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MEDI-CAL ELIGIBILITY MANUAL

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Article 20 -- OPERATIONS/SYSTEMS PROCEDURES

20A -- SOCIAL SECURITY NUMBER (SSN) VERIFICATION CODE CHANGES

20B -- INELIGIBILITY DUE TO INSTITUTIONAL STATUS -- TERMINATING,  
REINSTATING, OR ADDING MEDI-CAL ELIGIBILITY DATA SYSTEM  
(MEDS) RECORDS



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## MEDI-CAL ELIGIBILITY PROCEDURES MANUAL

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### 20A – SOCIAL SECURITY NUMBER (SSN) VERIFICATION CODE CHANGES

#### BACKGROUND

The procedures indicated below are to be followed when requesting a change in a validated SSN verification code as shown on the Medi-Cal Eligibility Data System (MEDS), when a county identifies a discrepancy between a birth date, name, sex code, or SSN and county beneficiary information.

#### COUNTY PROCEDURES

##### **A. Birth Date, Name, and/or Sex Code Changes**

The county must first complete form MC 194 (Social Security Administration (SSA) Referral Notice), then refer the client to the local SSA district office for verification of the discrepancy. At the time of referral, the county shall submit a copy of the MC 194 to verify that they have requested the client to contact the SSA district office, along with a request to the state MEDS liaison, to change the SSN verification code on MEDS. The county does not need to wait for verification from the SSA for birth date, name, or sex code changes, nor forward such verification to the Department of Health Services before submitting its request for SSN verification code change.

##### **B. SSN Changes**

The county must first complete form MC 194, then refer the client to the local SSA district office for verification of the discrepancy. Counties should then wait for response from SSA, either through the SD 10 Alert (SSN referral process) or a returned MC 194, before submitting a request to the Department to change the SSN verification code based upon a SSN change. At that time, a copy of the SD 10 or MC 194 must be submitted to the Department.

Requests for SSN verification code changes should be submitted to your county MEDS liaison. The county MEDS liaison should review and forward the request to your state MEDS liaison at:

**Department of Health Services  
Medi-Cal Eligibility Branch  
Attn: MEDS Liaison  
MS 4608  
P.O. Box 997413  
Sacramento, CA 95814-7413**

Once the request for SSN verification code change has been received/reviewed, the SSN verification code on MEDS will be changed within five working days from the date of receipt. Counties should verify via MEDS that the SSN verification code has been changed prior to entering new data into MEDS.



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### 20B -- INELIGIBILITY DUE TO INSTITUTIONAL STATUS -- TERMINATING, REINSTATING, OR ADDING MEDI-CAL ELIGIBILITY DATA SYSTEM (MEDS) RECORDS

Title 22, California Administrative Code (CAC), Section 50273, precludes Medi-Cal eligibility for certain institutionalized individuals from the date of arrest or entry into an institution through the date of release. This change will require counties to submit MEDS termination dates and effective dates other than the last day or first day of the month, respectively.

The county will use the following procedures to terminate, reinstate, or add MEDS records for beneficiaries who subsequently become ineligible due to institutional status as defined in Title 22, CAC, Section 50273.

1. Termination reason is "44" (resident of public institution).
2. Termination date is the date of arrest or entry into the institution.
3. Eligibility information effective date is the date of release from the institution. This applies to new applicants, as well as reinstatements.
4. Terminations, reinstatements, and new adds may be submitted through either on-line or batch transactions. If the county batch system does not have the capability of sending effective dates other than the first day of the month, or termination dates other than the last day of the month, then on-line transactions must be sent.

#### Examples

1. Beneficiary is institutionalized on June 8 and, in accordance with regulations, is ineligible due to institutional status.

Submit either an EW 30 or EW 40 transaction to terminate the record. The termination date is June 8, and the termination reason is "44".

2. Individual is released from institution on August 10 and applies for or requests restoration of Medi-Cal.

Submit either an EW 20 or EW 30 transaction to add or restore eligibility. The eligibility information effective date is August 10.

3. Beneficiary is institutionalized on July 12 and released on July 25.

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To terminate the record, submit an EW 30 or EW 40 transaction. The termination date is July 12.

To reinstate the record, submit either:

- a. An EW 20 with an ESAC of 2 or 3. The eligibility information effective date is July 25.

OR

- b. An EW 30 transaction with an ESAC of 1. The eligibility information effective date is July 25.

NOTE: Do not attempt transactions to terminate and reinstate a record on the same day. The termination should be done on one day, and the reinstatement should be done at least one day later.