

D KidsCare Application Process

[REVISION 01](#)
(07/01/07 - 09/30/07)

An interview is NOT required on a KidsCare referred application. When the application does not include enough information to determine eligibility, follow the [verification process](#).

The following eligibility factors must be verified:

- [Citizenship](#).
- [Qualified Noncitizen Status](#).
- SSN when not provided on the application. Verification of an SSN, or an application for an SSN, is required by the first renewal.
- Income and [terminated income](#) when there is no hard copy or collateral contact verification.

When the applicant voluntarily reports an income or any other change, see [Changes](#) for policy and procedures.

DO NOT request additional income information or ask the applicant whether there have been any income changes.

- [Pregnancy](#), when applicable.
- MA [student status](#).
- [Relationship](#) and [deprivation](#) for 1931 when questionable.
- [Date of birth](#) (DOB) for applicants who are age 19 and under, except pregnant women.

For automatically registered KidsCare applications, complete the following:

- Review each screen in the [AZTECS Roadmap Screens](#). Make any necessary corrections to the autopopulated information.
- The following fields display ??:
Resource Type Code fields on all AZTECS resource screens.
Verification Code fields on all AZTECS resource, income, and expense screens.

NOTE All other Type and Verification Code fields are blank.

Key over ??, as each resource [eligibility factor](#) is verified, with the appropriate Resource Type Code.

Key over ??, as each income and expense eligibility factor is verified, with the appropriate Verification Code.

NOTE When ?? displays in the VR field on EAIN, EXNS, or UNIN, key over the ?? to allow the work screen to display.

Complete the eligibility determination within the [KidsCare Time Frames](#).