

Par.1. **Material Transmitted and Purpose** – Transmitted with this Manual Letter are changes to Service Chapter 510-03

Par. 2. **Effective Date** – Changes included in this manual letter are effective on or after September 1, 2023 unless otherwise indicated.

### **Policy Chapter 510-03 (ACA) and 510-05 (Non-ACA)**

The following sections of the ACA and Non-ACA manuals regarding social security numbers is updated to reflect an additional verification of application for an SSN for refugees.

#### **1. Basic Factors of Eligibility (ACA) 510-03-35**

##### **Social Security Numbers 510-03-35-80**

1. A valid social security number (SSN), or verification of application for SSN, must be furnished as a condition of eligibility, for each individual ~~for whom Medicaid benefits are sought except the following individuals do not have to provide a SSN, or verification of application for SSN: requesting coverage.~~
  - Members of the ~~ACA~~ Medicaid Household who are not seeking coverage may voluntarily provide their SSN; however, they are not required to do so.
  - ~~Applicants~~ Individuals who do not have a number must be referred to the Social Security Administration to apply for one. The [county agency](#) may assist the applicant as needed.

~~Examples of verification of application for an SSN includes but is not limited to:~~

- ~~A copy of the Parent Verification document the hospital submitted to Vital Records or written verification from the hospital.~~
- ~~Refugee Global boarding letter~~
- ~~Refugee travel document~~
- ~~Any proof from the Social Security Administration~~

The following individuals are exempt and do not have to provide an SSN or verification of application for an SSN:

- a. A newborn ~~child~~ who is eligible during the birth month, ~~for the first sixty days, beginning on the date of birth and for the remaining days of the month in which the sixtieth day falls through the last day of the twelfth month;~~ ~~or if the newborn is continuously eligible, for the remaining days of the newborn's first eligibility period;~~

Note: If a newborn is NOT eligible in the birth month, but is eligible for months following the birth month an SSN or Application for SSN is required.

- b. An individual who is currently eligible for Transitional or Extended Medicaid Benefits;
- c. An illegal alien seeking emergency services. (see [510-03-35-70](#) for a description of emergency services.), and
- d. An individual who is determined eligible under Hospital Presumptive Eligibility (HPE).

~~Note: If a newborn is NOT eligible in the birth month, but is eligible for months following the birth month an SSN or Application for SSN is required.~~

When the exempt period ends, a social security number or verification of application for SSN must be provided to continue Medicaid coverage.

~~Members of the ACA Medicaid Household who are not seeking coverage may voluntarily provide their SSN; however, they are not required to do so.~~

- ~~2. Applicants Individuals who do not have a number must be referred to the Social Security Administration to apply for one. The county agency may assist the applicant as needed.~~

- ~~3. A copy of the enumeration at birth form (SSA 2853) that is completed at the hospital, or any other receipt from the Social Security Administration, is adequate verification of application for SSN.~~
4. 2. The Medicaid household must be informed, at the time of application that the agency will use the SSN in the administration of the Medicaid Program. The SSN will be used to verify income and asset information from the Social Security Administration, Internal Revenue Service, Job Service, Unemployment Compensation, [SNAP](#), [TANF](#) Program, Child Support Enforcement, State Motor Vehicle, Department of Vital Statistics and other states.

The informing requirement is met by the appropriate language found on the Application for Assistance.

- ~~5. 3. Social Security numbers are electronically verified through NUMIDENT and the NDVerify interface in SPACES system for all recipients individuals. When a number is reported as not valid, the recipient individual must provide their valid SSN in order to continue to be eligible for Medicaid.~~

Refer to the Administrative Manual Section 448-01-50-15-60.

~~NUMIDENT—This interface is used to verify an individual's social security number, age and sex gender. Administrative Manual Section 448-01-50-15-60, "NUMIDENT" provides additional information regarding the NUMIDENT interface, and defines the alerts that are created when the NUMIDENT match is determined 'Invalid'.~~

~~When the return NUMIDENT file is processed, the following indicators display in the NUMIDENT field on Client Profile in both the TECS and Vision systems with the results of the match:~~

- ~~• Blank — means the information has not been sent to Social Security Administration~~
- ~~• I — Invalid match for social security number~~
- ~~• S — Sent to Social Security Administration for verification~~
- ~~• V — Valid match for social security number~~

~~If the indicator is 'I' (invalid) the SSN, name, date of birth or sex of the individual was an invalid match with the SSA information.~~

~~When the worker receives one of the following alerts, a valid or active SSN has not been provided:~~

- ~~• SSN Invalid~~
- ~~• SSA has different SSN for client, a valid SSN has not been provided~~
- ~~• More than 1 SSN at SSA~~

~~When the worker receives one of the following alerts, information entered into the system may be incorrect or the individual's NUMIDENT record at SSA has incorrect information.~~

- ~~• SSN Invalid — sex does not match~~
- ~~• SSN Invalid — DOB does not match~~
- ~~• Sex & DOB do not match SSA~~
- ~~• Name does not match SSN~~

The eligibility system may be incorrect or the individual's **NUMIDENT** record at SSA has incorrect information. The worker should check the information entered into the system for accuracy. If the worker is unable to determine if the information in the system is accurate, the worker must contact the household (via phone or notice) to determine the correct date of birth or **sex gender** and then correct the information in the system.

If the worker contacts the household by phone, the contact must be thoroughly documented in the narrative. The worker must document the request and give the household 10 days to provide the number.

- If the household refuses to provide the SSN, or fails to respond to the request, that individual's coverage must be ended or denied.
- If the household requests additional time, another 10 days may be allowed.
- Household members who are not requesting coverage are not required to provide an SSN.

If the individual can only show a request date and not a number, they have until the next review to provide an SSN, or eligibility will end for that individual. Newborns may be eligible until the month of their first birthday with a request date, after that, an SSN must be provided.

- ~~6.~~ 4. Except for ~~recipients individuals excused exempt~~ in Subsection 1, ~~recipients individuals~~ who provided verification of application for an SSN must provide an SSN by the next review. If a child is within a continuous eligibility (CE) period when the case review is being completed, and the SSN is not provided, the child is eligible through the end of the current CE period. ~~h~~However, the child's SSN must be provided for eligibility to continue past the end of that CE period.

## 2. Basic Factors of Eligibility (Non-ACA) 510-05

### Social Security Numbers 510-05-35-80

1. A valid social security number (SSN), or verification of application for SSN, must be furnished as a condition of eligibility, for each individual requesting coverage.
  - Members of the Medicaid Household who are not seeking coverage may voluntarily provide their SSN; however, they are not required to do so.
  - Individuals who do not have a number must be referred to the Social Security Administration to apply for one. The county agency may assist the applicant as needed.

Examples of verification of application for an SSN includes but is not limited to:

- A copy of the Parent Verification document the hospital submitted to Vital Records or written verification from the hospital
- Refugee Global boarding letter
- Refugee travel document
- Any proof from the Social Security Administration

The following individuals are exempt and do not have to provide an SSN or verification of application for an SSN:

- a. A newborn who is eligible during the birth month, beginning on the date of birth and through the last day of the twelfth month, or if the newborn is continuously eligible, for the remaining days of the newborn's first eligibility period;

Note: If a newborn is NOT eligible in the birth month, but is eligible for months following the birth month an SSN or Application for SSN is required.

- b. An individual who is currently eligible for Transitional or Extended Medicaid Benefits;
- c. An illegal alien seeking emergency services. (see 510-03-35-70 for a description of emergency services.), and
- d. An individual who is determined eligible under Hospital Presumptive Eligibility (HPE).

When the exempt period ends, a social security number or verification of application for SSN must be provided to continue Medicaid coverage.

2. The Medicaid household must be informed, at the time of application that the agency will use the SSN in the administration of the Medicaid Program. The SSN will be used to verify income and asset information from the Social Security Administration, Internal Revenue Service, Job Service, Unemployment Compensation, SNAP, TANF Program, Child Support Enforcement, State Motor Vehicle, Department of Vital Statistics and other states.

The informing requirement is met by the appropriate language found on the Application for Assistance.

3. Social Security numbers are electronically verified through the NDVerify interface **in SPACES** for all individuals. When a number is reported as not valid, the individual must provide their valid SSN to continue to be eligible for Medicaid.

Refer to the Administrative Manual Section 448-01-50-15-60.

The eligibility system may be incorrect or the individual's record at SSA has incorrect information. The worker should check the information entered into the system for accuracy. If the worker is unable to determine if the information in the system is accurate, the worker must contact the household (via phone or notice) to determine the correct date of birth or gender and then correct the information in the system.

If the worker contacts the household by phone, the contact must be thoroughly documented in the narrative. The worker must document the request and give the household 10 days to provide the number.

- If the household refuses to provide the SSN, or fails to respond to the request, that individual's coverage must be ended or denied.
- If the household requests additional time, another 10 days may be allowed.
- Household members who are not requesting coverage are not required to provide an SSN.

If the individual can only show a request date and not a number, they have until the next review to provide an SSN, or eligibility will end for that individual. Newborns may be eligible until the month of their first birthday with a request date, after that, an SSN must be provided.

4. Except for individuals exempt in Subsection 1, individuals who provided verification of application for an SSN must provide an SSN by the next review. If a child is within a continuous eligibility (CE) period when the case review is being completed, and the SSN is not provided, the child is eligible through the end of the current CE period. However, the child's SSN must be provided for eligibility to continue past the end of that CE period.

**Social Security Numbers 510-05-35-80**

- ~~1. A valid social security number (SSN), or verification of application for SSN, must be furnished as a condition of eligibility, for each individual for whom Medicaid benefits are sought except a non-qualified alien seeking emergency services. (see 05-35-70 for a description of emergency services.)~~

~~When the exempt period ends, a social security number or verification of application for SSN must be provided to continue Medicaid coverage.~~

~~Members of the Medicaid unit who are not seeking benefits may voluntarily provide their SSN; however, they are not required to do so.~~

- ~~2. Persons who do not have a number must be referred to the Social Security Administration to apply for one. The county agency may assist the applicant as needed.~~

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- ~~3. The Medicaid household must be informed, at the time of application that the agency will use the SSN in the administration of the Medicaid Program. The SSN will be used to verify income and asset information from the Social Security Administration, Internal Revenue Service, Job Service, Unemployment Compensation, SNAP, TANF Program, Child Support Enforcement, State Motor Vehicle, Department of Vital Statistics and other states.~~

~~The informing requirement is met by the appropriate language found on the Application for Assistance.~~

- ~~4. Social Security numbers are electronically verified through the NUMIDENT and the NDVerify system for all recipients. When a number is reported as not valid, the recipient must provide their valid SSN in order to continue eligible for Medicaid.~~

~~NUMIDENT – This interface is used to verify an individual's social security number, age and sex. Administrative Manual Section 448-01-50-15-60, "NUMIDENT" provides additional information regarding the~~



~~NUMIDENT interface, and defines the alerts that are created when the NUMIDENT match is determined 'Invalid'.~~

~~When the return NUMIDENT file is processed, the following indicators display in the NUMIDENT field on Client Profile in both the TECS and Vision systems with the results of the match:~~

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- ~~• I — Invalid match for social security number~~
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~~If the indicator is 'I' (invalid) the SSN, name, date of birth or sex of the individual was an invalid match with the SSA information.~~

~~When the worker receives one of the following alerts, a valid or active SSN has not been provided:~~

- ~~• SSN Invalid~~
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- ~~• More than 1 SSN at SSA~~

~~When the worker receives one of the following alerts, information entered into the system may be incorrect or the individual's NUMIDENT record at SSA has incorrect information.~~

- ~~• SSN Invalid — sex does not match~~
- ~~• SSN Invalid — DOB does not match~~
- ~~• Sex & DOB do not match SSA~~
- ~~• Name does not match SSN~~

~~The eligibility system may be incorrect or the individual's NUMIDENT record at SSA has incorrect information. The worker should check the information entered into the system for accuracy. If the worker is unable to determine if the information in the system is accurate, the worker must contact the household (via phone or notice) to determine the correct date of birth or sex and then correct the information in the system. If the worker contacts the household by phone, the contact~~

~~must be thoroughly documented in the narrative. The worker must document the request and give the household 10 days to provide the number.~~

- ~~• If the household refuses to provide the SSN, or fails to respond to the request, that individual's coverage must be ended or denied.~~
- ~~• If the household requests additional time, another 10 days may be allowed.~~
- ~~• Household members who are not requesting coverage are not required to provide a SSN.~~

~~If the individual can only show a request date and not a number, they have until the next review to provide a SSN, or eligibility will end for that individual. Newborns may be eligible until the month of their first birthday with a request date, after that, a SSN must be provided.~~

- ~~5. Except for recipients excused in Subsection 1, recipients who provide verification of application for a SSN must provide a SSN by the next review. If a child is within a continuous eligibility (CE) period when the case review is being completed, and the SSN is not provided, the child is eligible through the end of the current CE period; however, the child's SSN must be provided for eligibility to continue past the end of that CE period.~~