

CHANGE NOTICE FOR MANUAL NO. 19-06 ENUMERATION PROCEDURES

DATE: NOVEMBER 1, 2006

Manual: Family and Children's Medicaid
Change No: 19-06
To: County Directors of Social Services
Effective: November 1, 2006

I. BACKGROUND

In researching the Social Security Administration's policy on enumeration of adopted children it was discovered that new social security numbers are rarely issued in adoption cases. Social Security now retains the Social Security number the child had prior to adoption. The Social Security Administration (SSA) does not issue a new Social Security Number (SSN) unless the parents request a new SSN.

New social security numbers may be issued:

- A. In abusive/domestic violence cases;
- B. If requested by adoptive parents to conceal identity; or
- C. In identity theft situations.

II. CONTENT OF CHANGE

A. [MA-3230](#), Eligibility of Individuals Under Age 21, has been:

- 1. Revised to refer caseworkers to MA-3355, Enumeration Procedures, for enumeration instructions for an adopted child.
- 2. Corrected to change the word assets to income in IV.B.3.f. (1).

B. [MA-3355](#), Enumeration Procedures, has been revised to ensure caseworker does the following:

- 1. The caseworker must not request a new social security number nor fill out the forms for the adoptive parents.
- 2. The caseworker must inform the adoptive parents that if the parents want to conceal the child's identity, the parents must request the name on the social security card be changed to the new adoptive name. The request must be made only by the adoptive parents through the Social Security Administration once the adoption is final.

3. If the parents pursue getting a new SSN, the caseworker must document on the Social Security Validation Reminder Report that the assistance unit includes an adopted child. Include in the documentation that the adoptive parents were informed that they must have the Social Security Administration change the name on the adoptive child's social security card to the child's new adoptive name.
4. The caseworker must always make a copy of the social security card if provided. Do not copy a metal card as this is not a true social security card.

C. Other Changes in MA-3355, Enumeration Procedures

1. Reference to Immigration and Naturalization Service (INS) changed to the correct name of Bureau of Citizenship and Immigration Service (BCIS).
2. Change made to the phone number for EIS/DMA. The correct number is (919) 855-4000.

III. EFFECTIVE DATE AND IMPLEMENTATION

This policy is effective 11-01-06. Apply policy to applications, redeterminations and changes in situation currently in process.

IV. MAINTENANCE OF MANUAL

- A. Remove: MA-3230, Eligibility of Individuals Under Age 21, pages 1, 2, 11 and 12.**
- B. Insert: [MA-3230](#), Eligibility of Individuals Under Age 21, pages 1, 2 and 11 and 12 effective 11-01-06.**
- C. Remove MA-3355, Enumeration Procedures, pages 1 through 15.**
- D. Insert [MA-3355](#), Enumeration Procedures, pages 1 through 17 effective 11-01-06.**

If you have any questions, please contact your Medicaid Program Representative.

L. Allen Dobson, Jr., M.D., Assistant Secretary
for Health Policy and Medical Assistance

(This material was researched and written by Sandi Morrow, Medicaid Policy Consultant, Medicaid Eligibility Unit)