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**ENUMERATION**

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**REVISED 1/4/19 – CHANGE NO. 01-19**

**I. POLICY PRINCIPLES**

**A. Enumeration Requirement**

All Medicaid and NC Health Choice applicants must provide, or apply for, a SSN prior to authorization for either Medicaid or NCHC. The Medicaid application can be denied on the 45<sup>th</sup> /90<sup>TH</sup> day if the applicant has not provided or shown proof of applying for a number. However, once enumeration is verified, eligibility begins based on the month of application, provided all other eligibility requirements are met.

Do not deny, delay, or discontinue assistance if the applicant, or their representative cooperates in providing the SSN or applying for a number.

An individual who is applying for assistance on behalf of another is not required to provide their SSN. However, the IMC may request a financially responsible individual to provide their SSN. The IMC must inform the individual how the number will be used, and that the disclosure is voluntary.

**II. PENALTY FOR FAILURE TO COMPLY WITH ENUMERATION**

Applicants are ineligible for Medicaid and NC Health Choice if the applicant or their representative refuses to provide their SSN or refuses to apply for a SSN.

**A. Exceptions to Enumeration**

The following individuals may not be required to provide or apply for a SSN:

1. **Certain Immigrants**, are not eligible for a SSN. This includes some lawfully present aliens who are eligible for full Medicaid and undocumented aliens who are eligible for emergency Medicaid only. An immigrant who is not eligible to obtain a social security number OR who is eligible only to be issued an SSN for a valid non-work reason may receive Medicaid or CHIP without providing or applying for an SSN provided that they are otherwise eligible. **No proof of an application for a SSN is required in these cases.**
  - a. Immigrants who are ineligible to obtain a Social Security Number may include, {but are not limited to} immigrants in the following categories of visa holders: F-1, B-1, B-2, E-1, E-2, E-3, F-2, H-4, J-2, and O-3.
  - b. Contact SSA to verify this information if an applicant is in one of the visa categories listed above or if the individual is not in one of the above

categories, but attests they are ineligible for a Social Security number or may only be issued one for a valid non-work reason.

2. **Deceased individuals**, Social Security Administration (SSA) does not issue SSN's to deceased individuals.
3. **Newborns automatically eligible for Medicaid**. Once newborn protection ends, the newborn must meet enumeration requirements.
4. **Pregnant women who have been determined presumptively eligible for M-PW**. Please note: if applying for full Medicaid, then this requirement must be met, unless the pregnant woman has one of the immigration statuses listed above.

**B. If the applicant cannot provide and/or does not have a SSN, the County DSS must:**

1. Complete a SS-5 or assist the client in completing the SS-5 for each applicant for whom a SSN is needed. All fields must be completed down to the 'Do Not Write Below This Line' (for SSA Use Only), enter the NPN code. Have the client sign the SS-5.
2. Complete a DSS-8174, Referral for Social Security Number Application, for each applicant that a SSN is needed for.
3. Ensure the NPN field is completed correctly to allow the validation process between SSA and the State to be properly processed... The 16-digit NPN field consists of the following:
  - a. The State code. The three-digit State code is 340. It is pre-printed on the DSS-8174.
  - b. The County number. Always precede the two-digit County number with a zero (092, for example).
  - c. The individual ID.
4. Obtain Necessary Documentation
5. Obtain required proof of age documentation. Proof of age must be submitted with the SS-5. SSA accepts the following **original** or **certified** documents for age: (One of the following records must have been established before their 5<sup>th</sup> birthday):
  - a. Public birth certificate, **or**
  - b. Religious record showing age or date of birth, **or**

- c. Hospital record of birth, **or**
  - d. Mother's copy of the birth certificate signed by the physician.
6. If the birth was never recorded or the public record no longer exists, submit **two** documents from the list below. At least one document must show name, age or date of birth, place of birth and the document must be at least one year old.
  7. Proof of identity **must** be submitted with the SS-5. It is recommended that the DSS-8174 be used to properly document identity. Each agency **must** establish with SSA if the DSS-8174 is acceptable as a public assistance ID. If the DSS-8174 is acceptable, no other documents proving identity are necessary.
  8. If SSA does not accept the DSS-8174 as a public assistance ID, you may negotiate what is acceptable as a public assistance ID. SSA may accept the following as a public assistance ID. Type the information on county letterhead, sign the form, and include the following:
    - a. County Name:
    - b. Applicant's name, address, date of birth:
    - c. Individual ID Number:
    - d. Case Status:
    - e. Dates of Eligibility, if applicable:
    - f. Signature and title of Caseworker
  9. If the above format is acceptable, other documents proving identity are not necessary. If additional proof of identity **is** necessary, SSA accepts the following certified documents:
    - a. Insurance policy
    - b. Driver's license
    - c. School ID card
    - d. Vaccination certification
    - e. Adoption record

- f. School record or report card
  - g. Clinic, doctor or hospital record
  - h. Church membership or confirmation record
  - i. Day care or nursery school record
  - j. U.S. passport or U.S. citizen ID card
  - k. Labour union or fraternal organization record
  - l. Record of child's membership in Boy Scouts, Girl Scouts or any other youth organization
  - m. Marriage or divorce record
  - n. Work badge or building pass
  - o. Voter's registration card
  - p. Military record
  - q. Newspaper notice of birth
  - r. Public assistance ID card
  - s. Military dependent's ID
  - t. Court order for name change
  - u. Any other document providing identifying data sufficient to establish proper identity.
10. If the client owns the certified documents, have the client sign the DSS-8173, "Release for Enumeration", which releases the county from any liability if the documents are lost. If the client refuses to sign the DSS-8173, document the client's refusal and note on the DSS-8174 whether the county or the client owns the documents on the DSS-8174 if the county or client owns the documents.
11. Mail the SSN Application, SS-5 and DSS-8174 forms, and the documents proving age and identity, if applicable, to the local SSA. Also Note on the DSS-8174 if the agency or the client owns the documents proving identify and age. SSA will return these documents to the proper owner. Retain a copy of the DSS-8174 in the case record. The applicant is enumerated on the date

(post marked date) the agency mails the SS-5, DSS-8174 and appropriate documents to SSA.

12. The applicant is enumerated on the date (post marked date) the agency mails the SS-5, DSS-8174 and appropriate documents to SSA.
13. Upon receipt of the SS-5, SSA will certify the SS-5. The DSS-8174 will then be signed, dated and returned to the DSS. The documents will be returned to the owner.
14. Date stamp the DSS-8174, upon and file in the case record

**B. The client must go to SSA to apply for a SSN in the following situations:**

1. The applicant chooses to go to the SSA, or
2. The applicant is 18 or older and has never had a SSN, or
3. The applicant is an alien whose immigration documents should not be mailed, or
4. The applicant refuses to release his certified documents to the county, or
5. Local SSA procedures prohibit accepting the SS-5 by mail
  - a. Document the reason the SSN application cannot be mailed to SSA. It must be one of the reasons listed above.
  - b. Instruct the applicant to take the completed SS-5, DSS-8174, and documents to the local SSA.
  - c. The local SSA will complete the SS-5, sign and date the DSS-8174 and returns it to the DSS.
  - d. If the applicant loses the DSS-8174 or forgets to take it to the local SSA, they must request SSA to complete a SSA-5028 and mail it to the agency or give it to them to return to the agency.
  - e. Upon receipt of the DSS-8174 or SSA-5028 from SSA, date stamp and file the form in the case record.

### **III. SPECIAL PROVISIONS FOR CHILDREN IN FOSTER CARE OR CHILD ADOPTION IS FINAL**

#### **A. For children receiving under the HSF aid/program category who have not been enumerated:**

1. Use the birth certificate issued in the birth name to request a SSN.
2. Follow procedures above.

#### **B. For an adopted child, once the adoption is final, Social Security will retain the Social Security number the child had prior to adoption. The Social Security Administration does not issue a new Social Security Number (SSN) for adopted children unless the parents request a new SSN and then only in certain situations, such as abusive/domestic violence cases or to conceal identity.**

#### **C. The caseworker must not request a new social security number, nor fill out the forms for the adoptive parents. Caseworkers must inform the adoptive parents that if the parents want to conceal the child's identity, the parents must go to the Social Security Administration themselves. The parents must get the new birth certificate before applying for a SSN. This may cause problems for the family until the new SSN is issued. If the parents request a new SSN, remind them to report this new SSN as soon as received.**

#### **D. Take the following steps:**

1. Evaluate the adopted child's Medicaid eligibility.
2. If eligible, continue with the existing case or change the case to the appropriate Medicaid/NCHC case and classification.
3. The parents they must request a new social security card showing the changed name.
4. Use the same individual ID number, social security number and case number.
5. Use the name change screen in the system to change the child's name to the adoptive name. This results in SSA Validation report showing discrepancy.
6. If a new social security number is requested and received by the adoptive parents through the Social Security Administration for the adoptive child, you must:
  - a. Terminate the existing case and do not cross reference the individual ID numbers.

- b. Evaluate the adopted child's Medicaid eligibility.
- c. Use a new individual ID number and case number.
- d. Use a new case number.
- e. Open a new application administratively if the adopted child continues to meet Medicaid eligibility requirements. Parents do not need to sign an application form.
- f. Use the adoptive name.

### **III. VERIFICATION OF ENUMERATION**

An applicant is enumerated when:

- A. They provide their SSN, either verbally or by providing their Social Security card.**
- B. The birth certificate, including the Mother's copy, verifies that block 17c is checked "yes" to indicate that the parent applied for a SSN using the birth certificate for a child 6 months or younger, or**
- C. The Register of Deeds/Health Department verifies that block 17c on the birth certificate is checked "yes" to indicate that the parent applied for a SSN using the birth certificate for a child 6 months or younger, or**
- D. The DSS then mails the completed [SS-5](#), [DSS-8174](#), Referral for Social Security Number Application, and all certified documents to the Social Security Administration office (SSA), or**
- E. SSA returns the signed [DSS-8174](#) or SSA-5028 to the agency.**
- F. The DSS director must establish with the manager of his district SSA office acceptable enumeration procedures. It is recommended that SSA accept the [DSS-8174](#) as a public assistance ID and accept any SSN applications by mail.**