D   KidsCare Application Process

An interview is NOT required on a KidsCare referred application. When the application does not include enough information to determine eligibility, follow the Three Step 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 verifying income, day one of the 30-day period begins the date the application was received at KidsCare.

    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 ??, when applicable:

  Resource Type Code fields on all AZTECS resource screens, when resource information is autopopulated.

  Verification Code fields on all AZTECS resource, income, and expense screens, when resource, income, or expense information is autopopulated.

  NOTE   All other Type and Verification Code fields are blank.

  Key over ??, as each eligibility factor is verified, with the appropriate Resource Type and Verification Codes.

Complete the eligibility determination within the KidsCare Time Frames.