STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY

GEORGE DEUKMEJIAN, *Governor*

DEPARTMENT OF HEALTH SERVICES

714/744 P STREET
SACRAMENTO, CA 95814

March 28, 1984

To: All County Welfare Directors

Letter No. 84-10

SSI/SSP ELIGIBILITY

This is written to establish the procedures counties must follow when attempting to add a county eligible to MEDS and the individual is shown as an active SSI/SSP recipient on the MEDS data base.

The Department processes SSI/SSP eligibility information from the Social Security Administration (SSA) three times each month. The Department updates the SDX Master File and the MEDS data base with the SSI/SSP information. In addition, the Department distributes paper, tape or microfiche reports, identifying SSI/SSP eligibility status, to each county on a monthly basis. Because of the timing of receipt of SDX information from SSA, processing time for updating MEDS and current differences in edit criteria between MEDS and the SDX Master File, discrepancies result. Individuals may show as SSI/SSP eligible on MEDS but not eligible according to the paper, tape or microfiche SDX reports. This problem precludes counties from adding an individual to MEDS under a county administered program.

It should be noted that Medi-Cal cards for SSI/SSP recipients are generated from the SDX Master File process, <u>not</u> from MEDS. Therefore, if MEDS shows an individual eligible, but the SDX paper, tape or microfiche report shows the individual <u>not</u> eligible, no Medi-Cal card is produced.

The Department is reviewing the SDX/MEDS update process in order to minimize the adverse conditions currently experienced. Pending complete implementation of SDX processing on MEDS, the following procedures describe the appropriate handling of the most common discrepancies which occur.

A. When an individual believes he/she is not SSI/SSP eligible and applies for benefits at the county welfare department, and the individual appears to be eligible for SSI/SSP as shown on the MEDS data base, the county should check their SDX paper, tape or microfiche reports. If the SDX report indicates that the individual is <u>not</u> SSI/SSP eligible, the county should:

   1. Determine eligibility under the appropriate Medi-Cal program.

   2. If the individual is eligible, generate a temporary Medi-Cal ID card in accordance with Article 14A, Medi-Cal Eligibility Manual, Procedures Section, and complete an HAS 2007 Temporary Medi-Cal ID card log, also in accordance with Article 14A. When preparing temporary Medi-Cal cards for county eligibles, <u>do not</u> use the SSI/SSP Medi-Cal number (SSAN preceeded by a "9"). If eligibility is established under a county administered program, you must use the appropriate county ID assigned to that individual.

3. Print a copy of the MEDS Full Status Inquiry for the individual in question. Indicate on the inquiry that you have checked the SDX report and the individual is not SSI/SSP eligible.

   Submit the full status inquiry with a short note describing the problem along with your name and telephone number to:

   Department of Health Services
   Medi-Cal Eligibility Branch
   714 P Street, Room 1692
   Sacramento, CA 95814

   Attention: (MEDS Liaison)

   Upon receipt of the information, MEDS liaison staff will take action to delete the SSI/SSP eligibility from MEDS. Counties should allow at least three weeks for this process. When the SSI/SSP eligibility has been deleted from MEDS, follow current procedures to update MEDS records as appropriate.

B. When an individual applies for benefits at the county welfare department, and the individual appears eligible on both MEDS and the SDX paper, tape or microfiche report, the county should process the application as follows:

1. Determine if, in fact, the individual has been discontinued from SSI/SSP by viewing an SSI/SSP discontinuance notice or contacting your local SSA district office.

   If it is determined the individual has been discontinued from SSI/SSP, no action should be taken at this time. The beneficiary already received an SSI/SSP Medi-Cal card for the month as shown on the SDX paper, microfiche or tape reports. Counties should note that if the beneficiary requests a replacement SSI/SSP card, the card may be generated using the MEDS EW 45 Transaction. Counties should <u>not</u> issue a Medi-Cal card based upon a county eligibility determination to an individual who shows eligible on the SDX tape, paper or microfiche reports.

   Because of the delay in receiving information from SSA and the time necessary for the Department to process this data, the discontinuance was not processed prior to Medi-Cal card issuance. Counties should check MEDS and/or the SDX report the following month to see if the status has changed.

2. If, after the second month, the individual still appears as eligible on the SDX report and MEDS, contact your Eligibility Branch MEDS liaison by telephone or by writing to the address indicated above.

Should any other SSI/SSP county problems arise that are not addressed in this letter or if you have any questions regarding these procedures, please contact your Eligibility Branch MEDS liaison.

Sincerely,

Original signed by

Caroline Cabias, Chief
Medi-Cal Eligibility Branch

cc: Medi-Cal Liaisons
Medi-Cal Program Consultants