

MISSISSIPPI DIVISION OF MEDICAID

Eligibility Policy and Procedures Manual

102.06 SOCIAL SECURITY NUMBER (SSN)

Enumeration is the process of assigning Social Security Numbers. In general, applicants for Medicaid must be enumerated as a condition of eligibility by either

- Furnishing their Social Security Number - The applicant can verbally provide the SSN when they do not have a card or other document with the number on it; or
- Providing verification of an application for a Social Security Number when a number has not already been assigned.

Assistance cannot be denied, delayed or discontinued if the applicant, beneficiary or his representative cooperates in providing the SSN of the applicant or applying for the applicant's number. However, if the applicant/beneficiary or his representative refuses to disclose a valid number for the applicant or refuses to apply for the applicant's number, the applicant's or recipient's eligibility will be denied or terminated.

102.06.01 EXCEPTIONS TO THE ENUMERATION REQUIREMENT FOR APPLICANTS

There are four exceptions to the enumeration requirement for Medicaid applicants.

- Non-qualified aliens applying for Emergency Medicaid services only do not have to provide a Social Security Number or provide proof of an application for a number as a condition of eligibility for emergency benefits.
- The requirement is postponed for deemed eligible children until the first redetermination.
- The Social Security Administration (SSA) does not issue SSN's to deceased individuals. The enumeration requirement is applicable if the SSN was issued prior to death.
- The enumeration requirement may be waived for an applicant who, because of well-established religious objections, refuses to obtain a Social Security Number.
 - The specialist will obtain the applicant's written statement which includes his religious affiliation and reasons for objecting to the requirement. The statement will be forwarded to the state office for a final determination.

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102.06.02 NON-APPLICANTS AND ENUMERATION

Non-applicants cannot be required to disclose their own SSN as a condition of eligibility. For example, a mother who is applying for Medicaid only for her children cannot be required to provide her SSN even though she has financial responsibility for the children.

Medicaid Specialists should explain that the voluntary disclosure of the SSN will enable the agency to make a more accurate eligibility determination and ensure correct benefits. The application must not be denied solely because a non-applicant's SSN is not disclosed. If the non-applicant's income is countable in the budget and is from a source usually verified using the SSN, alternate verification will have to be provided.

102.06.03 USE OF SSNs

SSN's will be matched with the following agencies:

- Employment Security to obtain data regarding wages and unemployment compensation;
- Social Security to obtain net earnings from self-employment, wage and retirement information and Title II (RSDI) and Title XVI (SSI) benefit information; and
- Internal Revenue Service (IRS) to obtain unearned income information such as interest, dividends, etc.

Within 45 days of receipt of SSN matches with the above agencies, the information must be compared with the case record to determine whether it affects eligibility. If no action is needed, the case should be documented to this effect. If the information could result in adverse action, independent verification will be required for income and resource information received before any action is taken. This includes verification of:

- The amount of the income and resource that generated the income involved;
- Whether the client actually has or had access to the resource or income (or both) for his/her own use;
- The period of time when the individual had access to the income/resource.

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102.06.04 APPLICATION FOR A SOCIAL SECURITY NUMBER

When an applicant has not been enumerated, two methods may be used to obtain an SSN. The methods are:

- **Application Filed at the Social Security Office:** The applicant/beneficiary completes a Form SS-5, Application for Social Security Card, and mails or takes the original SS-5 with required documentation to the SSA office. The applicant/beneficiary then provides an official receipt from SSA to meet the requirement of applying for a SSN. A copy of the receipt must be filed in the case record.
- **Enumeration at Birth:** A parent gives permission on the birth certificate registration form for the Bureau of Vital Statistics to provide a child's birth information to SSA to assign a Social Security Number to the child.

When a Medicaid application is filed for a newborn, not deemed eligible, the parent must either provide the child's Social Security Number or provide verification that an application has been filed through the enumeration at birth process or directly with SSA.

Enumeration can be verified by the newborn's birth certificate which verifies enumeration at birth or by a document from SSA such as the **SSA-2853, A Message from Social Security**, or **SSA-5028, Application for a Social Security Number**, which confirms the SS-5 was filed. When these verification methods are used, the SSN must be provided at the next annual review for the FCC programs. For ABD, a tickler must be set for 90 days, at which time the specialist will contact the applicant regarding receipt of the SSN.

102.06.05 VERIFICATION OF THE SSN

When the applicant provides a document with the SSN or provides the number verbally, the Medicaid Specialist must verify it through SVES. A "V" validation code will appear on the SVES response to indicate the SSN has been verified. If the number originally submitted to SVES is not verified, the specialist will obtain the correct information and re-submit the SVES inquiry. If discrepancies exist, such as an applicant/beneficiary has more than one SSN or has the same SSN as another individual, the client must be referred to the SSA office for resolution.