



North Carolina Department of Health and Human Services
Division of Medical Assistance

2501 Mail Service Center • Raleigh, N. C. 27699-2501 • Tel 919-855-4100 • Fax 919-733-6608
Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Craig L. Gray, MD, MBA, JD, Director

November 30, 2009

Re: NCHC SSA Citizenship/Identity Match

Dear County Director of Social Services,

Effective January 1, 2010, the requirement to verify US citizenship and identity will apply to applicants and recipients of North Carolina Health Choice (NCHC). Counties will be able to request a SSA Citizenship/Identity (C/I) match through EIS effective January 11, 2010. A returned accurate match can be used for verification of both citizenship and identity for any Medicaid or NCHC applicant or recipient. Only individuals who state they are US citizens will be sent to SSA for the match.

A DCDSS letter dated October 28, 2009, notified counties that, in preparation for this change, a query was created in Client Services Data Warehouse (CSDW). The query identified NCHC recipients with a blank or 99 C/I code, and enabled the counties to update those individuals whose records contained verification of citizenship/identity by completing an 8125, to enter the appropriate C/I code.

Two NCXPTR reports titled DHREHC NCHC CITIZENSHIP and DHRWDB C/I CODE 45 EXCEPTIONS will be available December 1, 2009. The following action is required in preparation for the SSA Citizenship match transmittal on January 11, 2010.

I. DHREHC NCHC CITIZENSHIP REPORT

1. The report contains current NCHC recipients (A, S, J, K) with a blank C/I field or a C/I field coded 99. Included on the report under the SSN VER column is a "V" for social security number verified or an "E" for social security number is not verified based on the SSN validation indicator in MCI. The discrepancy is due to the individual's name, date of birth, or SSN not matching SSA records.

2. For those recipients with an “E”, complete an SOLQ, and update/correct the information for the individual using the name change (NC) function in EIS. If the individual does not have a SSN in EIS, review the DHRHWA ZERO SSN SUGGESTIONS REPORT to find the SSN on SSA’s records.
3. For those recipients on the report with a “V” or an “E” that was corrected, review the case file for documentation of citizenship and identity. If the individual is a US citizen and documentation of citizenship and identity is in the case file, complete an 8125 to update to the appropriate C/I code.
4. If the individual is a Qualified Alien, verification of that status must be in the case file. Complete an 8125 to update the C/I field with the appropriate code.
5. The individuals remaining should be those who state they are a US citizen, but documentation of citizenship and identity is not in the case file. An 8125 must be completed for each remaining recipient to update the C/I field to a Code 98. The date entered is the date the case file is checked for documentation of citizenship and identity.
6. Complete these report reviews and updates by January 8, 2010. At that time, DIRM will send the individuals with a C/I code 98 to SSA for a C/I match.

II. DHRWDB C/I CODE 45 EXCEPTIONS REPORT

1. This report contains all active Medicaid and NCHC individuals with a C/I code 45 and whose SSN has not been verified with SSA records as shown on the SSN validation indicator in MCI. The discrepancy is due to the individual’s name, date of birth, or SSN not matching SSA records.
2. Complete an SOLQ and update/correct information for the individual using the name change (NC) function in EIS. If the individual does not have a SSN in EIS, review the DHRHWA ZERO SSN SUGGESTIONS REPORT to find the SSN on SSA’s records.

3. These individuals will be submitted on the SSA Citizenship match transmittal on January 11, 2010.

NOTE: Individuals with out a SSN can not be submitted to SSA for the match.

In addition, if you can not determine the name, date of birth, or SSN error from SOLQ, review the DHRHWA SSN VALIDATION ERRORS or DHRHWA SSN VALIDATION REMINDER reports.

If you have questions regarding this information, please contact your Medicaid Program Representative.

Sincerely,

Craig L. Gray, MD, MBA, JD, Director

CLG/gl

(This material was researched and written by Grace Lane, policy Consultant, Medicaid Eligibility Unit.)