
COMPLETING AN APPLICATION FORM FOR NEW APPLICATIONS AND REAPPLICATIONS FOR
I-AS AND H-SF

EIS 2013 - COMPLETING AN APPLICATION FORM FOR NEW APPLICATIONS AND
REAPPLICATIONS FOR I-AS AND H-SF
REVISED 10/01/07 - CHANGE NO. 02-08

I. GENERAL INFORMATION

The DSS-8124, Application for Work First, MA, Refugee, and SA, is the computer input screen and paper document used to enter an I-AS or H-SF application into EIS. The information required to enter the application is listed in II. below.

NOTE: FOR KEYING INSTRUCTIONS, SEE EIS 4900.

II. COMPLETING AN APPLICATION FORM

A. Use the following instructions to complete the application. If a numeric field requires less digits than spaces available, precede with zeroes.

1. Application number is system assigned.
2. Enter your assigned WORKER NUMBER.

NOTE: HOSPITAL AND OUTREACH WORKERS COMPLETING A DSS-8124 FOR AN APPLICANT WITH A DIFFERENT COUNTY OF RESIDENCE SHOULD LEAVE THIS FIELD BLANK. KEEP A MANUAL COUNT OF THESE APPLICATIONS.

3. Enter your COUNTY NUMBER.
4. Enter the COUNTY CASE NUMBER.
5. Enter the DISTRICT NUMBER.
6. Do not enter FOOD STAMPS information.
7. See EIS 4050, [MAILING ADDRESS APPENDIX](#), for correct abbreviations and formatting instructions.

Enter ADDRESS LINE 1. Enter in care of (c/o) the adoptive parent, foster parent, or county director's name on ADDRESS LINE 1.

Use ADDRESS LINE 2 to enter the location where the Postal Service must deliver the mail.

8. Enter the CITY, STATE, and ZIP CODE.
9. APPLICATION TYPE
 - a. Enter "1" (New Application) or "4" (New Application with Retroactive Benefits); or
 - b. Enter "2" (Reapplication) or "5".

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II. A. (cont'd)

10. CASE ID
 - a. New Application - Do not complete. EIS assigns a Case ID for each new application at the time the application is initially entered and accepted into the system. This becomes the permanent Case ID for the case.
 - b. Reapplication
 - (1) Case - Enter the Case ID from the most recent Case Profile or from Name Search Inquiry.
 - (2) Withdrawn or Denied Application - Enter the application number, including the "G," of the withdrawn or denied application from Name Search Inquiry.
11. Enter the appropriate AID PROGRAM/CATEGORY code.

H-SF	Medicaid Non-Title IV-E Foster Care
I-AS	Medicaid Title IV-E Foster Care and Adoption Assistance
12. Do not use the MQB-QI1 or TRANS fields. They do not apply to IAS or HSF.
13. Enter the TOTAL NUMBER OF PEOPLE ON THIS APPLICATION.

For H-SF and I-AS, the system does not allow more than one individual on an application.
14. Enter a "Y" for C/H INCLUDED.
15. Do not use the DIS/DET ONG or RETRO fields. They do not apply to IAS or HSF.
16. Enter LINE NUMBER 01.
17. Enter the INDIVIDUAL ID.

NOTE: SEE EIS 1056, COMMON NAME DATABASE, FOR INSTRUCTIONS ON ID ASSIGNMENT AND MAKING CHANGES TO DATA IN THE COMMON NAME DATABASE.
18. Enter the APPLICATION DATE.

COMPLETING AN APPLICATION FORM FOR NEW APPLICATIONS AND REAPPLICATIONS FOR
I-AS AND H--SF

REVISED 10/01/02 - CHANGE NO. 02-03

II. A. (cont'd)

19. The county director or his designee signs in the APPLICANT'S/REPRESENTATIVE'S SIGNATURE field.

DO NOT USE DISPOSITION FIELDS IN APPLICATION REGISTRATION. REFER TO THE DENIAL (EIS 2150) AND WITHDRAWAL (EIS 2200) SECTIONS FOR INSTRUCTIONS.

20. When necessary, a WITNESS SIGNATURE may be entered.
21. Sign the DSS-8124 in the CASEWORKER SIGNATURE field.
22. The county director or his designee must sign the form in the DIRECTOR'S SIGNATURE and DATE field

- B. Key the DSS-8124.

III. OUTPUTS

EIS produces a DSS-8124I Application Turnaround overnight when the application is entered and accepted into the system. State staff mail the DSS-8124I to the county the next workday.

NOTE: Ensure the name on the DSS-8124I matches Social Security Records. Use the name on the SDX, BENDEX, SOLQ, TPQ, Social Security Card, or Medicare Card. If a discrepancy exists, use the name from the online verification. See [EIS 1056, COMMON NAME DATABASE](#) for instructions on making changes to data in the common name database.