

I-600 ENumeration**I-610 REquirement**

Enumeration is the procedure by which the Social Security Administration (SSA) assigns and verifies Social Security Numbers (SSN's). Federal Law, 42 CFR 435.910, requires as a condition of eligibility, that each individual (including children) seeking Medicaid furnish each of his or her Social Security numbers.

If an applicant cannot recall his or her SSN or has not been issued an SSN, the agency must:

- Assist the applicant in completing an application for an SSN;
- Obtain evidence required under SSA regulations to establish the age, citizenship or alien status and true identity of the applicant; and
- Either send the application to SSA or if the applicant has previously been issued an SSN, request SSA to furnish the number.

An individual is given 90 days to provide verification of his/her SSN if it is not provided at application.

Reminder:

SSNs are only required for individuals applying for or receiving Medicaid benefits.

The enumeration requirement does not apply to an individual who:

- Is not eligible to receive an SSN; or
- Does not have an SSN and may only be issued an SSN for a valid non-work reason; or
- Refuses to obtain an SSN because of well-established religious objection. Must be a member of a recognized religious sect or division of the sect and adhere to the tenets or teachings of the sect or division of the sect and for that reason is conscientiously opposed to applying for or using a national identification number.

Note:

Individuals with religious objections file IRS Form 4029 with SSA. SSA certifies that the religious sect to which the person belongs meets the requirements of the law – Section 1402(g) of the Internal Revenue Code. IRS approves or disapproves the request and notifies the individual and SSA.

I-620 VERIFICATION

SSN's are used to verify resource and income information in order to determine financial eligibility for assistance.

Verify the SSN provided by or on behalf of the applicant through the Federal Data Services Hub. If any discrepancies are found give the individual 90 days to provide documentary evidence.

If an applicant cannot recall their SSN or SSN has not been issued assist the individual in completing an application for an SSN. Either send the application to SSA or, if there is evidence that the individual has previously been issued a SSN, request SSA to furnish the number.

When redetermining eligibility, the agency must review case record to determine whether they contain the beneficiary's SSN or, in the case of families, each family member's SSN.

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 needs to be provided.

Sources of verification include:

- Social security card,
- Social Security Administration
- Correspondence which indicates that the application for an SSN is complete,
- Form SSA-2853, which is a receipt that serves as proof parents have elected to have an SSN assigned to the newborn through the Enumeration process at birth; or

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- Federal Data Services Hub

Do not deny, delay or discontinue services to an otherwise eligible individual pending issuance or verification of an individual's SSN.

I-630 DOCUMENTATION

If the SSN has not been provided document in Case Notes how enumeration has been met.