

01 **SSDO - Purpose**

REVISION 19
(01/01/12 - 03/31/12)

SSDO is used to display, allow keying, or changing of the following information:

- Social Security Number (SSN)
- Student Status
- Student Exemption
- Date of birth
- Graduation date
- Sex
- Additional adult indicator (AA AF) for CA
- Disability flag (DS FS) for NA

The information in the SSN, DOB, and SEX fields on SSDO display as a result of the registration process. When participant information needs to be updated, changes may be keyed on SSDO or on CLIM. (See [CLIM Change Client Identifying Data](#))

(See [Social Security Number, Date of Birth, and Sex - Overview](#))

01 **Social Security Number, Date of Birth, and Sex - Overview**

Policy and procedures regarding SSDO are outlined as follows:

- [Social Security Number](#) (SSN)
- [NA Student Eligibility](#)
- [NA Student Exemption](#)
- [Date of Birth and Age](#)
- [CA Student Criteria](#)
- [Elderly or Disabled NA Participants](#)
- [NA joint application referral from SSA](#)

01 **Date of Birth and Age**

This section contains the following areas of policy regarding the need for date of birth and age information:

- [Date of Birth](#)
- [Important Ages](#)
- [Date of Birth Verification](#)
- [Requesting Verification of Birth/Death](#)

H **Date of Birth**

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(01/01/21 – 12/31/21)

A date of birth (DOB) must be listed for each participant.

In AZTECS, when the DOB is known, key as MMDDYYYY (e.g., 06091996 for June 09, 1996) on SSDO.

When the DOB is unknown, use the approximate date of July 01 and key as 0701 (MMDD) and the approximate year of birth (YYYY).

In HEAplus, when the DOB is unknown, the same procedure is followed. Enter July 01, when entering the DOB on the Member Information page, with the approximate year of birth.

For an unborn child, key the expected delivery date (EDD) as the DOB.

I Important Ages

Certain ages are important in determining eligibility depending on the program benefits the participant is receiving. This section contains the following information:

- [Important ages for CA](#)
- [Important ages for NA](#)

.02 Important Ages - CA

The following ages are important when determining eligibility for CA. The age and corresponding policy are listed:

- Age 2 – See [Dependent Care](#)
- Ages 6 through 15 - See [PRA School Attendance](#)
- Ages 3 through 17 – See [CA Work Program Requirements](#)
- Age 18 – See [Dependent Child](#), [Jobs Exemptions](#), [CA Student Criteria](#), and [Lifetime Benefit Limit](#)
- Age 19 – See [CA Student Criteria](#) and [Jobs Exemptions](#)

(See [Date of Birth Verification – CA](#) when verification is needed)

.02 Important Ages - NA

[REVISION 12](#)
(04/01/10 – 06/30/10)

The following ages are important when determining eligibility for NA. The age and corresponding policy are listed:

- Age 2 - See [Dependent Care Deduction](#)
- Age 6 – See [NA Work Requirement Exemptions](#)

- Age 16 – See [NA Work Requirement Exemptions](#)
- Age 18 – See [NA Student Criteria](#), [NA Work Requirement Exemptions](#), and [Separate NA Case Status](#)
- Age 22 – See [Separate NA Case Status](#)
- Ages 55 through 60 – See [NA Work Requirement Exemptions](#)
- Age 60 – See [NA Work Requirement Exemptions](#) and [Elderly](#)

When verification of date of birth is necessary, see [Date of Birth Verification - NA](#).

J Date of Birth Verification

Date of birth verification requirements depend on the program the participant is requesting as follows:

For CA, verify the age of any participant for whom age could affect eligibility. (See [Date of Birth Verification - CA](#))

For NA, verify the age of any participant when questionable and when it is a factor in determining eligibility. (See [Date of Birth Verification - NA](#))

Request verification only when this information is not already present in the [case file\(g\)](#).

.02 Date of Birth Verification - CA

REVISION 39
(12/01/15 - 01/31/16)

The following documents are acceptable verification for date of birth for CA:

- Adoption records
- Baptismal certificate before age five
- Bureau of Vital Statistics (See [Request for Verification of Birth or Death](#))
- Certificate of Indian Blood (CIB)
- Certificate of Live Birth signed by a hospital official and a parent
- Certified Birth Certificates issued by U.S., state, or a local Bureau of Vital Statistics
- [CR600](#) AHCCCS Deemed Newborn report
- Hospital Birth Certificate
- Social Security records
- Tribal Census Card
- Completed Tribal Records Request (FAA-0061A) form
- U.S. Passport

- Workforce Innovation and Opportunity Act (WIOA) document assigning to an institution of higher learning

When the previously listed documents are not available, the following are acceptable forms of verification for date of birth for CA:

- Affidavits
- Child welfare records
- CLIS when the CLIS VR field displays V (verified)
- Court child support order
- Doctor's statement
- Family Bible record
- Federal or state census records
- Insurance policy
- Juvenile court records
- Minister's statement
- School records
- Voluntary social service agency records

At the interview, request that the PI provide date of birth verification for each CA participant when a participant's age could affect eligibility.

The PI may not have the verification with them at the interview. When this occurs, have the PI sign an Authority to Release Information (FAA-1765A) form.

Send the appropriate forms to obtain the required information. (See [Requesting Verification of Birth or Death](#))

When written verification has not been received by the time the case is ready to complete, call the appropriate contact for the information.

When verification is not received by the processing deadline, deny, close, or do not allow the deduction, depending on the reason verification is needed.

When it is necessary to deny or stop benefits, key DI or OU in the PT field on SEPA next to the participant for whom verification is needed. (See [CA Nonparticipants](#) and [CA Participants Keyed as DI](#))

WARNING

When keying DI requires a Denial or Closure Reason Code, do not use the G (age) Code. in the RSN field on SEPA. Key the reason the verification of date of birth was needed (e.g., dependent child, school attendance, etc.).

.02 Date of Birth Verification - NA

The following documents are acceptable verification for date of birth for NA:

- Adoption records
- Baptismal certificate before age five
- Bureau of Vital Statistics (See [Requesting Verification of Birth or Death](#))
- Certificate of Indian Blood (CIB)
- Certificate of Live Birth signed by a hospital official and a parent
- Certified Birth Certificate issued by U.S., state, or local governmental Bureau of Vital Statistics
- Hospital Birth Certificate
- Social Security records
- Tribal Census Card
- Completed Tribal Records Request (FAA-0061A) form
- U.S. Passport

When the previously listed documents are not available, the following are acceptable forms of verification for date of birth for NA:

- Affidavits
- Child welfare records
- CLIS when the CLIS VR field displays V (verified)
- Court child support order
- Doctor's statement
- Driver's license
- Family Bible record
- Federal or state census records
- Insurance policy
- Juvenile court records
- School records
- Voluntary social service agency records

At the interview, verify age when questionable and it is a factor in determining eligibility. (See [Important Ages for NA](#))

The PI may not have the verification with them at the interview. When this is the case, have the PI sign an Authority to Release Information (FAA-1765A) form.

Send the appropriate forms to obtain the required verification. (See

[Requesting Verification of Birth or Death](#)

When written verification has not been received by the time the case is ready to complete, call the appropriate contact information.

When verification is not received by the processing deadline, complete one of the following depending on the age and the reason verification is needed:

- Close the case
- Deny the application
- Do not allow the deduction

K Requesting Verification of Birth or Death

REVISION 48
(01/01/20 – 12/31/20)

The participant is responsible for requesting and any expenses attached for requesting verification of birth or death certificates from a government bureau of vital statistics.

When the birth or death occurred in Arizona, provide the participant the Arizona Department of Health Services – Office of Vital Records web site (<https://www.azdhs.gov/licensing/vital-records/index.php>) to request a copy or a birth or death certificate.

When the birth or death occurred outside of Arizona provide the participant the Center for Disease Control - Where to Write for Vital Records web site (<http://cdc.gov/nchs/w2w.htm>) to request a birth or death certificate from another state.