
APPROVING AN S-CD ADD-AN-INDIVIDUAL APPLICATION

EIS 2266 - APPROVING AN S-CD ADD-AN-INDIVIDUAL APPLICATION
REVISED 07/01/95 - CHANGE NO. 2-95

I. GENERAL INFORMATION

Use the following instructions to complete the DSS-8125, Eligibility Information System Data Sheet. For keying instructions, see [EIS 4900 - DATA ENTRY - APPENDIX E · DSS-8125 \(APPROVING AN APPLICATION\)](#)

Use the current DSS-8124I Application Turnaround to determine what information has previously been entered for the applicants. This information is retained by the system and brought forward at application approval. For this reason, most of the information entered on the DSS-8124 does not need to be re-entered when the application is approved. These fields are noted below.

II. SPECIAL SITUATIONS

- A. To process an add-an-individual application taken against a pending application, you must first approve the original application. The add-an-individual application must be disposed of the day after the original application processes.
- B. When the following actions are completed before an Add-An-Individual application is approved, you must approve and terminate the application on the same DSS-8125 (open/shut). Make every effort to approve the application before any of the actions below have been completed. DSS-8125 field by field instructions follow this section beginning with "Completing The DSS-8125".

1. **Adding An Individual(s) To An Ongoing Case Already Transferred To Another County**

- a. Your county will approve and terminate the application (open/shut) for the period of time the case was your responsibility. The county number and Case ID entered must be the same as on the Application Turnaround. The Case Termination Date must be the last day of the month prior to the county transfer effective month. Submit the DSS-8125 to Data Entry for keying. Benefits are issued through the Case Termination Date entered on the DSS-8125.

NOTE: WHEN YOU ENTER THE CASE TERMINATION REASON AND DATE ON AN ADD-AN-INDIVIDUAL APPROVAL, THE ONGOING CASE IS NOT TERMINATED, ONLY THE APPLICATION.

- b. The new county must complete a DSS-8124 to activate the individual(s) in that county. The casehead/payee need not sign the second DSS-8124. Enter the transfer effective date as the date of application. Submit the

APPROVING AN S-CD ADD-AN-INDIVIDUAL APPLICATION

REISSUED 07/01/95 - CHANGE NO. 2-95

II. B. 1. b. (CONT'D)

DSS-8124 to Data Entry for keying no earlier than the transfer effective date. Follow the DSS-8125 field by field instructions to complete the approval.

2. **Adding An Individual To An Ongoing Case Transferring To Your County**

- a. When a recipient requests that an additional person be added to their case and the request is made prior to the date the ongoing case becomes active in your county, you must complete two DSS-8124's. One DSS-8124 is for eligibility in the original county. The second DSS-8124 is for ongoing eligibility in your county. The casehead/ payee must sign only the DSS-8124 for the original county.
- b. Enter the original county number on the first DSS-8124. Notify that county of the pending add-an-individual application. The original county must be notified of the application at the time it is keyed in EIS. The original county is responsible for issuing benefits for any month prior to the transfer effective date. Refer to #1 for instructions.
- c. Enter your county number on the second DSS-8124. Enter the transfer effective date as the date of application. Key this application no earlier than the transfer effective date.

EXAMPLE: Mrs. Jones is currently receiving assistance in Alamance County. She moves to your county on October 1 and notifies her caseworker in Alamance County of her move. Her caseworker completes a county transfer to your county that will be effective December 1.

On October 15, Mrs. Jones comes to your agency to request that her spouse be added to her case.

Complete a DSS-8124 with October 15 as the date of application and notify Alamance County of the application. Enter the county number for Alamance County on this application. If you determine that eligibility exists for October and November, Alamance County must complete an open/shut add approval to issue those benefits. If you determine no eligibility exists for

APPROVING AN S-CD ADD-AN-INDIVIDUAL APPLICATION

REISSUED 03/01/08 - CHANGE NO. 05-08

II. B. 2. c. (CONT'D)

October and November, Alamance County must complete a denial of their application. This is required because Alamance County maintains financial responsibility for the case through November 30.

Complete an administrative DSS-8124 to cover eligibility from December 1 forward. Enter your county number and December 1 as the date of application because this is the first day of financial responsibility for your county. Key this application on or after December 1. Do not issue any benefits prior to December 1.

3. Adding An Individual(s) To An Ongoing Case Already Transferred To Another Aid Program/Category.

- a. You will approve and terminate (open/shut)the application for the time period the case was in the original aid program/category. The aid program/category entered must be the same as on the Application Turnaround. The Case Termination Date must be the last day of the month prior to the aid program/category transfer effective month. Submit the DSS-8125 to Data Entry for keying. Benefits are issued through the Case Termination Date entered on the DSS-8125.

NOTE: WHEN YOU ENTER THE CASE TERMINATION REASON AND DATE ON AN ADD-AN-INDIVIDUAL APPROVAL, THE ONGOING CASE IS NOT TERMINATED, ONLY THE APPLICATION.

- b. You must complete a DSS-8124 to activate the individual in the new aid program/category. The casehead/payee need not sign the second DSS-8124. Submit the DSS-8124 to Data Entry for keying. Follow the DSS-8125 field by field instructions to complete the approval.

4. Adding An Individual(s) to a Terminated Case

NOTE: THE CASE ID MUST BE THE SAME IN THE ID SEGMENT FOR EACH INDIVIDUAL WHO WAS ACTIVE IN THE CASE AT THE TIME OF TERMINATION. IF THE CASE ID IS DIFFERENT, YOU MUST COMPLETE A NEW APPLICATION (APPLICATION TYPE "1") AND APPROVE IN OPEN/TERMINATED STATUS (OPEN/SHUT).

- a. You must use the DSS-8125 to approve and terminate (open/shut)the application . The Case Termination Date may be less than or equal to the existing termination date, but it must be the last day of the month. Submit the DSS-8125 to Data Entry for keying.

APPROVING AN S-CD ADD-AN-INDIVIDUAL APPLICATION

REVISED 03/01/08 - CHANGE NO. 05-08

II. B. 4. (CONT'D)

- b. Benefits are issued through the termination date you enter on the DSS-8125.

III. ACTIONS THAT REQUIRE A SEPARATE DSS-8125

Do not perform the following actions in conjunction with an add-an-individual approval. Submit a separate DSS-8125 to Data Entry to be keyed after the first action processes.

A. Redetermination

B. Update of Individual Data

- 1. You may not change the following individual data elements for case recipients using the same DSS-8125 completed to add a new individual to the case:
 - a. Individual Termination Date
 - b. Medicare A/B
 - c. Living Arrangement
 - d. Special Use
 - e. Date of Death
- 2. The following individual data must always be corrected on the Name Change Screen:
 - a. Name
 - b. Social Security Number
 - c. Date of Birth

NOTE: When changing the date of birth on the Name Change Screen, 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.

- d. Race/Ethnicity/Language
- e. Sex
- 3. Other individual data fields may be updated for case recipients in conjunction with an add-an-individual approval.

APPROVING AN S-CD ADD-AN-INDIVIDUAL APPLICATION

REISSUED 03/01/08 - CHANGE NO 05-08

IV. COMPLETING THE DSS-8125

If a numeric field requires less digits than spaces available precede with zero.

A. CASE IDENTIFYING INFORMATION

1. Enter the CASEHEAD/PAYEE NAME at the top of the form for filing purposes.
2. Enter the COUNTY NAME.
3. Do not enter the CASE ID. The CASE ID is brought forward from the application and may not be changed.
4. Enter your WORKER NUMBER.
5. Enter your COUNTY NUMBER.
6. Enter the COUNTY CASE NUMBER.
7. Enter the DISTRICT NUMBER.
8. Do not enter COUNTY REASSIGNMENT NEW COUNTY or EFFECTIVE DATE.
9. Enter "S" "CD" for AID PROGRAM/CATEGORY.
10. Do not enter CASEHEAD/PAYEE NAME.
11. Enter ADDRESS LINE 1 if different than indicated on the Application Turnaround. See the Mailing Address Appendix to determine the correct abbreviations.
12. Enter ADDRESS LINE 2 if different than indicated on the Application Turnaround. See the Mailing Address Appendix to determine the correct abbreviations.
13. Enter CITY, STATE, and ZIP CODE if different than indicated on the Application Turnaround. See the Mailing Address Appendix to determine the correct abbreviations.
14. Enter the casehead/payee's three-digit area code and seven-digit PHONE NUMBER if different than indicated on the Case Profile.
15. Enter a VERIFICATION INDICATOR field to indicate all eligibility factors have been verified.

"Y" = YES "N" = NO
16. Enter a SUBSTITUTE PAYEE CODE and NAME if a substitute payee has been appointed to the case. See the Codes Appendix to determine the appropriate substitute payee code.
17. Do not enter a CHANGE CODE.

APPROVING AN S-CD ADD-AN-INDIVIDUAL APPLICATION

REISSUED 03/01/08 - CHANGE NO 05-08

IV.A. (CONT'D)

18. Enter "Y" in NOTICE OVERRIDE if you wish to override the automated notice.

Always override the automated notice when:

- a. You approve an application and authorize benefits using the DB/PML function. If all benefits are authorized on the DSS-8125, an automated notice can be produced.
- b. You approve an application but the assistance unit is not eligible for one or more month's benefits. If the assistance unit is eligible for benefits beginning the month after application but ineligible for the month of application, an automated notice can be produced.
- c. You approve an application with an approval code created for "other".

B. APPLICATION DATA

1. Enter the APPLICATION NUMBER from the Application Turnaround.
2. Enter the ONGOING DISPOSITION REASON and DATE. See the Codes Appendix to determine the appropriate disposition reason code. The ONGOING DISPOSITION DATE must be the application date or later.
3. Do not enter RETRO DISPOSITION REASON and DATE.

C. CASE TERMINATION DATA

1. You must approve an add-an-individual application in terminated status (open/shut) if any of the following situations occur:
 - a. The case you are adding the individual to is no longer active.
 - b. The case you are adding the individual to is transferred to another county.
 - c. The case you are adding the individual to is transferred to another aid program/category.

APPROVING AN S-CD ADD-AN-INDIVIDUAL APPLICATION

REISSUED 03/01/08 - CHANGE NO 05-08

IV.C. (CONT'D)

2. If you complete an open/shut add-an-individual application:
 - a. Enter the CASE TERMINATION REASON and DATE.
 - b. See the Codes Appendix to determine the appropriate termination reason code.
 - c. The CASE TERMINATION DATE cannot be before the application month and it must be the last day of the month.
 - d. The CASE TERMINATION DATE of the add-an-individual application cannot be after the CASE TERMINATION DATE on the case you are adding to.
 - e. The CASE TERMINATION DATE on the add-an-individual application must be before the transfer effective date on the case you are adding to.
3. Do not enter OLD CASE TERMINATION REASON and DATE.

D. PAYMENT DATA

1. Do not enter the PAYMENT REVIEW PERIOD FROM and THRU dates.

NOTE: IF A REDETERMINATION IS COMPLETED AT THE SAME TIME AS AN ADD-AN-INDIVIDUAL APPROVAL, ENTER THE REDETERMINATION INFORMATION ON A SEPARATE DSS-8125 TO BE SUBMITTED TO DATA ENTRY THE NEXT DAY.

2. Enter the new ongoing MONTHLY PAYMENT AMOUNT. The MONTHLY PAYMENT AMOUNT must be a whole dollar amount. The AMOUNT must be the MAINTENANCE AMOUNT, minus the TOTAL COUNTABLE INCOME, minus the GRANT RECOUPMENT.

NOTE: IF AN OPEN/SHUT ADD-AN-INDIVIDUAL APPLICATION IS APPROVED, ENTER THE AMOUNT OF THE ADJUSTED PAYMENT IN THE MONTHLY PAYMENT AMOUNT FIELD. THE SYSTEM DOES NOT CHECK THE CALCULATION.

3. Do not enter MONTHLY PAYMENT TYPE.
4. Enter the ongoing month as the MONTHLY PAYMENT EFFECTIVE DATE.

NOTE: IF AN OPEN/SHUT ADD-AN-INDIVIDUAL APPLICATION IS APPROVED, ENTER THE MONTH AND YEAR FOR WHICH THE ADJUSTED PAYMENT IS EFFECTIVE. THE SYSTEM GENERATES AN ADJUSTED PAYMENT FOR EACH MONTH BEGINNING WITH THE EFFECTIVE MONTH THROUGH THE CASE TERMINATION MONTH.

APPROVING AN S-CD ADD-AN-INDIVIDUAL APPLICATION

REISSUED 03/01/08 - CHANGE NO 05-08

IV.C. (CONT'D)

5. Enter the PRIOR MONTH PAYMENT 1 AMOUNT and DATE to request a State issued adjusted payment. A prorated adjusted payment for an ongoing case must be requested in the PRIOR MONTH PAYMENT 1 field.
 - a. The PRIOR MONTH PAYMENT 1 AMOUNT must be a whole dollar amount.
 - b. The PRIOR MONTH PAYMENT 1 DATE must be before the PAYMENT EFFECTIVE DATE and must be the date of application or later.
6. Enter PRIOR MONTH PAYMENT 2 AMOUNT AND DATE to request a State issued adjusted payment.

NOTE: DO NOT ENTER PRIOR MONTH PAYMENT 2 AMOUNT AND PAYMENT DATE UNLESS PRIOR MONTH PAYMENT 1 AMOUNT AND PAYMENT DATE HAVE BEEN ENTERED. IF MORE THAN TWO PRIOR MONTH PAYMENTS ARE REQUIRED, REQUEST THESE PAYMENTS USING THE DMA-5022, RETROACTIVE ELIGIBILITY. SEE DMA-5022 INSTRUCTIONS FOR APPLICATIONS APPROVALS, EIS 2268.

- a. Enter the PRIOR MONTH PAYMENT 2 AMOUNT. The amount must be a whole dollar amount.
- b. Enter the PRIOR MONTH PAYMENT 2 DATE. The date must be the date of application or later.

E. DO NOT ENTER MEDICAID DATA.

F. EARNED INCOME (IF ZERO LEAVE BLANK)

1. Enter the GROSS EARNED INCOME. The amount must be dollars and cents.
2. Enter the WORK EXPENSES. The amount must be dollars and cents.
3. Do not enter CHILD/ADULT CARE.
4. Enter the DISREGARD. The amount must be dollars and cents.
5. Enter the NET EARNED INCOME. The amount must be dollars and cents.
6. Enter GRANT RECOUPMENT if a reduction in the assistance check is made to repay an overpayment.

APPROVING AN S-CD ADD-AN-INDIVIDUAL APPLICATION

REVISED 07/01/10 - CHANGE NO. 01-11

IV. D. 6. (CONT'D)

NOTE: GRANT RECOUPMENT IS NOT ALLOWED IF CASE TERMINATION REASON AND DATE ARE ENTERED.

- a. Enter the CODE. See the Codes Appendix to determine the appropriate grant recoupment code.
- b. Enter the AMOUNT in whole dollars.
- c. Enter the END DATE. The END DATE must not be before the ongoing month. A special message is generated on the Case Management Report one month before the month the grant recoupment amount must be changed or removed from the case.

G. UNEARNED INCOME (IF ZERO, LEAVE BLANK)

- 1. Do not enter the SSI AMOUNT.
- 2. Enter RSDI AMOUNT.
 - a. The amount must be a whole dollar amount. Zeroes must be entered in the cents column.
 - b. This amount must be less than or the same as the TOTAL NET UNEARNED INCOME.
 - c. If entered, an RSDI CLAIM NUMBER is required for at least one individual on the case.
- 3. Enter the OTHER UNEARNED INCOME.
 - a. The amount must be dollars and cents.
 - b. The amount must be included in the TOTAL NET UNEARNED INCOME.
- 4. Enter the TOTAL NET UNEARNED INCOME.
 - a. The amount must be dollars and cents.
 - b. The amount must be more than or the same as the RSDI AMOUNT, if RSDI AMOUNT is entered.
 - c. TOTAL COUNTABLE MONTHLY INCOME must also be entered.

H. NEEDS

- 1. Enter the MAINTENANCE AMOUNT. The amount must be a whole dollar amount. Zeroes must be entered in the cents column.

APPROVING AN S-CD ADD-AN-INDIVIDUAL APPLICATION

REISSUED 07/01/10 - CHANGE NO. 01-11

IV. (CONT'D)

NOTE: MAINTENANCE AMOUNT IS NOT ALLOWED IF CASE TERMINATION REASON AND DATE ARE ENTERED.

2. Do not enter AMBULATION CAPACITY.
3. Do not enter DOMICILIARY RATE.
4. Enter the TOTAL COUNTABLE MONTHLY INCOME.
 - a. If zero, leave blank.
 - b. If entered, amount must be dollars and cents.
 - c. Do not enter if CASE TERMINATION DATA is entered.

NOTE: TOTAL COUNTABLE MONTHLY INCOME IS NOT ALLOWED IF CASE TERMINATION REASON AND DATE ARE ENTERED.

I. SPECIAL DATA

1. Enter a FOOD STAMP NUMBER for each case receiving Food Stamps if the number is not displayed on the Case Profile.
2. Do not enter STEPPARENT INDICATOR.
3. Do not enter GRANDFATHER STATUS CODE or DATE.
4. Do not enter SSI STATUS. (System generated).
5. Mark "YES" or "NO" for VA PAYMENT.
6. Enter SPECIAL REVIEW TYPE and DATE if needed. Not allowed if CASE TERMINATION DATA is entered.
 - a. See the Codes Appendix to determine the appropriate special review type and date.
 - b. The DATE must not be before the ongoing month.
7. Do not enter JOBS/WORK REQUIREMENT SAVINGS REASON and AMOUNT.
8. Do not enter SPECIAL USE CODE and DATA.

J. DO NOT ENTER SPECIAL COVERAGE GROUP DATA (INCLUDING SPECIAL NEEDS).

APPROVING AN S-CD ADD-AN-INDIVIDUAL APPLICATION

REISSUED 07/01/10 - CHANGE NO. 01-11

IV. (CONT'D)

K. SUPPLEMENTAL NOTICE INFORMATION

The following three data elements have been added to the DSS-8125 Data Entry screen. Only one is applicable to S-CD. A recommended form in which to enter the information can be found at the end of this section. This form should be attached to your DSS-8125 when submitting to Data Entry for keying.

1. Enter the AUTHORIZED REPRESENTATIVE'S NAME and ADDRESS, if an authorized representative has been appointed to the case. An automated notice will be produced for both the payee and the authorized representative.
2. Do not enter SECONDARY NOTICE CODE.
3. Do not enter NOTICE TEXT.

L. INDIVIDUAL DATA

1. Enter the INDIVIDUAL ID, NAME, SOCIAL SECURITY NUMBER, DATE OF BIRTH, and SEX are brought forward from the 8124. Any corrections to this information must be done on the Name Change screen. Remember that the individual must be between the ages of 18 and 64.

NOTE: When changing the date of birth on the Name Change Screen, 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.

2. Do not enter INDIVIDUAL TERMINATION DATE.
3. Do not enter CASE STATUS. The system generates an "R".
4. Enter the RSDI CLAIM NUMBER if the individual receives Security benefits or has Medicare coverage.
5. Enter a "Y" or "N" in MEDICARE A to indicate whether or not the individual has Medicare A. If "Y" is entered, the RSDI CLAIM NUMBER must be entered.
6. Enter a "Y" or "N" in MEDICARE B to indicate whether or not the individual has Medicare B. If "Y" is entered, the RSDI CLAIM NUMBER must be entered.

APPROVING AN S-CD ADD-AN-INDIVIDUAL APPLICATION

REVISED 10/01/09 - CHANGE NO 01-10

IV.L.(CONT'D)

7. Do not enter a FAMILY STATUS CODE. The system generates an "A".
8. Enter a LIVING ARRANGEMENT CODE. See the [Codes Appendix](#) to determine the appropriate living arrangement code.
9. Enter a SPECIAL REPORT code if needed. See the [Codes Appendix](#) to determine the appropriate special report code.
10. Do not enter WORK REGISTRATION Code.
11. Enter SPECIAL USE CODE and DATA if needed. See the [Codes Appendix](#) to determine the appropriate special use code and dates.
12. Do not enter a REFUGEE STATUS CODE or U. S. ENTRY DATE.
13. Enter DATE OF DEATH if the individual is deceased. The date of death must be less than or equal to the CASE TERMINATION DATE and must be less than or equal to the current date and greater than the date of application.
14. Enter the RELATIONSHIP TO PAYEE code. See [Codes Appendix](#) to determine the appropriate code.
15. Do not enter JOBS/WORK REQUIREMENT SAVINGS REASON and AMOUNT.
16. Do not enter WORK EXPERIENCE.
17. Do not enter GROSS EARNED INCOME.
18. Do not enter WORK EXPENSES.
19. Do not enter CHILD/ADULT CARE.
20. Do not enter NET EARNED INCOME.
21. Do not enter EDUCATIONAL LEVEL.
22. Do not enter type and date of EDUCATION provided.
23. Enter "N" FOR ISSUE CARD.
24. Do not enter COMMUNITY CARE OF NORTH CAROLINA (CCNC) provider or exempt number.

APPROVING AN S-CD ADD-AN-INDIVIDUAL APPLICATION

REVISED 10/01/09 - CHANGE NO 01-10

IV. (CONT'D)

M. SIGNATURES AND DATE

1. Enter the DATE COMPLETED.
2. Sign the DSS-8125 in the WORKER'S SIGNATURE field.
3. The county director or his designee must sign the form in the DIRECTOR'S SIGNATURE field.

V. SUBMIT THE DSS-8125 AND SUPPLEMENTAL NOTICE INFORMATION FORM TO DATA ENTRY FOR KEYING.

VI. OUTPUTS

When the DSS-8125 has processed successfully, the following are received.

A. BENEFITS ISSUED

1. Money
 - a. PRIOR MONTH checks are produced for the months and amounts indicated in the PRIOR MONTH PAYMENT fields on the DSS-8125. These checks are produced the night the approval form processes and are mailed to the recipient the next working day.

NOTE: DO NOT ISSUE COUNTY CHECKS FOR SPECIAL ASSISTANCE. ALL CHECKS MUST BE STATE ISSUED.

2. Medicaid

A Medicaid card is not produced by EIS.

B. CASE PROFILE

A Case Profile is produced the night the approval processes and is mailed to the county the following workday.

C. CASEWORKER SUPERVISOR REPORT

The application approval is reported on the Caseworker Supervisor Report. The number of approvals completed is determined from the WORKER NUMBER.

APPROVING AN S-CD ADD-AN-INDIVIDUAL APPLICATION

REVISED 10/01/09 - CHANGE NO. 01-10

VII. AUTOMATED NOTICES

- A. An automated notice ([DSS-8108A](#)) is produced for each S-CD approval the night the DSS-8125 processes in the system unless "Y" is entered for "NOTICE OVERRIDE".
- B. The DISPOSITION REASON CODE entered on the DSS-8125 determines the text of the notice.
- C. The system calculates the 60th calendar day for the notice.
- D. The date of the automated notice is the next state workday after the DSS-8125 processes. This is the date the notice is mailed to the recipient. A copy of the notice is not mailed to the county.
- E. A Notice Register Report is produced each night and is mailed to the county the following workday. This report lists vital information related to all automated notices produced for that day. See [EIS 2304 - NOTICE REGISTER REPORT](#) for more information regarding the Notice Register Report.