II SSA income and Title XVI SSI income with the SSN verification)</u>

Task 1: Use the SVES PF1 request and complete all the appropriate fields to verify the SSN. This request will need to process overnight.

Task 2: Once the 24 hour SVES SSN verification has taken place, use PF2 to verify the SSN response.

Task 3: If SVES verified the SSN, **print all verification response screens for the case record.**
If SVES was not able to verify the SSN, you will receive one of the codes shown in the July 2001 SVES/SOLQ MANUAL Section 2, pages II-11 and II-12 (FIPNet).
Obtain SSN verification from client; once obtained, verify the SSN through SVES.

Task 4: **The SSN must be verified prior to requesting citizenship verification.**
As soon as SVES verifies the SSN and the record is printed, use PF4 to **delete the PF2 request.** <u>Proceed to Step 3</u>.
[Note: If not deleted, the PF2 request creates a viewing screen but locks the SSN information which will cause Step 4 citizenship verification processing to take 10 days.]

<u>**Step 3:**</u> Determine Eligibility
As soon as a new MA or MCHP applicant is determined eligible, the case manager must allow the applicant a reasonable opportunity (45 days) to produce documentary evidence of citizenship. During this period, the applicant must be enrolled in coverage if they have met all eligibility requirements except citizenship. ACE applicants are to be processed within the required 2 day period, which eliminates the need to verify citizenship prior to receiving coverage. ACE applicants fall within the "reasonable opportunity" clause and can provide documentary evidence of citizenship after they have been assigned coverage.

<u>**Step 4:**</u> Request Citizenship Verification
<u>SVES must be used to request citizenship verification (SOLQ cannot be used):</u>
Task 1: Use the SVES PF1 request to access the screen for citizenship verification.
Task 2: Complete all the appropriate fields to verify citizenship.
Enter the <u>new code: Z</u> for the **Category of Assistance**
Task 3: This request will need to process overnight.
Task 4: Once the 24 hour SVES citizenship verification has taken place, use SVES

PF2 to verify the citizenship response.

Task 5: Print the verification response for the applicant's record.
[Important Reminder: Step 4 citizenship request will not provide Title II (SSA) and Title XVI (SSI) income information.**]**

<u>**Step 5**</u>: <u>SVES Citizenship Verification Responses and Procedures</u>
The case manager will receive a response (within 24 hours of the request) displaying one of the following response codes:

A   Citizenship verified
Task 1: Send verification copy to the repository at DHMH.
Task 2: On the DEM2 screen in CARES, enter "CP" valid value in the citizenship verification field.

B   Citizenship not verified
Task 1: Obtain the required documentation to verify citizenship (see AT 08-05). Allow the applicant a reasonable period of time (45 days) to produce the documentation. The case worker must grant active eligibility status during this period and up to 80 days as long as the applicant has met all other eligibility requirements and is pursuing the acquisition of documentation to meet citizenship requirements.
Task 2: If documentation is provided within this period, continue providing an active eligibility status through the certification period.
If the applicant has not produced documentation by the 80th day, close the case for failure to meet citizenship requirements. This closure is not subject to reactivation.
[Important Reminder: The Adverse Action period provides an additional 10 days for the case to remain on the system.**]**

C   Death with citizenship verified
Task 1: Process the case including retroactive period as required
Task 2: Verify death of applicant before entering the date of death to close coverage.

D   Death without citizenship verified
Task 1: Obtain the required documentation to verify citizenship (see AT 08-05).
Task 2: If citizenship verification is received, process the case including retroactive period as required.
Task 3: Verify death of applicant before entering the date of death to close coverage.
Task 4: If citizenship cannot be verified, process the case as denied for failure to provide information and enter the date of death to close case.

INQUIRIES:

Please direct Medical Assistance policy questions to the DHMH Division of Eligibility Policy or MCHP policy questions to the MCHP Division, both at 410-767-1463 or 1-800-492-5231 (select option 2 and request extension 1463); and CARES questions to 410-238-1363.

cc: DHMH Executive Staff   DHR Executive Staff
        FIA Management Staff   DHMH Management Staff
        Constituent Services   DHR Help Desk