

**FAMILY MEDICAID SUCCESS FUNCTIONS  
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## FAMILY MEDICAID SUCCESS FUNCTIONS

**STAT SCREEN – FINANCIAL RESPONSIBILITY CODE**

Include all related household members (for example, father of an unborn child, spouse of a non-parent caretaker, etc.) on the STAT screen.

The financial responsibility code must be entered correctly in order for the CAFI and deeming/allocating budgets to be correct.

If during application processing it is determined that an individual(s) originally registered as PN should not/will not be included in the AU/BG, it is necessary to change his/her Financial Responsibility code depending on the case circumstances and relationship. CMD any individuals excluded from the AU.

**Example:** Mom, her spouse, mom's child, and the mutual child of mom's & her spouse apply for LIM. During application processing it is determined that the spouse's income exceeds the LIM limit for an AU of 4. However Mom and her child are potentially LIM eligible. It is necessary to recode spouse as 'ST' to allow for deeming, and recode the mutual child as 'NM' and delete from AU/BG with a 500 level code.

If a step-parent is coded as 'ST' in an F22 case, the amount of deemed income will be reflected on the CAFI screen but is correctly excluded from the final budget calculation.

**Example:** Mom, her boyfriend, mom's child, and the mutual child of mom & her boyfriend apply for LIM. During application processing it is determined that the boyfriend's income exceeds LIM limits for an AU of 4. However Mom and her child alone are potentially LIM eligible. It is necessary to recode the boyfriend and the mutual child as 'NM' and delete from the AU/BG with a 500 level code..

Coding instructions for specific living and budgeting situations and for other SUCCESS workarounds are in the chart below.

IF the function is	THEN complete the following actions:
Coding an SSI recipient	<ol style="list-style-type: none"> <li data-bbox="464 1360 1292 1402">1. An adult SSI must be coded as financial responsibility 'NM'.</li> <li data-bbox="464 1402 1438 1507">2. An only child who is a SSI recipient must be coded as 'SI' in order for SUCCESS to issue LIM and TMA to his/her parent(s) or adult caretaker relative.</li> </ol> <p data-bbox="464 1507 1455 1581"><b>NOTE:</b> These cases do not close when the child in the AU turns 18. A report will be generated monthly to track these cases.</p>
Coding a Married Minor Living with Parents and a Spouse (minor does not have a child)	For a LIM application made for a married minor by his/her parents*, both the spouse and parents of the minor are financially responsible for the minor. The spouse of the minor must be coded 'SC', which will allow for deeming from the spouse. The spouse, however, is not included in the LIM AU. The parent(s) of the minor must be coded 'PN', which will include the parent(s) in the LIM AU.

IF the function is	THEN complete the following actions:
Coding a Married Minor Living with Parents and a Spouse (minor does not have a child) (cont.)	<ol style="list-style-type: none"> <li>1. For a RSM application, both the spouse and parent(s)* of the minor are financially responsible for the minor. The parent(s) of the minor must be coded 'RP', which will include the parent(s) in the BG. The spouse of the minor must be coded 'SC', which will allow for deeming from the spouse. <b>NOTE:</b> This is the only situation in which deeming applies in RSM.</li> <li>2. The spouse is included in the RSM BG but NOT the RSM AU, even if he/she is also a minor. Eligibility for the spouse must be determined under a separate AU/BG.</li> </ol> <p>*For a non SSI parent. If the parent is receiving SSI, refer to 'Coding an SSI parent in this chart</p>
Coding a Minor Caretaker (living with parents, minor is not married)	<ol style="list-style-type: none"> <li>1. For a LIM application made for a minor caretaker by his/her parent(s)*, the parent(s) are financially responsible for the minor caretaker. The parent(s) must be coded 'PN', which will include the parents in the AU.</li> <li>2. For a LIM application made by the parent(s)* of a minor caretaker AND his/her child, and both will be included in the same LIM AU, the minor caretaker's parents must be coded 'PN' as the parent is responsible for the minor caretaker, even though the minor caretaker's parent(s) is not responsible for the minor's child.</li> <li>3. For a LIM application made by a minor caretaker for him/herself and his/her child, and the minor caretaker's parent(s)* are in the home, the minor caretaker's parent(s) are financially responsible for the minor caretaker. The parent(s) must be coded 'PM', which will allow for deeming, however, the parent(s) will not be included in the LIM AU.</li> <li>4. For a RSM child application made for the minor caretaker by his/her parent(s)*, the parent(s) are financially responsible for the minor caretaker. The parents must be coded 'RP', which will include the parents in the BG.</li> <li>5. For a RSM child application made by the parent(s)* of a minor caretaker for the minor caretaker AND his/her child, and both will be included in the same RSM AU, the minor caretaker's parent(s) must be coded 'RP' because they are responsible for the minor caretaker, even though they are not responsible for the minor caretaker's child.</li> <li>6. For a RSM child application made by a minor caretaker for him/herself, and his/her parent(s)* are in the home, the minor caretaker's parents are financially responsible for the minor caretaker and must be coded 'RP'.</li> <li>7. For a RSM child application made by a minor caretaker for his/her child, and the minor caretaker's parent(s)* are in the home, the minor caretaker's parents are NOT financially responsible for the minor caretaker's child.</li> </ol>

IF the function is	THEN complete the following actions:
Coding a Minor Caretaker (living with parents, minor is not married) (cont.)	<p>8. For a RSM child application made by a minor caretaker for him/herself AND his/her child, but in separate AUs, and the minor caretaker's parent(s)*s are in the home, the minor caretaker's parent(s) must be coded 'RP' because they are responsible for the minor caretaker, even though they are not responsible for the minor caretaker's child.</p> <p>*For a non SSI parent. If the parent is receiving SSI, refer to 'Coding an SSI parent in this chart</p>
Coding a Minor Caretaker (living with parents, minor is married)	<ol style="list-style-type: none"> <li>1. For a LIM application made for a married minor caretaker by his/her parent(s)*, and the minor's parent(s) and spouse live in the home, both the parent(s) and spouse are financially responsible for the minor. The spouse must be coded 'SC', which will allow for deeming from the spouse, however the spouse is not included in the LIM AU. The parents of the minor must be coded 'PN', which will include them in the LIM AU.</li> <li>2. For a LIM application made by the parent(s)* of a married minor caretaker for the minor AND his/her child, both the spouse and parents are financially responsible for the minor, and the minor and his/her spouse are financially responsible for their child. The minor caretaker's parents must be coded 'PN' because the parent is responsible for the minor caretaker, even though they are not responsible for the minor's child. The spouse of the minor caretaker must be coded 'PN' if he/she is the parent of the minor's child. The spouse of the minor caretaker must be coded 'SC' if he/she is NOT the parent of the minor's child.</li> <li>3. For a LIM application made by the minor caretaker for him/herself AND his/her child, and the minor caretaker's parent(s)* are in the home, the minor caretaker's parent(s) is financially responsible for the minor caretaker. The parent(s) must be coded 'PM', which will allow for deeming, however the parent(s) will not be included in the LIM AU.</li> <li>4. For a RSM child application made for a married minor caretaker by his/her parent(s)*, both the spouse and parents of the minor are financially responsible for the minor. The parents of the minor must be coded 'RP', which will include the parents in the RSM BG. The spouse of the minor must be coded 'SC', which will allow for deeming from the spouse.  <b>NOTE:</b> This is the only situation in which deeming applies in RSM. The spouse is included in the RSM BG, but NOT in the RSM AU, even if he/she is also a minor. Eligibility for the spouse must be determined under a separate AU/BG.</li> <li>5. For a RSM child application made by a minor caretaker for his/her child, and the minor caretaker's parent(s)* are in the home, the minor caretaker's parents are NOT financially responsible for the minor caretaker's child.</li> </ol>

IF the function is	THEN complete the following actions:
Coding a Minor Caretaker (living with parents, minor is married) (cont.)	<p>6. For a RSM child application made by a minor caretaker for him/herself, and his/her parent(s)* are in the home, the minor caretaker's parents are financially responsible for the minor caretaker and must be coded 'RP'.</p> <p>7. For a RSM child application made by the parent(s)* of a married minor caretaker for the minor AND his/her child, and both will be included in the same RSM AU, both the spouse and parents of the minor are financially responsible for the minor, and both the minor and his/her spouse are responsible for their child. The parents of the minor parent must be coded 'RP' because they are responsible for the minor, even though they are not responsible for the minor's child. The spouse of the minor caretaker must be coded 'RP' if he/she is the parent of the minor's child. The spouse of the minor caretaker must be coded 'SC' if he/she is NOT the parent of the minor's child. <b>NOTE:</b> This is the only situation in which deeming applies in RSM.</p> <p>8. For a RSM child application made by a minor caretaker (as a child) and his/her child and both are to be included in the same RSM case, the minor caretaker's parent(s)* must be coded 'RP' because they are responsible for the minor caretaker, even though the minor caretaker's parent(s) is not responsible for the minor caretaker's child.</p> <p>*For a non SSI parent. If the parent is receiving SSI, refer to 'Coding an SSI parent in this chart</p>
Coding a Non-Parent Caretaker and Spouse	<p>1. For a LIM application made for a child by his/her non-parent caretaker, the non-parent caretaker may or may not be included in the LIM AU, at the discretion of the AU. If the non-parent caretaker IS included in the LIM AU, he/she must be coded 'PN'.</p> <p>2. If the non-parent caretaker IS included in the LIM AU and he/she is married, the spouse of the non-parent caretaker is financially responsible for his/her spouse and must be coded 'SR', even though he/she is NOT financially responsible for the child. If a non-parent caretaker is NOT included in the LIM AU, the spouse, if included on the STAT screen should be coded 'NM'.</p> <p>3. For a RSM application made for a child by his/her non-parent caretaker, the non-parent caretaker may or may not be included in the RMS BG, at the discretion of the AU. If the non-parent caretaker IS included, he/she must be coded 'RP'.</p> <p>4. If a non-parent caretaker IS included in the RSM BG and he/she is married, because the non-parent is included only in the BG and not the AU, deeming is not applicable and the spouse of the non-parent must be coded 'NM'. If the non-parent and his/her spouse have a mutual child included in the RSM AU, both parents must be included in the BG and must be coded 'RP'.</p>

IF the function is	THEN complete the following actions:
Coding a Stepparent	<ol style="list-style-type: none"> <li>1. For a LIM application made for a child by his/her parent, the parent must be coded 'PN'. If the parent is married to the child's stepparent (someone other than the child's biological or legal parent), the stepparent is legally responsible for his/her spouse and must be coded as 'ST' in order for deeming/allocation to occur. If the child's parent and stepparent have a mutual child (half-sibling) included in the LIM AU, both parents must be included in the AU and must be coded 'PN'.</li> <li>2. For a RSM application made for a child by his/her parent, the parent must be coded 'RP'. If the parent is married to someone other than the child's biological or legal parent (stepparent), because the parent is included only in the BG and not the AU, deeming is not applicable and the stepparent must be coded 'NM'. If the child's parent and stepparent have a mutual child (half-sibling) included in the RSM AU, both parents must be included in the BG and must be coded 'RP'.</li> </ol>
Coding an SSI Parent	<ol style="list-style-type: none"> <li>1. For a LIM application made for a child whose parent(s) receive SSI, the SSI parent(s) must be coded 'NM'. If there is no non-SSI parent in the home, and the AU elects to include a non-parent caretaker relative in the AU, the non-parent caretaker must be coded 'PN'. If the non-parent caretaker is married, the spouse must be coded 'SR' because he/she is financially responsible for his/her spouse, even though he/she is NOT financially responsible for the child. If the non-parent caretaker and spouse have a child who is included in the same AU, both the non-parent caretaker and spouse must be coded 'PN'.</li> <li>2. For a RSM application made for a child whose parent(s) receive SSI, the SSI parent(s) must be coded 'NM'. If there is no non-SSI parent in the home, and the AU elects to include a non-parent caretaker relative in the BG, the non-parent caretaker must be coded 'RP'. If the non-parent caretaker is married, because the non-parent caretaker is included only in the BG and not in the AU, deeming is not applicable and the spouse must be coded 'NM'.</li> </ol>
Budgeting GAP Child Support	<ol style="list-style-type: none"> <li>1. If an AU is receiving TANF and LIM, and child support is received, it is budgeted as a GAP payment, but only in the TANF case. SUCCESS does not include it in the LIM case. This can result in an AU receiving LIM incorrectly. This situation will only occur if an AU receives both TANF and LIM. In order to ensure that the LIM is approved correctly, a manual budget must be completed.</li> <li>2. Complete a manual LIM budget using Form 239. Include the GAP payment amount in the budget and give the \$50 child support disregard to the GAP amount. If Form 239 is not available locally, it can be printed locally by accessing Appendix F of the TANF policy manual at:  <a href="http://www.odis.dhr.state.ga.us/3000_fam/3390_tanf/MAN3390.doc">http://www.odis.dhr.state.ga.us/3000_fam/3390_tanf/MAN3390.doc</a>.</li> </ol>

IF the function is	THEN complete the following actions:
Budgeting GAP Child Support (cont.)	<ol style="list-style-type: none"> <li>3. Compare the total countable on Form 239 to the LIM income limit for the appropriate AU size. If the AU is under the LIM income limit, DOCUMENT the total countable income amount (including the GAP amount) behind the UINC screen.</li> <li>4. If the AU is over the LIM income limit, DOCUMENT this behind the STAT screen and CMD to the appropriate class of assistance.</li> </ol>
Coding for TMA and 4MCS cases	<ol style="list-style-type: none"> <li>1. When a LIM case trickles to either TMA or 4MCS, the MISC screen in SUCCESS needs to be correctly coded in order for the AU to receive the correct notice that states they are eligible for extended Medicaid benefits. Correct coding is also required in order for SUCCESS to properly count the number of months that the AU is eligible to receive the extended benefits, and to correctly set the next MA review date.</li> <li>2. Code the “Extended Start Dt” field with the 1<sup>st</sup> month that the AU is eligible for TMA or 4MCS. This will automatically sent the next review date to the proper month.</li> <li>3. Code the “MA COA Cor” field with a “Y” so the system will send out the correct notice. Please note that if the “Y” is not entered within 30 days of the system trickling to TMA or 4MCS, an alert will be generated to remind the worker to review the AU for continued eligibility under this COA. If this field has not been populated with a “Y” when SUCCESS is ready to send the first QRF, it will automatically enter a “Y” in the field. However, the AU will not receive the correct notice of eligibility for extended Medicaid benefits.</li> </ol>
Coding for LIM EMA cases with all Undocumented Aliens	<ol style="list-style-type: none"> <li>1. Currently SUCCESS does not allow an EW to process a LIM EMA application if all household members are undocumented aliens. If an EW attempts to process these cases with everything coded correctly, SUCCESS will deny the LIM for having no eligible members. In order to process these cases correctly, specific coding must be completed on the STAT screen.</li> <li>2. Code one of the children as ‘SI’ in the financial responsibility field on the STAT screen. SUCCESS will read this as having an SSI child in the household, and will allow the LIM EMA to be approved.</li> <li>3. Thoroughly document behind the STAT screen that this workaround has been done so that anyone reviewing the case knows that the ‘SI’ coded child is not actually an SSI recipient.</li> </ol>

IF the function is	THEN complete the following actions:
Removing an Enumeration Sanction	<ol style="list-style-type: none"> <li>1. In order to remove a previous enumeration sanction at application, the application must be finalized before attempting to remove the sanction.</li> <li>2. Once the application is finalized, go in under “R” (interim change) and change the financial responsibility for the sanctioned individual from ‘SA’ to ‘PN’.</li> <li>3. Remove the 258 code from the individual’s line and enter a penalty end date that is prior to the application date. Follow these steps for each individual month, including intervening and ongoing months.</li> <li>4. In cases where the reduction in AU/BG size due to the sanctioned individual causes the case to trickle to another COA, a “dummy” child needs to be added to the case prior to finalization. Add a child called “unborn” with a fictitious DOB and finalize the case as normal. In “R”, follow the steps above to remove the sanction, remove the “dummy” child and confirm the changes.</li> <li>5. To remove a sanction on an active case, go in under “R” and change the financial responsibility for the sanctioned individual from ‘SA’ to ‘PN’.</li> <li>6. Remove the 258 code from the individual’s line and enter a penalty end date prior to the current benefit month. Confirm the changes and the sanction will be removed.</li> </ol>
Processing Overdue Reviews	<ol style="list-style-type: none"> <li>1. Using option “R”, process the overdue review that has been initiated.</li> <li>2. When finalizing the review, the review end date will move up 6 months. If the review is now current, you are done. If the end date is still overdue, proceed to step 3.</li> <li>3. Close case ongoing with reason 552, and override the SUCCESS notice on the CAFI screen.</li> <li>4. Using option “M”, reinstate the case for the ongoing month.</li> <li>5. Using option “R”, process the review as in step 1.</li> <li>6. Finalize the review. Continue following these steps until the review date is current. Make sure to always override the SUCCESS notice when closing the case to avoid any confusion on the part of the a/r. These steps can and should all be done the same day. There is no need to allow for a batch cycle in between.</li> </ol>



Processing Overdue Reviews (cont.)	The worker should document behind NARR that the overdue review is being completed. Documentation on all other SUCCESS and REMA screens should reflect the most current information obtained from the a/r. If the worker does not have current information, a verification checklist should be sent requesting any required information or verification.
Coding Citizenship/Identity on DEM2 screen	<p>The following is a list of the valid values that be used to code citizenship and identity. These are acceptable for Medicaid based on verification documents that are currently allowed by policy. Since Medicaid has the most stringent verification requirements, these valid values are acceptable for and should be used for all eligibility programs.</p> <p><b><u>CITIZENSHIP VALID VALUES</u></b></p> <p><b>PS</b> (US Passport)</p> <ol style="list-style-type: none"> <li>1. Current or expired U.S. Passport (not limited passports)</li> </ol> <p><b>CN</b> (Certificate of Naturalization)</p> <ol style="list-style-type: none"> <li>1. Certificate of Naturalization (N-550 or N0570)</li> <li>2. Certificate of Citizenship (N-560 or N-561)</li> </ol> <p><b>TR</b> (Tribal/American Indian Record)</p> <ol style="list-style-type: none"> <li>1. American Indian card (I-872) issued by the Dept. of Homeland Security with the classification “KIC”</li> <li>2. Certificate of Indian blood or other U.S. American/Alaska native tribal document.</li> </ol> <p><b>SM</b> (SSI/Medicare)</p> <ol style="list-style-type: none"> <li>1. Persons currently receiving SSI</li> <li>2. Persons receiving Social Security Disability or Medicare.</li> </ol> <p><b>Please note that for identity these A/R’s should be coded as “GI” as identity is not a requirement for this group.</b></p> <p><b>BC</b> (Birth certificate)</p> <ol style="list-style-type: none"> <li>1. A U.S. birth certificate or data match with state vital records.</li> </ol> <p><b>GM</b> (Government/Civil Service Record)</p> <ol style="list-style-type: none"> <li>1. U.S. public birth record showing birth in one of the U.S. states, District of Columbia, American Samoa, Swain’s Island, Puerto Rico if born on or after 1/13/1941, Virgin Islands if born on or after 1/17/1917, Northern Mariana Islands if born on or after 11/4/1986 or Guam if born on or after 4/10/1899.</li> <li>2. Certification of Report of Birth (DS-1350) issued by the Dept. of State.</li> <li>3. United States Citizen Identification card (I-197 or I-179)</li> <li>4. Official Military Record showing U.S. place of birth.</li> </ol>

<p>Coding Citizenship/Identity on DEM2 screen (cont'd)</p>	<ol style="list-style-type: none"> <li>5. Early school record showing a U.S. place of birth. The school record must show the name of the child, date of admission to the school, the date of birth, and names and places of birth of the applicant's parents. <b>Please note that "GM" must be used as "SR" is not valid in Medicaid due to a policy change that took place after the initial SUCCESS change request had been submitted.</b></li> <li>6. Federal or State Census record showing U.S. citizenship or U.S. place of birth.</li> </ol> <p><b>NR</b> (Naturalization Record)</p> <ol style="list-style-type: none"> <li>1. Consular Report of Birth Abroad of a U.S. citizen (FS-240) or Certification of Birth Abroad (FS-545)</li> <li>2. Northern Mariana identification card (I-873) or Collective Naturalization for those who lived in the Northern Mariana Islands.</li> </ol> <p><b>AD</b> (Adoption Decree)</p> <ol style="list-style-type: none"> <li>1. Final Adoption Decree</li> </ol> <p><b>DR</b> (Statement signed by Physician or Midwife)</p> <ol style="list-style-type: none"> <li>1. Medical (clinic, doctor or hospital) record indicating a U.S. place of birth and was created at least 5 years before the initial application date.</li> </ol> <p><b>FY</b> (Documents created 5 years before application for Medicaid and shows place of birth)</p> <ol style="list-style-type: none"> <li>1. Extract of hospital record on hospital letterhead indicating a U.S. place of birth established at the time of the person's birth and was created at least 5 years before the initial application date. (for children under 16, the document must have been created near the time of birth or 5 years before the date of application)</li> <li>2. Life or health insurance record showing a U.S. place of birth and was created at least 5 years before the initial application date.</li> <li>3. Religious record recorded in the U.S. within 3 months of birth showing the birth occurred in the U.S. and showing either the date of birth or individual's age at the time the record was made. The record must be an official record recorded with the religious organization (entries in a family bible are not considered religious records),</li> <li>4. Institutional admission papers from a nursing home, skilled nursing care facility or other institution indicating a U.S. place of birth and was created at least 5 years before the initial application date.</li> <li>5. Other document that shows a U.S. place of birth and that was created at least 5 years before the application for Medicaid. These include Seneca Tribal census report, Bureau of Indian Affairs tribal census records of the Navajo Indians, a U.S. vital statistics official notification of birth registration.</li> </ol>
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<p>Coding Citizenship/Identity on DEM2 screen (cont'd)</p>	<p><b>AF</b> (Affidavit)</p> <ol style="list-style-type: none"> <li>Used as a last resort. Please refer to 2215-3 of the Medicaid manual for requirements.</li> </ol> <p><b>Use of any other valid values will result in denial or termination of Medicaid benefits. Other valid values should only be used if the citizenship documentation received is not acceptable for the Medicaid program but is acceptable in Food Stamps or TANF.</b></p> <p><b><u>IDENTITY VALID VALUES</u></b></p> <p>The identity field is only a requirement for Medicaid cases. The valid values are as follows:</p> <p><b>DL</b> (Driver's license)  <b>TR</b> (American Indian or Tribal documents)  <b>MI</b> (Military ID)  <b>GI</b> (Government issued ID)  <b>SI</b> (School Identification)  <b>PS</b> (U.S. Passport with limitations)  <b>SR</b> (School Record)  <b>HR</b> (Hospital Record)  <b>DC</b> (Daycare or nursery school record)  <b>AF</b> (Affidavit signed by parent) <b>This includes the declaration of citizenship for children under 16.</b></p> <p><b><u>ORIGINAL DOCUMENT FIELD</u></b></p> <p>The original document field must be coded with a "Y" in order for Medicaid to be approved. Coding with an "N" will result in Medicaid eligibility being terminated or denied. Please refer to Section 2215-8 for information on the use of original documents for verification.</p> <p><b><u>CODING FOR FAILURE TO VERIFY CITIZENSHIP/IDENTITY</u></b></p> <p>If an A/R fails to verify their citizenship, the citizenship field should be coded as "UA" and the system will remove the A/R from the AU and will change their financial responsibility to "UE". If someone fails to verify their identity, the identity field should be coded as "UA" and the financial responsibility will change to "UE". If original documents are not provided as verification, this field should be coded as "N" and the financial responsibility will change to "UE". <b>If citizenship/identity is not verified for a child in a LIM case, or original documents are not provided as verification, the child should be coded with a denial code of 511 on the STAT screen once the DEM2 screen is coded, which will remove the child from the AU. Please note that if</b></p>
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<p>Coding Citizenship/Identity on DEM2 screen (cont'd)</p>	<p><b>citizenship/identity is not verified for a child in an RSM or FM Medically Needy case, the financial responsibility will change to “RP” instead of “UE” so the child remains in the budget group.</b></p> <p><b><u>CODING FOR REFUSAL TO VERIFY CITIZENSHIP/IDENTITY</u></b></p> <p>If an A/R refuses to verify their citizenship/identity, the citizenship field should be coded “NV” and the system will remove the A/R from the AU and will change their financial responsibility code to “RV”. This person would be considered a penalized AU member.</p> <p><b><u>CODING OF CITIZENSHIP/IDENTITY WHEN A/R HAS A FS CASE AND HAS ASSERTED GOOD CAUSE</u></b></p> <p>If an A/R asserts good cause for not verifying citizenship/identity in the Food Stamp case, the “original document” field on DEM2 should be coded as “N”, which will change the A/R’s status to “UE” in the Medicaid case, but will not affect the Food Stamp case.</p> <p><b><u>CODING OF CITIZENSHIP/IDENTITY FOR NEWBORNS</u></b></p> <p>Per current Medicaid policy, verification of citizenship/identity is not required for children under age 1 who are deemed newborn eligible. For those children, the fields on DEM2 should be coded as follows: Citizenship-“GM”      Original Document- “Y”      Identity-“AF”</p>
<p>Coding 30 1/3 in RSM cases</p>	<p>The RSM line on the ERN1 screen allows the 30 1/3 deduction to be entered for RSM cases that are eligible for the deduction. Refer to 2655-5 for information on when the deduction is allowable. The RSM row allows the EW to enter a “Y” for the indicator field, which will trigger SUCCESS to allow the deduction. This function is only allowed for RSM cases as SUCCESS automatically gives the deduction if it is needed in LIM cases.</p> <p>For application processing, cases registered as F01 with earned income that cause a trickle to RSM cannot have the 30 1/3 data entered during finalization. Once the application is finalized, the RSM 30 1/3 data can be entered during the interim change process.</p> <p>For ongoing cases, if the “Y” code is entered in the “Ind” field and no data is entered in the counter field, SUCCESS will apply the deduction. The system will increment the counter by one on the Month End cycle. The counter will then show a “1” for the ongoing month. A number should only be entered in the “Cntr” field if any months of 30 1/3 were previously used in the LIM case. Coding the correct number in the “Cntr” field will allow the EW to ensure that the correct number of months of the deduction are allowed.</p>

IF the function is	THEN complete the following actions:
Coding deprivation on DEM1 for LIM cases/	<p>Deprivation must be coded correctly on the DEM1 screen in order for LIM cases to approve and for the OCSS referral to be completed. The following valid values should be used to code the deprivation field:</p> <p style="text-align: center;"> A- absence of one parent  B- absence of two parents  F- financial need (should be used only in a two parent LIM household or if the absent parent has TPL on the child(ren).  X- death of one parent  Z- death of two parents </p>
Completing APID screen in LIM cases when OCSS has already been made	<p>Current SUCCESS programming requires that an APID screen be completed when a case is reopened, even if a referral has previously been done. This must be done for each non-custodial parent of each child in the LIM AU.</p> <p>When completing the APID screens on a reopened case, the name of the non-custodial parent(s) and any new pertinent information should be entered on the APID and any other appropriate AP screens. DO NOT enter “already referred” or any similar statement as this will cause matching problems and duplicate ID’s in the \$TARS system.</p>
Newborn eligible child living with a female relative/caretaker other than the mother	<p>Current SUCCESS programming does not allow the child in a Newborn case to have a relationship code other than “CH”. Use the following steps to process a Newborn case when the child lives with a female relative/caretaker:</p> <ol style="list-style-type: none"> <li>1. Register an F15 case, including only the female relative/caretaker and the newborn child.</li> <li>2. On the STAT screen, code the financial responsibility of the female relative/caretaker as “NM”, just like the head of household is coded in a normal F15 case.</li> <li>3. Code the child with relationship code “CH”, and code the financial responsibility “PN”.</li> <li>4. On the “REMA” screen, behind STAT, document as follows: <b>“The child in this case is Newborn eligible. This child is the (grandchild, niece, nephew, etc.)of the head of household. Due to system limitations, it is not possible to code the relationship correctly”</b>.</li> <li>5. Complete “O”, “P”, and “Q” following normal F15 procedures. Make sure to code the living arrangement on DEM1 as “AH”, and the citizenship field as “GM” and identity field as “AF” on DEM2.</li> <li>6. Complete a Continuing Medicaid Determination (CMD) in the month the child turns one year old using standard procedures.</li> </ol>

IF the function is	THEN complete the following actions:
Newborn eligible child living with a male relative/caretaker	<p>Current SUCCESS programming does not allow the head of household in a Newborn case to have a gender other than “female”. Use the following steps to process a Newborn case when the child lives with a male relative/caretaker.:</p> <ol style="list-style-type: none"> <li>1. Register an F22 case, including only the male relative/caretaker and the newborn child. DO NOT add this child to an existing RSM case or include any other children in this case.</li> <li>2. On the STAT screen, code the financial responsibility of the male relative/caretaker as “NM”, just like the head of household is coded in an F15 case.</li> <li>3. Code the child with the correct relationship code (child, grandchild, nephew, etc.) for the living situation, and code the financial responsibility as “PN”.</li> <li>4. On the “REMA” screen behind STAT, document as follows: <b>“The child in this case is Newborn eligible. Due to system limitations, it is not possible for this child to be in an F15 case because he/she lives with a male caretaker. This child is eligible through the month in which he/she turns 1. The 6 month review will be completed as a dummy review.”</b></li> <li>5. Complete “O”, “P”, and “Q” following normal F15 procedures. Make sure to code the living arrangement on DEM1 as “AH”, and the citizenship field as “GM” and identity field as “AF” on DEM2.</li> <li>6. Create an alert as a reminder to complete a dummy review when the 6 month review comes due using the following steps: <ol style="list-style-type: none"> <li>a) From the SUCCESS main menu, select D and press ENTER.</li> <li>b) From the Alerts submenu DMEN, type A to select “Create Worker Generated alert” and press ENTER.</li> <li>c) Type the data in the required fields and press ENTER. (NOTE: The alert codes for worker-generated alerts are 450-489). The alert should be scheduled to display on the 15<sup>th</sup> of the month prior to the review date, and should have a due date no later than the 5<sup>th</sup> day of the review month.</li> </ol> </li> <li>7. The system will still send out a review letter and form for the 6 month review. If the form is returned, file in the record and label as “Newborn only”.</li> <li>8. Be sure to complete the dummy review by the 5<sup>th</sup> of the review month to prevent the review warning notice from being mailed to the A/R. Completing the dummy six month review will set the next review in the month the child turns one year old.</li> <li>9. Complete a Continuing Medicaid Determination (CMD) in the month the child turns one year old.</li> </ol>

IF the function is	THEN complete the following actions:
Verification of citizenship is not provided, but verification of identity is	<ol style="list-style-type: none"> <li>1. Enter “C” in the citizenship field on DEM2</li> <li>2. Enter “GC” in the verification field</li> <li>3. Enter valid value for identity provided in the ID field</li> <li>4. Document that citizenship was declared for the individual and that “reasonable opportunity” is being given.</li> <li>5. Generate an alert for the third month following the month of approval to follow up on citizenship/identity verification.</li> </ol>
Verification of identity is not provided but verification of citizenship is	<ol style="list-style-type: none"> <li>1. Enter “C” in the citizenship field on DEM2</li> <li>2. Enter “GC” in the verification field</li> <li>3. Enter “AF” in the identity field</li> <li>4. Document actual verification provided for citizenship but that no verification of identity was provided and “reasonable opportunity” is being given.</li> <li>5. Generate an alert for the third month following the month of approval to follow up on citizenship/identity verification.</li> </ol>
Neither verification of citizenship nor identity are provided	<ol style="list-style-type: none"> <li>1. Enter “C” in the citizenship field on DEM2</li> <li>2. Enter “GC” in the verification field</li> <li>3. Enter “AF” in the identity field</li> <li>4. Document that neither verification of citizenship nor identity was provided and “reasonable opportunity” is being given.</li> <li>5. Generate an alert for the third month following the month of approval to follow up on citizenship/identity verification.</li> </ol>
Accessing and Printing Reports in GAMMIS	<ol style="list-style-type: none"> <li>1. Login at <a href="http://www.mmis.georgia.gov">www.mmis.georgia.gov</a> with your GAMMIS user name and password.</li> <li>2. On the Georgia Medicaid Homepage select “Web Portal”.</li> <li>3. Once in the portal, go to the box near the bottom of the page and select “DFCS”. When the pop-up box asks “Would you like to switch the current selected Trading Partner?” select “OK”.</li> <li>4. On the next page select “Reports” then select “County Reports”.</li> <li>5. In the “Reports” section, choose the report you want to view from the drop-down box. Enter the dates of service you are inquiring about and select “Search”, located in the bottom right hand corner of the box.</li> <li>6. Select the report and click on it to open it. The reports open in PDF format so Adobe Acrobat must be loaded onto your computer to access the reports.</li> <li>7. Once the report opens go to the “Search” box located on the PDF toolbar and type <b>COUNTY:</b> (<i>your county # and name</i>). When your report appears, notice the number of the first page of the report, also located on the toolbar. Now scroll to the last page containing information on your county. For example, County: 044 Dekalb begins on page 50 and ends on page 65. Click on the print icon, located on the toolbar, and then select “Properties” in the upper right hand corner of the print box, then select “Landscape” and “OK”.</li> </ol>

Accessing and Printing Reports in GAMMIS (cont'd)	<p>8. Next, select “Pages” (on the left side of the print box) and type in the page numbers you want to print. (in the example from Step 7 pages 50-65), then click “OK”. Only the pages you selected should print.</p>
Entering Dependent Care Expenses when A/R incurs transportation expenses	<p>Food Stamp policy allows Dependent Care expenses that include the cost of transporting the child(ren) or other dependent to or from the provider. Since Medicaid does not allow this cost, the cost of transportation must be entered separately in SUCCESS so that it budgets in Food Stamps and not in Medicaid. Please follow the steps below.</p> <ol style="list-style-type: none"><li>1. On the CARE screen, enter the provider name as “Transportation”, and enter the Rsn code as “SE”. Enter the dependent’s name, and the amount, frequency, date paid, and verification source of the transportation expense.</li><li>2. Put a “Y” in “More Providers” field and enter the correct provider name and all correct data including dependent’s name, amount of expense, frequency, date paid and verification source. The Rsn code should be “EM”.</li></ol> <p>The steps MUST be done in this order or SUCCESS will not budget correctly. If a case already has dependent care entered, you must delete and reenter it in the order explained above. The transportation amount with reason code “SE” must be entered first for the system to budget correctly.</p>