



State of Louisiana
Department of Health and Hospitals
Bureau of Health Services Financing

May 6, 2010

MEDS Memo No. 2010-01

TO: Administrative and Agency Personnel
FROM: Robynn Schifano, Acting Section Chief/sb
BHSF/Eligibility Systems Section
RE: Electronic SSA Citizenship Verification Process

As provided by the Children's Health Insurance Reauthorization Act (CHIPRA), states were given the option to conduct data matches with the Social Security Administration (SSA) database to substantiate U.S. citizenship for Medicaid and SCHIP applicants. Effective April 27, 2010, Louisiana Medicaid began participating in the matching process with the SSA. This applies to any assistance unit members added to MEDS on or after January 1, 2010.

A nightly electronic process will gather all assistance unit (AU) members added to MEDS with a citizenship verification status of "Pending", and send those records to the SSA for verification. A response will be returned from SSA within 48 hours indicating whether or not U.S. citizenship has been confirmed.

- If confirmed, MEDS will automatically populate the citizenship verification field with "SSA Record".
- If the response from SSA **does not** indicate that citizenship has been confirmed, a workflow will be sent to the caseload worker to review.

The following workflow messages will be created depending upon the message received from SSA:

SSA Msg SSN Verified. Last Name No Match.
SSA Msg Incorrect DOB
SSA Msg Invalid SSN

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SSA Msg Incorrect Name
SSA Msg SSN Not verified
SSA Did Not Confirm Citizenship

If any of these messages are returned by SSA, the Analyst should; (1) attempt to confirm person information is accurate by using systems such as SOLQ, LAMI, etc., and correct any discrepancies in the identifying information, (2) request client provide verification within 90 days if discrepancy cannot be resolved, and (3) remove individual from certification and send adequate notice if verification is not provided within 90 days. With the implementation of this new process, I-352 no longer applies and will be revised.

Once a correction is made to the SSN, date of birth or name for a person record that was not confirmed by the SSA, that record will be included in the nightly electronic process and resent to the SSA.

NOTE: The initial transmittal to SSA will include all active AU members with a status of "Pending" that have been added since January 1, 2010.

DB/RS/sb