STATE OF CALIFORNIA--HEALTH AND WELFARE AGENCY

PETE WILSON, Governor

DEPARTMENT OF HEALTH SERVICES
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August 5, 1998

TO: All County Welfare Directors
All County Administrative Officers
All County Medi-Cal Program Specialists/Liaisons
All County Public Health Officers

Letter No.: 98-28

SOCIAL SECURITY NUMBER (SSN) VALIDATION ON MEDICALLY NEEDY ONLY DISABILITY CASES

The purpose of this letter is to inform counties that valid SSNs must be submitted on all disability cases which are sent to State Programs-Disability Evaluation Division (SP-DED). Without a valid SSN, SP-DED cannot enter any disability case information onto their Modernized Interim Disability Adjudicative System (MIDAS). If the case information is not entered onto MIDAS, SP-DED is prevented from processing the case since MIDAS queries the federal data base for federal involvement and also generates all pertinent correspondence on the case, e.g., sending out requests for medical records.

County Action

Should the county eligibility worker (EW) submit an invalid SSN, SP-DED will first contact that EW to verify the SSN via telephone contact. If the discrepancy cannot be resolved over the telephone, the case is returned to the county with a Basis Code of Z55 with a cover letter. The cover letter will state "*We cannot enter this SSN into the national Social Security Disability network as it is an invalid SSN.*" Upon receipt of the returned DED packet, the EW must take immediate action to verify the SSN and return the DED packet to SP-DED with the corrected SSN as soon as possible. *It is imperative that all forms included in the DED packet reflect the corrected SSN which includes correction of the MC 221 (Disability Determination and Transmittal form).*

In instances where the EW initially suspects that an SSN may be invalid, the EW should immediately initiate SSN validation procedures and simultaneously send the DED packet to SP-DED. The EW should not hold disability cases while verifying the SSN, as the 90-day disability case processing requirement is still in full force and effect. Furthermore, in accordance with the Radcliffe court decision, should the Medi-Cal disability application be delayed for any reason, it is extremely important for the EW to send the MC 179, the 90-day status letter. This status letter must be sent no later than the 80th day from the date of the SAWS 1 for new applications. The EW must inform the applicant that there has been a delay in case processing and must also explain the reason(s) for the delay in submitting the DED packet to SP-DED.

Since most SSN discrepancies can be resolved over the telephone, it is very important that the MC 221 reflect the name and telephone number of the EW who is currently assigned to the case, (especially if it is different from the intake worker). Delays and case returns will occur when SP-DED cannot reach the right EW in a timely manner.

Urgent Case Requests

If the EW submits a DED packet to SP-DED requesting a presumptive disability (PD) evaluation under the procedures for urgent case processing and SP-DED discovers an invalid SSN, SP-DED will take immediate action to revolve the SSN via telephone contact with the EW. In the meantime, SP-DED will continue to adjudicate the case for PD. **PLEASE NOTE**: A formal disability determination cannot be initiated nor a decision made without a valid SSN because as stated above, the case information cannot be entered onto MIDAS without a valid SSN. Therefore, even though the disability case may have been granted PD, it is imperative that the EW continue to obtain a valid SSN and notify SP-DED as soon as possible so that a formal disability determination can be completed in a timely manner.

If you have any questions regarding the information provided above, please contact Mr. Terry Durham of my staff at (916) 657-2701.

Sincerely,

ORIGINAL SIGNED BY

ANGELINE MRVA, Chief
Medi-Cal Eligibility Branch