
MAKING CHANGES TO MEDICAID APPLICATIONS

EIS 2051- MAKING CHANGES TO MEDICAID APPLICATIONS
REISSUED 03/01/10 - CHANGE NO. 03-10

I. GENERAL INFORMATION

When corrections are needed on pending applications, enter the necessary corrections on the NAME CHANGE Screen or the DSS-8124I Application Turnaround.

II. THE FOLLOWING INFORMATION MAY BE CORRECTED ON AN APPLICATION THAT HAS BEEN ENTERED AND ACCEPTED INTO THE SYSTEM ON THE NAME CHANGE SCREEN:

- A. Name of individual(s) included in the application if the name(s) is to be corrected.
- B. Date of Birth

When changing the date of birth on the Name Change Screen for HSF, IAS, MIC (including NCHC), MAA, MAD, MAD, and MAF, and there is a DSS-8125 pending for an action other than a termination, you must first delete the pending DSS-8125 before the date of birth can be changed. If you attempt to change the date of birth before deleting the DSS-8125, EIS displays the error message: TO MAKE CHANGE ON DOB, YOU MUST DELETE 8125 FORM. Keying the DSS-8125 after the date of birth change ensures the action processes through the appropriate age edits in EIS.

- C. Social Security Number if correcting or the number is provided.
- D. Sex
- E. Race/Ethnicity/Language

III. THE FOLLOWING INFORMATION MAY BE CORRECTED ON AN APPLICATION THAT HAS BEEN ENTERED AND ACCEPTED INTO THE SYSTEM ON THE DSS-8124I:

- A. County Number
- B. County Case Number
- C. Worker Number
- D. District Number
- E. Address
- F. Application Type may be changed from "1" to "4", and "2" to "5". No other changes to application type are allowed.
Exception: This is not allowed for M-AD.

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III. (CONT'D)

- G. Aid Program/Category with related coverage groups only
Exception: Cannot change to or from M-AD.

NOTE: WHEN ONE PART OF A TWO-PART APPLICATION HAS ALREADY BEEN DISPOSITIONED, YOU CANNOT CHANGE THE OTHER PART TO A DIFFERENT AID PROGRAM CATEGORY.

- H. MQB-QI1 (QI1?), NC Health Choice (HLTH CH?), and Family Planning (FAM PLAN?) indicators may be changed from "Y" to "N" or "N" to "Y"

NOTE: WHEN THESE INDICATORS ARE CHANGED, BOTH PARTS OF A TWO-PART APPLICATION ARE CHANGED.

- I. Individual ID Number if updating or correcting to use another number assigned to the individual
- J. Casehead/Payee Included
- K. Notice Override For A Denied Application Only (Refer to V. for instructions)
- L. The "Z" (Citizenship) code

NOTE: THE ITEMS LISTED ABOVE MAY ALSO BE CORRECTED ON THE DSS-8125 AT DISPOSITION WITH THE EXCEPTION OF COUNTY NUMBER, MQB-QI1 INDICATOR, FAMILY PLANNING INDICATOR, HEALTH CHOICE INDICATOR, INDIVIDUAL ID NUMBER, NOTICE OVERRIDE, AND CASEHEAD INCLUDED. NAME, SOCIAL SECURITY NUMBER, DATE OF BIRTH, SEX, AND RACE CAN BE CHANGED ONLY THROUGH THE NAME CHANGE FUNCTION.

IV. THE FOLLOWING INFORMATION MAY NOT BE CHANGED ON AN APPLICATION THAT HAS BEEN ENTERED AND ACCEPTED INTO THE SYSTEM:

- A. Case ID Number
- B. Form ID Number
- C. Application Type - Applications registered as types "4" and "5".
- D. Aid program/category to or from M-AD
- E. Application Date
- F. Total Number of People on This Application
 - 1. Do not change this field to add new individuals to an already pending application. A separate application is needed to add an individual.

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2. Do not change this field if you determine one or more individuals on the application are ineligible. The individuals must be indicated ineligible on the

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IV. (CONT'D)

DSS-8125 when the application is approved. See the appropriate Application Approvals section for instructions on how to delete an individual at the time of approval.

- G. Line Number
- H. Disposition Type
- I. Disposition Date
- J. Disposition Reason

V. **CHANGE OF CASEHEAD/PAYEE - SEE EIS 3101 FOR DETAILED INSTRUCTIONS FOR CASEHEAD/PAYEE CHANGE.**

VI. **CHANGE OF NOTICE OVERRIDE**

- A. The notice override indicator for an application disposition may be changed the same day it is keyed. If the notice override indicator is not entered at the initial entry of the application disposition, EIS changes the disposition date to the next workday. To correct the disposition date, the disposition reason and date must be deleted and reentered making sure the notice override is entered at the same time as the disposition date. Do not override the system notice for a withdrawn application. To determine when to override a denial notice, see [EIS 2150](#), Denying An Application.
- B. Because the system produces notices the night the denial is keyed, you may not change the indicator after the day it is keyed.

VII. **SIGN AND DATE THE APPLICATION OR APPLICATION TURNAROUND.**

VIII. **KEY THE CHANGES.**

IX. **OUTPUT**

A new Application Turnaround is produced the night the change is processed and mailed to the county the following workday.