
COMPLETING AN APPLICATION FORM FOR NEW APPLICATIONS, REAPPLICATIONS AND
ADD-AN-INDIVIDUAL FOR S-AA, S-AD, AND S-CD

EIS 2015 - COMPLETING AN APPLICATION FORM FOR NEW APPLICATIONS,
REAPPLICATIONS, AND ADD-AN-INDIVIDUAL FOR S-AA, S-AD, AND S-CD
REVISED 08/01/04 - CHANGE NO. 01-05

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 a S-AA, S-AD, or S-CD application into EIS. The information required to enter the application is listed in II. below.

NOTE: FOR KEYING INSTRUCTIONS, REFER TO [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 NAME.
4. Enter your COUNTY NUMBER.
5. Enter the COUNTY CASE NUMBER.
6. Enter the DISTRICT NUMBER.
7. Enter a FOOD STAMP NUMBER for all cases receiving Food Stamps.
8. See [EIS 4050, MAILING ADDRESS APPENDIX](#), for correct abbreviations and formatting instructions.

Enter ADDRESS LINE 1. For S-AA and S-AD applications only, enter the name of the domiciliary care facility beginning in the first space of ADDRESS LINE 1, if known. If mail is sent in care of someone, enter that person's name on ADDRESS LINE 1.

Enter ADDRESS LINE 2. Enter the location where the Postal Service must deliver the mail on ADDRESS LINE 2.

Enter the facility's unique identification code in the last three spaces of ADDRESS LINE 2. The identification codes can be found in your Special Assistance Manual or

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refer to [EIS 1063, Automated DMA-5016, II. Determining the Facility Code.](#)

9. Enter the CITY, STATE, and ZIP CODE.

10. APPLICATION TYPE

a. Enter "1" (New Application); or

b. Enter "2" (Reapplication); or

c. Enter "6" (Add-an-Individual). This applies to S-CD only.

NOTE: WHEN THE APPLICANT IS IN EIS AND TWO APPLICATIONS ARE REQUIRED (ONE FOR RETROACTIVE BENEFITS AND ONE FOR ONGOING BENEFITS), ENTER TYPE "1" FOR THE RETROACTIVE APPLICATION AND TYPE "2" FOR THE ONGOING APPLICATION.

ENTER THE SAME INDIVIDUAL ID ON BOTH APPLICATIONS.

11. CASE ID

a. New Application - Do not complete. EIS assigns a Case ID for each new application at the time the application is entered 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.

c. Add-an-Individual (S-CD only) - An individual may be added to a case or to a pending application.

(1) Case

(a) Enter the Case ID of the case to which the individual is being added.

(b) Obtain the Case ID from the current Case Profile, or from Name Search.

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II. A. 11. (cont'd)

- (2) Pending Application
 - (a) Enter the application number of the pending application to which the individual is being added.
 - (b) Obtain the application number from the Application Turnaround or from Name Search.
 - (c) Enter the pending application number, including the letter "G", beside "Type 6" on the DSS-8124.

- 12. Enter the appropriate AID PROGRAM/CATEGORY code.
 - S-AA Special Assistance to the Aged
 - S-AD Special Assistance to the Disabled
 - S-CD Special Assistance to the Certain Disabled

- 13. Do not use the MQB-QI1, ADMIN, TRANS or DIS/DET ONG or RETRO fields. They do not apply to SAA, SAD or SCD.

- 14. INDS ON APP-Enter the number of people on this application.
 - a. EIS does not allow entry of more than one individual on an S-AA or S-AD application.
 - b. EIS does not allow entry of more than two individuals on an S-CD application.

- 15. Enter Y or N for C/H INCLUDED.
 - a. For S-AA and S-AD new applications and reapplications, mark "YES" to indicate that the individual on Line 01 is to be INCLUDED IN THE CASE.
 - b. For S-CD new applications and reapplications, mark "YES" or "NO" to indicate if the individual on Line 01 is to be INCLUDED IN THE CASE.

For S-CD Type "6" applications only, mark "YES" or "NO" to indicate whether the add-on application is for the Casehead/Payee.

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II. A. (cont'd)

16. Enter the INDIVIDUAL ID for each person to be included on the application.

NOTE: IF THE ID ENTERED IS UNKNOWN TO THE SYSTEM THE APPLICATION DOES NOT PROCESS. SEE [EIS 1056, COMMON NAME DATABASE](#), FOR INSTRUCTIONS ON ID ASSIGNMENT AND MAKING CHANGES TO DATA IN THE COMMON NAME DATABASE. **EIS WILL NO LONGER DISPLAY THE MIDDLE INITIAL ON THE DSS 8124 IF ONE HAS BEEN KEYED IN THE COMMON NAME DATABASE, BUT IT WILL APPEAR ON OTHER INQUIRY SCREENS IN EIS.**

17. Enter the US CITIZENSHIP (CTZ) code for each applicant. The following are valid CTZ codes:

- a. 'Y' - Individual is applying for assistance and states he/she is a US Citizen.
- b. 'N' - Individual is applying for assistance and states he/she is not a US Citizen. For SCD, MRF, and RRF, EIS automatically enters an 'N'.
- c. 'X' - Casehead not applying for benefits or individual states he/she is a US Citizen and does not have a social security number.

18. **Do not enter anything in the Disability (D) field. This field is only applicable to AAF applications.**

19. Enter the APPLICATION DATE.

20. APPLICANT'S/REPRESENTATIVE'S SIGNATURE

- a. The applicant or his representative must read and understand the statements on the back of the DSS-8124 before he signs the form. If he cannot read or does not understand, explain the statements to him in a manner that he can understand.
- b. The applicant or his representative must sign his name the day he applies. If he cannot sign his name, have him make his mark, "X", on the form. Two persons must witness his mark. The caseworker's
- c. signature serves as one of the witnesses.

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DISPOSITION FIELDS ARE NOT USED IN APPLICATION REGISTRATION.
REFER TO THE DENIAL ([EIS 2150](#)) AND WITHDRAWAL ([EIS 2200](#))
SECTIONS FOR INSTRUCTIONS ON HOW TO DENY OR WITHDRAW THE
APPLICATION AT REGISTRATION.

21. When necessary, a WITNESS SIGNATURE may be entered.
 22. Sign the DSS-8124 in the CASEWORKER SIGNATURE field.
 23. The county director or his designee must sign and date the form in the DIRECTOR'S SIGNATURE and DATE field.
- B. Key the DSS-8124 or submit it to Data Entry for keying.

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: The name on the DSS-8124I must match 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.