
CHANGES TO RRF AND SA CASES

EIS 3102 - CHANGES TO R-RF AND SA CASES
CHANGE OF ADDRESS
REISSUED 10/01/09 - CHANGE NO. 01-10

I. COMPLETING THE ADDRESS

- A. Use the following instructions to change the address of any active Refugee or Special Assistance case. If a numeric field requires less digits than spaces available, precede with zeroes.
1. Enter the CASEHEAD/PAYEE NAME at the top of the form for filing purposes.
 2. Enter the COUNTY NAME.
 3. Enter the CASE ID from the current Case Profile.
 4. Enter your assigned WORKER NUMBER.
 5. Enter the COUNTY NUMBER from the Case Profile.
 6. Ensure the DISTRICT NUMBER on the Case Profile is correct. If incorrect, enter the appropriate DISTRICT NUMBER.
 7. Enter the appropriate AID PROGRAM/CATEGORY.
 8. Enter ADDRESS LINE 1. See the Mailing Address Appendix, [EIS 4050](#), for the correct abbreviations. Do not enter punctuation or symbols in an address. Enter in care of (c/o) on ADDRESS LINE 1. Always enter the apartment number or lot number on ADDRESS LINE 1 when the address is too long for one line.
 9. Enter ADDRESS LINE 2 if an additional line of address is needed. Do not enter just Rd or St if there is not room on ADDRESS LINE 1. Do not enter this field if ADDRESS LINE 1 has not been completed. Use ADDRESS LINE 2 to enter the location where the Postal Service must deliver the mail. See [EIS 4050](#), Mailing Address Appendix, to determine the correct abbreviations.

Examples:

Line 1 Apt 10
Line 2 1187 W Johnston St

Line 1 Shady MHP Lt 39
Line 2 900 Stuckey Road

Line 1 c/o John Jones
Line 2 Rt 6, Box 46A

Actual Address ~ 287 Colonial Village Drive

Line 1 287 Colonial Vlg
Line 2 Blank

For S-AA and S-AD cases:

- a. Enter the domiciliary care facility name in ADDRESS LINE 1.

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I. A. 9. (CONT'D)

- b. Enter the facility's unique identification code in the last three spaces of ADDRESS LINE 2. Refer to EIS 1063 to determine the appropriate 3 digit facility code.

Example:

Line 1 Gastonia Vlg
Line 2 850 Majestic 934

10. Enter the CITY, STATE, and ZIP CODE. See [EIS 4050](#), the Address Appendix, for appropriate state abbreviations.
11. INDIVIDUAL LEVEL - Enter the RELATIONSHIP TO PAYEE code. See [Codes Appendix](#) to determine the appropriate code.

B. DO NOT ENTER the following fields on the DSS-8125:

1. Verification Indicator
2. Change Code
3. Notice Override
4. Application Data
5. Case Termination Data
6. County Issue and Prior Month Payment Data
7. Medicaid Effective Date
8. Retro MA 1 and 2
9. Work Experience
10. Educational Level
11. Issue CRD (See EIS 3105 for how to request replacement cards.)

NOTE: ALL OTHER FIELDS ARE OPTIONAL. A DETAILED EXPLANATION OF EACH FIELD IS INCLUDED IN "OTHER CHANGED DATA".

II. SIGNATURES AND DATE

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

III. SUBMIT THE DSS-8125 TO DATA ENTRY FOR KEYING.

IV. OUTPUTS:

When the DSS-8125 processes successfully, the following are received:

- A. Case Profile

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IV. A. (CONT'D)

An updated Case Profile is produced the night the change processes and is mailed to the county on the following workday.

B. Caseworker Supervisor Report

All changes completed by an IMC are reported on the Caseworker Supervisor Report. The number of actions completed is determined from the WORKER NUMBER.

V. FOR ANY CHANGE NOT LISTED, SEE "OTHER CHANGED DATA."

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**PAYEE NAME CHANGES AND CHANGES OF PAYEE
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I. GENERAL INFORMATION

All changes of casehead/payee require completion of a DSS-8124. This form must be signed by the new casehead/payee.

- A. If the new casehead/payee is to be included in the case, this must be processed as an add-an-individual application. Refer to the appropriate application section for instructions on completing the DSS-8124 and DSS-8125.
- B. If the new casehead/payee is to be included and is already a recipient in the case, file the signed DSS-8124 in the case record. This is not keyed. Use the following instructions to update the case.
- C. If the new casehead/payee is not to be included in the case or is included and a recipient already in the case, file the signed DSS-8124 in the case record. This is not keyed. Use the following instructions to update the case.

NOTE: IF THIS CHANGE REQUIRES THAT AN INDIVIDUAL BE REMOVED FROM THE CASE, REFER TO "DELETION OF AN INDIVIDUAL" WITHIN THIS SECTION.

II. UPDATING THE NAME OF THE CASEHEAD/PAYEE

Use the NAME CHANGE function to update the name and/or demographic data of the casehead/payee. A DSS-8125 is not required. This does not include an actual change of payee. See [EIS 1056, Common Name Database](#).

III. CHANGE OF PAYEE

A. Changing from one casehead/payee only to a different casehead/payee only:

- 1. On the Name Search screen, enter the EIS Case ID beside "CASE ID". Press ENTER.
- 2. EIS displays the individuals associated with the Case ID.
- 3. Remove the payee designation for the old casehead/payee. (Delete the P.)
- 4. On the first available blank line, enter S, the casehead name, date of birth, race, sex and SSN (if available). Designate the individual as payee by entering P under the PAY column. Press ENTER to complete Name Search.
- 5. EIS displays potential matches on the EIS NAME/SSN SEARCH screen. Follow the usual procedures to match the individual or assign an Individual ID. (See [EIS 1056, Common Name Database](#).)
- 6. Enter a DSS-8125. Key Y to the right of "CASEHEAD PAYEE CHG". This indicates this is a new casehead/payee, not just a name change for the old payee.

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III. A. (CONT'D) CHANGING FROM ONE CASEHEAD/PAYEE ONLY TO A DIFFERENT CASEHEAD PAYEE ONLY

7. When the DSS-8125 processes, EIS displays the new casehead/payee name on the case.

B. Changing from one casehead/payee only to a different casehead/payee who is included:

1. On the Name Search screen, enter the EIS Case ID beside "CASE ID" Press ENTER.
2. EIS displays the individuals associated with the Case ID.
3. Remove the payee designation for the old casehead/payee. (Delete the P.)
4. On the first available blank line, enter S, the casehead name, date of birth, race, sex and SSN (if available). Designate the individual as payee by entering P under the PAY column. Press ENTER to complete Name Search.
5. EIS displays potential matches on the EIS NAME/SSN SEARCH screen. Follow the usual procedures to match the individual or assign an Individual ID. (See [EIS 1056, Common Name Database.](#))
6. Enter the DSS-8125 to change the payee. Enter Y for CASEHEAD/PAYEE CHG. This indicates this is a new casehead/payee, not just a name change for the old payee.
7. When the DSS-8125 processes, EIS displays the new casehead/payee name on the case.
8. Enter the DSS-8124 to add the new payee to the case. Enter Y to indicate the person on line 01 of the DSS-8124 is the casehead/payee.
9. When you are ready to approve the application for the new payee, enter the DSS-8125. DO NOT ENTER anything in CASEHEAD/PAYEE CHG.
10. When the DSS-8125 approval processes, EIS displays the new casehead/payee as a recipient on the case.

C. Changing from one casehead/payee who is included to a different casehead/payee only:

1. On the Name Search screen, enter the EIS Case ID beside "CASE ID". Press ENTER.
2. EIS displays the individuals associated with the Case ID.
3. Remove the payee designation for the old casehead/payee. (Delete the P.)

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III. C.(CONT'D) CHANGING FROM ONE CASEHEAD/PAYEE WHO IS INCLUDED TO DIFFERENT CASEHEAD/PAYEE ONLY

4. On the first available blank line, enter S, the casehead name, date of birth, race, sex and SSN (if available). Designate the individual as payee by entering P under the PAY column. Press ENTER to complete Name Search.
5. EIS displays potential matches on the EIS NAME/SSN SEARCH screen. Follow the usual procedures to match the individual or assign an Individual ID. (See [EIS 1056](#), Common Name Database.)
6. Enter the DSS-8125 to change the payee. Enter Y for CASEHEAD/PAYEE CHG. This indicates this is a new casehead/payee, not just a name change for the old payee. Enter the individual termination date to delete the previous payee from the case. (See "DELETION OF AN INDIVIDUAL" within this section.)
7. When the DSS-8125 processes, EIS displays the new casehead/payee name on the case. The previous casehead/payee is deleted as a recipient at the same time or when the timely action processes, depending on the change code.

D. Changing from one casehead/payee who is included to a different casehead/payee who is included:

1. On the Name Search screen, enter the EIS Case ID beside "CASE ID". Press ENTER.
2. EIS displays the individuals associated with the Case ID.
3. Remove the payee designation for the old casehead/payee. (Delete the P.)
4. On the first available blank line, enter S, the casehead name, date of birth, race, sex and SSN (if available). Designate the individual as payee by entering P under the PAY column. Press ENTER to complete Name Search.
5. EIS displays potential matches on the EIS NAME/SSN SEARCH screen. Follow the usual procedures to match the individual or assign an Individual ID. (See [EIS 1056](#), Common Name Database.)
6. Enter the DSS-8125 to change the payee. Enter Y for CASEHEAD/PAYEE CHG. This indicates this is a new casehead/payee, not just a name change for the old payee. Enter the individual termination date to delete the previous payee from the case. (See "DELETION OF AN INDIVIDUAL" within this section.)

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III. D. (CONT'D) CHANGING FROM ONE CASEHEAD/PAYEE WHO IS INCLUDED TO A DIFFERENT CASEHEAD/PAYEE WHO IS INCLUDED

7. When the DSS-8125 processes, EIS displays the new casehead/payee name on the case. The previous casehead/payee is deleted as a recipient at the same time or when the timely action processes, depending on the change code.
8. Enter the add-on DSS-8124 to add the new payee to the case. Enter Y to indicate the person on line 01 of the DSS-8124 is the casehead/payee.
9. When you are ready to approve the add-on application for the new payee, complete the DSS-8125. DO NOT ENTER anything for CASEHEAD/PAYEE CHG.
10. When the DSS-8125 approval processes, the new casehead/payee displays as a recipient on the case.

E. Adding a casehead/payee as a recipient who was previously casehead/payee only:

1. Since the casehead/payee is already in the group, you do not have to designate the payee in Name Search again.
2. Enter an add-on DSS-8124 to add the casehead/payee as a recipient. Enter Y to indicate the person on line 01 of the DSS-8124 is the casehead/payee.
3. When you are ready to approve the add-on application for the new payee, complete the DSS-8125. Enter N for CASEHEAD/PAYEE CHG, since you are not changing the payee.
4. When the DSS-8125 approval processes, the casehead/payee displays as a recipient on the case.

F. Deleting a casehead/payee as a recipient who remains casehead/payee

1. Enter a DSS-8125 to delete the casehead/payee as a recipient. Enter the individual termination date to delete the casehead/payee as a recipient. (See DELETION OF INDIVIDUAL in this section.)
2. When the DSS-8125 processes or at the end of the timely notice period (depending on the change code used), the individual no longer displays as an active recipient on the case. The casehead/payee name does not change.

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III. G. (CONT'D) CHANGING TO A NEW CASEHEAD/PAYEE ONLY, WHILE OLD
CASEHEAD/PAYEE REMAINS AS A RECIPIENT ON THE CASE

G. Changing to a new casehead/payee only, while old casehead/payee
remains as a recipient on the case

1. On the Name Search screen, enter the EIS Case ID beside "CASE ID". Press ENTER.
2. EIS displays the individuals associated with the Case ID.
3. Remove the payee designation for the old casehead/payee. (Delete the P.)
4. On the first available blank line, enter S, the casehead name, date of birth, race, sex and SSN (if available). Designate the individual as payee by entering P under the PAY column. Press ENTER to complete Name Search.
5. EIS displays potential matches on the EIS NAME/SSN SEARCH screen. Follow the usual procedures to match the individual or assign an Individual ID. (See [EIS 1056](#), Common Name Database.)
6. Enter the DSS-8125 to change the payee. Enter Y for CASEHEAD/PAYEE CHG. This indicates this is a new casehead/payee, not just a name change for the old payee.
7. When the DSS-8125 processes, EIS displays the new casehead/payee name on the case.

IV. COMPLETING THE DSS-8125

- A. Use the following instructions to designate or change the casehead/payee of a Refugee or Special Assistance case. This includes the situations in III. above. If a numeric field requires less digits than spaces available, precede with zeroes.
1. Write the CASEHEAD/PAYEE NAME at the top of the form for filing purposes, if using a paper form.
 2. Write the COUNTY NAME, if using a paper form.
 3. Enter the CASE ID from the current Case Profile.
 4. Enter your assigned WORKER NUMBER.
 5. Enter the COUNTY NUMBER from the Case Profile.
 6. Ensure the DISTRICT NUMBER on the Case Profile is correct. If incorrect, enter the appropriate DISTRICT NUMBER.

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IV. A. (CONT'D) COMPLETING THE DSS-8125

7. Enter the AID PROGRAM/CATEGORY.
8. Enter Y or N for CASEHEAD/PAYEE CHG. See III. above. Enter Y if this is a new payee. Enter N if this is the same casehead/payee that is already on the active case.

B. DO NOT ENTER the following fields on the DSS-8125:

1. Verification Indicator
2. Change Code
3. Notice Override
4. Application Data
5. Case Termination Data
6. Payment Data
7. Medicaid Effective Date
8. Retro MA Data
9. Work Experience
10. Educational Level
11. Issue CRD (See EIS 3105 for how to request replacement cards.)

NOTE: ALL OTHER FIELDS ARE OPTIONAL. A DETAILED EXPLANATION OF EACH FIELD IS INCLUDED IN "OTHER CHANGED DATA."

V. SIGNATURES AND DATE

- A. Write the DATE COMPLETED.
- B. Sign the DSS-8125 in the WORKER'S SIGNATURE field.
- C. The county director or his designee must sign the form in the DIRECTOR'S SIGNATURE field.

VI. KEY THE DSS-8125.

VII. OUTPUTS

When the DSS-8125 processes successfully, the following are received:

A. Case Profile

An updated Case Profile is produced the night the DSS-8125 processes and is mailed to the county the following workday.

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IV. B. (CONT'D) COMPLETING THE DSS-8125

B. Caseworker Supervisor Report

All changes completed by an IMC are reported on the Caseworker Supervisor Report. The number of actions completed is determined from the WORKER NUMBER.

VIII. FOR ANY CHANGES NOT LISTED, SEE "OTHER CHANGED DATA."

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**DELETION OF AN INDIVIDUAL
REISSUED 10/01/07 - CHANGE NO. 02-08**

I. COMPLETE AN AUTOMATED BUDGET CALCULATION FOR THE AFFECTED PAYMENT MONTH WHEN DELETING AN INDIVIDUAL FROM A R-RF CASE. COMPLETE THE BUDGET BEFORE SUBMITTING THE DSS-8125 TO DATA ENTRY.

II. COMPLETING THE DSS-8125

A. Use the following instructions to delete an individual from any active Refugee or Special Assistance case. If a numeric field requires less digits than spaces available, precede with zeroes.

1. Enter the CASEHEAD/PAYEE NAME at the top of the form for filing purposes.
2. Enter the COUNTY NAME.
3. Enter the CASE ID from the current Case Profile.
4. Enter your assigned WORKER NUMBER.
5. Enter the COUNTY NUMBER from the Case Profile.
6. Ensure the DISTRICT NUMBER on the Case Profile is correct. If incorrect, enter the appropriate DISTRICT NUMBER.
7. Enter the appropriate AID PROGRAM/CATEGORY.
8. Enter the appropriate CHANGE CODE when you are deleting an individual from a S-CD case. See the Codes Appendix to determine the appropriate code.

It is very important to enter the correct code. Unless overridden, an automated notice is produced based on the change code entered on the DSS-8125. The change code not only determines the text of the notice but also whether the notice is adequate or timely. See AUTOMATED NOTICES at the end of this section for more information regarding the automated notice.

9. Enter "Y" in NOTICE OVERRIDE if you wish to override the S-CD automated notice.

Always override the automated notice when:

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II. A. 9. (CONT'D)

For S-CD cases:

- a. The change code listed in the Codes Appendix is "other."
 - b. The change code listed in the Codes Appendix is marked with an asterisk (*).
 - c. Use of the automated notice will create an overpayment.
10. Enter MONTHLY PAYMENT AMOUNT if appropriate as a whole dollar amount.
 11. Enter the MONTHLY PAYMENT EFFECTIVE DATE if an amount is entered. This date must not be after the ongoing month.
 12. Enter the new MAINTENANCE AMOUNT. The amount must be a whole dollar amount. Zeroes must be entered in the cents column.
 13. Enter the INDIVIDUAL ID of the individual you are deleting from the case.
 14. Enter the INDIVIDUAL TERMINATION DATE. This date must be the last day of the month prior to the cycle month. Do not enter if DATE OF DEATH is entered.
 15. INDIVIDUAL LEVEL - Enter the RELATIONSHIP TO PAYEE code, if there is an individual remaining on the case without a code. See [Codes Appendix](#) to determine the appropriate code.

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II. A. 15. (CONT'D)

NOTE: IF THIS IS THE ONLY INDIVIDUAL ON THE CASE, DO NOT DELETE. SEE TERMINATING A CASE, [EIS 3200](#).

B. DO NOT ENTER the following fields on the DSS-8125:

1. Application Data
2. Medicaid Effective Date
3. Case Termination Data
4. County Issued and Prior Month Payment Data
5. Retro MA Data
6. Verification Indicator
7. Work Experience
8. Educational Level
9. Issue CRD (See EIS 3105 for how to request replacement cards).

NOTE: ALL OTHER FIELDS ARE OPTIONAL. A DETAILED EXPLANATION OF EACH FIELD IS INCLUDED IN "OTHER CHANGED DATA" LOCATED AT THE END OF THIS SECTION.

C. Supplemental Notice Information (S-CD Only)

The following three data elements have added to the DSS-8125 Data Entry screen. A change code must be present in order to enter these fields. A recommended form in which to enter the information can be found at the end of this section. This form must be attached to the 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 NOTICE CODE.
3. Do not enter NOTICE TEXT.

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III. SIGNATURES AND DATE

- A. Enter the DATE COMPLETED.
- B. Sign the DSS-8125 in the WORKER'S SIGNATURE field.
- C. The county director or his designee must sign the DIRECTOR'S SIGNATURE field.

IV. KEY THE DSS-8125.

V. OUTPUTS

When the DSS-8125 processes successfully, the following are received:

A. Case Profile

An updated Case Profile is produced the night the change processes and is mailed to the county the following workday.

B. Caseworker Supervisor Report

All changes completed by an IMC are reported on the Caseworker Supervisor Report. The number of actions completed is determined from the WORKER NUMBER.

VI. FOR ANY CHANGES NOT LISTED, SEE "OTHER CHANGED DATA."

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VII. AUTOMATED NOTICES

A. General Information

1. An automated notice (DSS-8110A) is produced for all S-CD changes the night the DSS-8125 processes in the system unless "Y" is entered for "NOTICE OVERRIDE." A sample of the DSS-8110A is located at the end of this section.
2. The CHANGE CODE entered on the DSS-8125 determines the text of the notice and whether the notice is adequate or timely.
3. The system calculates the 60th calendar day for the notice.
4. 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.
5. 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 3556 for more information regarding the Notice Register Report.

B. Adequate Notice

1. "Adequate" is clearly indicated at the top of the notice.
2. The system calculates the 60th calendar day for the notice.
3. The action indicated on the DSS-8125 takes place in EIS the same night the adequate notice is produced.

C. Timely Notice

1. "Timely" is clearly indicated at the top of the notice.
2. To produce an automated timely notice, you must complete the DSS-8125 and have it keyed into EIS at the same time you would have completed the manual DSS-8110.
3. The system calculates the tenth county workday and the 60th calendar day for the notice.
4. The action takes place in EIS eleven county workdays from the date of the notice. If the eleventh county workday falls after the 4th worknight from the end of the month, EIS adjusts the month of change to the next benefit month.

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VI. C. (CONT'D)

For example:

A DSS-8125 indicating a decrease in the Work First check with an effective date of July 1994 and a timely reason code for an automated notice is keyed June 13, 1994. The eleventh workday is June 29, 1994. The keying deadline is June 27, 1994. EIS changes the payment effective date to August 1994.

This action is reported on the Notice Register for that day. The information related to the automated notice is displayed with an asterisk (*) entered in the "CHANGE/TERMINATION DATE" column of the report.

5. No further action is required by you for the action to occur.
6. An updated Case Profile is produced the night the action takes place in EIS.
7. DSS-8125 and Timely Action Pending
 - a. A DSS-8125 may not be placed on hold when there is a timely action pending.

NOTE: DSS-8125'S MAY CONTINUE TO BE KEYED. THOSE THAT ARE ERROR FREE PROCESS CORRECTLY. THOSE THAT CONTAIN AN ERROR MAY NOT BE PLACED ON HOLD, BUT MUST BE REKEYED ONCE THE ERROR IS CORRECTED.

- b. A DSS-8125 may not be keyed on the day the timely action is to process unless it contains a change code or termination code and date.
8. Deleting the Action

Because the action does not actually process in EIS until the eleventh county workday, it is possible to stop the action. To do so, delete the action that is on hold in EIS. The deletion must occur no later than the eleventh county workday from the date of the notice.

Delete the pending action using one of the following methods.

- a. Submit a copy of the DSS-8125 you sent originally to request the change. Write "DELETE" in red across the top of the form; or

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VI. C. 8. (CONT'D)

- b. Submit a county form developed for this purpose. This form must contain the form ID number of the original DSS-8125 and a message to Data Entry to delete the form.
- c. See [EIS 4900, DATA ENTRY APPENDIX E.](#)

NOTE: FORM ID NUMBERS ARE LISTED ON THE NOTICE REGISTERS AND ARE AVAILABLE THROUGH INQUIRY IN XPTR FOR THREE DAYS AFTER THE DSS-8125 IS KEYED.

This action is reported on the Notice Register for that day. The information related to the automated notice is displayed with "DELETED" noted in the "COMMENTS" column of the register.

9. Rescinding the Action

It is important to note that there is another situation where an action pending in EIS is stopped.

If a subsequent DSS-8125 is keyed by the eleventh county workday from the date of the notice and the subsequent DSS-8125 causes a new notice to be produced, the pending action is stopped. In this situation, EIS "rescinds" the pending action and produces an automated notice for the new action.

Both actions are reported on the Notice Register for that day. The information related to the first automated notice is displayed with "RESCINDED" noted in the "COMMENTS" column of the register. The information related to the subsequent automated notice is also displayed with no entry in the "COMMENTS" column.

10. DSS-8125 and Timely Pending Action

- a. A DSS-8125 may not be placed on hold when there is a timely action pending.
- b. A DSS-8125 may be keyed, but if a change code or termination code is present, it will rescind the pending action.
- c. Demographic data may be keyed up until the day before a timely action is to process without rescinding the pending action. Following are examples of demographic data:

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VI. C. 10. (CONT'D)

- (1) County Number
- (2) County Case Number
- (3) District Number
- (4) Address, including FACILITY code.
- (5) RSDI Claim Number

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GRANT RECOUPMENT
REVISED 10/01/05 - CHANGE NO. 02-06

I. COMPLETE AN AUTOMATED BUDGET CALCULATION FOR THE AFFECTED PAYMENT MONTH WHEN ENTERING A GRANT RECOUPMENT FOR A R-RF CASE. COMPLETE THE BUDGET BEFORE SUBMITTING THE DSS-8125 TO DATA ENTRY.

II. COMPLETING THE DSS-8125

A. Use the following instructions to change grant recoupment of any active Refugee or Special Assistance case. If a numeric field requires less digits than spaces available, precede with zeroes.

1. Enter the CASEHEAD/PAYEE NAME at the top of the form for filing purposes.
2. Enter the COUNTY NAME.
3. Enter the CASE ID from the current Case Profile.
4. Enter your assigned WORKER NUMBER.
5. Enter the COUNTY NUMBER from the Case Profile.
6. Ensure the DISTRICT NUMBER on the Case Profile is correct. If incorrect, enter the appropriate DISTRICT NUMBER.
7. Enter the appropriate AID PROGRAM/CATEGORY.
8. Enter the appropriate CHANGE CODE when you are entering a grant recoupment for a S-AA, S-AD, or S-CD case. See the Codes Appendix to determine the appropriate code.

It is very important to enter the correct code. Unless overridden, an automated notice is produced based on the change code entered on the DSS-8125. The change code not only determines the text of the notice but also whether the notice is adequate or timely. See AUTOMATED NOTICES at the end of this section for more information regarding the automated notice.

NOTE: DO NOT ENTER A CHANGE CODE IF THE S-AA/S-AD CASE HAS CAP COVERAGE. AN AUTOMATED NOTICE IS NOT PRODUCED IN THIS SITUATION. SEND A MANUAL NOTICE REGARDING THE GRANT RECOUPMENT.

9. Enter "Y" in NOTICE OVERRIDE if you wish to override the S-AA, S-AD , or S-CD case automated notice.

NOTE: DO NOT ENTER A NOTICE OVERRIDE IF THE CASE HAS CAP COVERAGE. NO NOTICE IS PRODUCED FOR A CAP CASE. A MANUAL NOTICE IS REQUIRED.

Always override the automated notice for SAA, SAD, and SCD cases when:

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II. A. 9. (CONT'D)

- a. The change code listed in the Codes Appendix is "other."
 - b. The change code listed in the Codes appendix is marked with an asterisk (*).
 - c. Use of the automated notice will create an overpayment.
 - d. Medicare B changes from "N to Y" or "Y to N."
10. Enter the MONTHLY PAYMENT AMOUNT.
- a. For Refugee cases, the amount must be the MAINTENANCE AMOUNT, minus the TOTAL COUNTABLE INCOME, divided by 2, minus the GRANT RECOUPMENT.
 - b. For Special Assistance cases, the amount must be the MAINTENANCE AMOUNT, minus the TOTAL COUNTABLE INCOME, minus the GRANT RECOUPMENT.
11. Enter the MONTHLY PAYMENT EFFECTIVE DATE. The date must be the current processing month.
12. Enter the GRANT RECOUPMENT CODE. See the Codes Appendix to determine the appropriate grant recoupment code.
13. Enter the GRANT RECOUPMENT AMOUNT.
14. Enter the GRANT RECOUPMENT END DATE. The END DATE must not be before the ongoing month.
- B. DO NOT ENTER the following fields on the DSS-8125:
1. Application Data
 2. Case Termination Data
 3. County Issued and Prior Month Payment Data
 4. Retro MA Data
 5. Verification Indicator

CHANGES TO RRF AND SA CASES

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II. B. (CONT'D)

6. Medicaid Effective Date
7. Issue CRD (See EIS 3105 for how to request replacement cards.)

NOTE: ALL OTHER FIELDS ARE OPTIONAL. A DETAILED EXPLANATION OF EACH FIELD IS INCLUDED IN "OTHER CHANGED DATA" LOCATED AT THE END OF THIS SECTION.

C. Supplemental Notice Information (S-AA, S-AD, and S-CD Only)

The following three data elements have been added to the DSS-8125 Data Entry screen. A change code must be present in order to enter these fields. A recommended form in which to enter the information can be found at the end of this section. This form must be attached to the 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 NOTICE CODE.
3. Do not enter NOTICE TEXT.

III. SIGNATURES AND DATE

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

IV. KEY THE DSS-8125.

V. OUTPUTS

When the DSS-8125 processes successfully, the following are received:

A. Case Profile

An updated Case Profile is produced the night the change processes and is mailed to the county the following workday.

B. Benefit Issuance

1. If the DSS-8125 is processed successfully by the 4th workday from the end of the month the revised check is issued and mailed the last working day of the month.

CHANGES TO RRF AND SA CASES

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II. B. (CONT'D)

2. If the DSS-8125 is processed after the 4th workday from the end of the month, the revised check is not issued until the next processing month. If you are completing an upward revision, use the DMA-5022 to issue an adjusted payment for the difference. If you are completing a downward revision, see the policy manual regarding overpayments.

C. Caseworker Supervisor Report

All changes completed by an IMC are reported on the Caseworker Supervisor Report. The number of actions completed is determined from the WORKER NUMBER.

VI. FOR ANY CHANGES NOT LISTED, SEE "OTHER CHANGED DATA."

VII. AUTOMATED NOTICES

A. General Information

1. An automated notice ([DSS-8110A](#)) is produced for all S-AA, S-AD, and S-CD changes the night the DSS-8125 processes in the system unless "Y" is entered for "NOTICE OVERRIDE." A sample of the DSS-8110A is located at the end of this section.
2. The CHANGE CODE entered on the DSS-8125 determines the text of the notice and whether the notice is adequate or timely.
3. The system calculates the 60th calendar day for the notice.
4. 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.
5. 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 3556 for more information regarding the Notice Register Report.

B. Adequate Notice

1. "Adequate" is clearly indicated at the top of the notice.
2. The system calculates the 60th calendar day for the notice.
3. The action indicated on the DSS-8125 takes place in EIS the same night the adequate notice is produced.

CHANGES TO RRF AND SA CASES

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

VII. (CONT'D)

C. Timely Notice

1. "Timely" is clearly indicated at the top of the notice.
2. To produce an automated timely notice, you must complete the DSS-8125 and have it keyed into EIS at the same time you would have completed the manual DSS-8110.
3. The system calculates the tenth county workday and the 60th calendar day for the notice.
4. The action takes place in EIS eleven county workdays from the date of the notice. If the eleventh county workday falls after the 4th workday from the end of the month, EIS adjusts the month of change to the next benefit month.

For example:

A DSS-8125 indicating a decrease in the Work First check with an effective date of July 1994 and a timely reason code for an automated notice is keyed June 13, 1994. The eleventh workday is June 29, 1994. The keying deadline is June 27, 1994. EIS changes the payment effective date to August 1994.

This action is reported on the Notice Register for that day. The information related to the automated notice is displayed with an asterisk (*) entered in the "CHANGE/TERMINATION DATE" column of the report.

5. No further action is required by you for the action to occur.
6. An updated Case Profile is produced the night the action takes place in EIS.
7. DSS-8125 and Timely Action Pending

- a. A DSS-8125 may not be placed on hold when there is a timely action pending.

NOTE: DSS-8125'S MAY CONTINUE TO BE KEYED. THOSE THAT ARE ERROR FREE PROCESS CORRECTLY. THOSE THAT CONTAIN AN ERROR MAY NOT BE PLACED ON HOLD, BUT MUST BE REKEYED ONCE THE ERROR IS CORRECTED.

- b. A DSS-8125 may not be keyed on the day the timely action is to process unless it contains a change code or termination code and date.

CHANGES TO RRF AND SA CASES

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VII. C. (CONT'D)

8. Deleting the Action

Because the action does not actually process in EIS until the eleventh county workday, it is possible to stop the action. To do so, delete the action that is on hold in EIS. The deletion must occur no later than the eleventh county workday from the date of the notice.

Delete the pending action using one of the following methods.

- a. Submit a copy of the DSS-8125 you sent originally to request the change. Write "DELETE" in red across the top of the form; or
- b. Submit a county form developed for this purpose. This form must contain the form ID number of the original DSS-8125 and a message to Data Entry to delete the form.
- c. See [EIS 4900, DATA ENTRY APPENDIX E.](#)

NOTE: FORM ID NUMBERS ARE LISTED ON THE NOTICE REGISTERS AND ARE AVAILABLE THROUGH INQUIRY IN XPTR FOR THREE DAYS AFTER THE DSS-8125 IS KEYED.

This action is reported on the Notice Register for that day. The information related to the automated notice is displayed with "DELETED" noted in the "COMMENTS" column of the register.

9. Rescinding the Action

It is important to note that there is another situation where an action pending in EIS is stopped.

If a subsequent DSS-8125 is keyed by the eleventh county workday from the date of the notice and the subsequent DSS-8125 causes a new notice to be produced, the pending action is stopped. In this situation, EIS "rescinds" the pending action and produces an automated notice for the new action.

Both actions are reported on the Notice Register for that day. The information related to the first automated notice is displayed with "RESCINDED" noted in the "COMMENTS" column of the register. The information related to the subsequent automated notice is also displayed with no entry in the "COMMENTS" column.

CHANGES TO RRF AND SA CASES

PAYMENT REVISION
REVISED 10/1/05 - CHANGE NO. 02-06

I. COMPLETE AN AUTOMATED BUDGET CALCULATION FOR THE AFFECTED PAYMENT MONTH WHEN ENTERING A PAYMENT REVISION FOR A R-RF CASE. COMPLETE THE BUDGET BEFORE SUBMITTING THE DSS-8125 TO DATA ENTRY.

II. COMPLETING THE DSS-8125

A. Use the following instructions to change the payment of any active Refugee or Special Assistance case. If a numeric field requires less digits than spaces available, precede with zeroes.

1. Enter the CASEHEAD/PAYEE NAME at the top of the form for filing purposes.
2. Enter the COUNTY NAME.
3. Enter the CASE ID from the Case Profile.
4. Enter your assigned WORKER NUMBER.
5. Enter the COUNTY NUMBER from the Case Profile.
6. Ensure the DISTRICT NUMBER on the Case Profile is correct. If incorrect, enter the appropriate DISTRICT NUMBER.
7. Enter the appropriate AID PROGRAM/CATEGORY.
8. Enter the appropriate CHANGE CODE when you are changing a payment for a S-AA, S-AD, OR S-CD case. See the Codes Appendix to determine the appropriate code.

It is very important to enter the correct code. Unless overridden, an automated notice is produced based on the change code entered on the DSS-8125. The change code not only determines the text of the notice but also whether the notice is adequate or timely. See AUTOMATED NOTICES at the end of this section for more information regarding the automated notice.

NOTE: DO NOT ENTER A CHANGE CODE OR A NOTICE OVERRIDE IF THE S-AA/S-AD CASE HAS CAP COVERAGE. AN AUTOMATED NOTICE IS NOT PRODUCED IN THIS SITUATION. SEND A MANUAL NOTICE REGARDING THE PAYMENT REVISION.

9. Enter "Y" in NOTICE OVERRIDE if you wish to override the S-AA, S-AD, or S-CD automated notice.

CHANGES TO RRF AND SA CASES

REVISED 10/1/05 - CHANGE NO. 02-06

II. A. 9. (CONT'D)

NOTE: DO NOT ENTER A NOTICE OVERRIDE IF THE CASE HAS CAP COVERAGE. NO NOTICE IS PRODUCED FOR A CAP CASE. A MANUAL NOTICE IS REQUIRED.

Always override the automated notice for S-AA, S-AD, and S-CD cases when:

- a. The change code listed in the Codes Appendix is "other."
- b. The change code listed in the Codes Appendix is marked with an asterisk (*).
- c. Use of the automated notice will create an overpayment.
- d. Medicare B changes from "N" to "Y" or "Y" to "N."

10. Enter the MONTHLY PAYMENT AMOUNT.
 - a. For Refuge cases, the amount must be the MAINTENANCE AMOUNT, minus the TOTAL COUNTABLE INCOME, divided by 2, minus any GRANT RECOUPMENT.
 - b. For Special Assistance, the amount must be the MAINTENANCE AMOUNT, minus the TOTAL COUNTABLE INCOME, minus any GRANT RECOUPMENT.
11. Enter the MONTHLY PAYMENT TYPE if different than indicated on the Case Profile.
12. Enter the MONTHLY PAYMENT EFFECTIVE DATE. The date must be the current processing month.

CHANGES TO RRF AND SA CASES

REVISED 02/01/11 - CHANGE NO. 03-11

II. (CONT'D)

- B. **DO NOT ENTER** the following payment fields on the DSS-8125:
1. Application Data
 2. Case Termination Data
 3. County Issued and Prior Month Payment Data
 4. Retro MA Data
 5. Verification Indicator
 6. Medicaid Effective Date
 7. Issue CRD (See EIS 3105 for how to request replacement cards).

NOTE: ALL OTHER FIELDS ARE OPTIONAL. A DETAILED EXPLANATION OF EACH FIELD IS INCLUDED IN "OTHER CHANGED DATA."

- C. Supplemental Notice Information (S-AA, S-AD, and S-CD only. **Not applicable for R-RF**).

The following three data elements have been added to the DSS-8125 Data Entry screen. A change code must be present in order to enter these fields. A recommended form in which to enter the information can be found at the end of this section. This form must be attached to the DSS-8125 when submitting to Data Entry for keying.

1. **Enter the AUTHORIZED REPRESENTATIVE/CAP MANAGER/PACE AGENCY'S NAME and ADDRESS if one has been appointed to the case.** An automated notice will be produced for both the payee and the authorized representative/**CAP Manager or PACE Agency.**
2. Do not enter NOTICE CODE.
3. Do not enter NOTICE TEXT.

III. SIGNATURES AND DATE

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

IV. SUBMIT THE DSS-8125 TO DATA ENTRY FOR KEYING.

CHANGES TO RRF AND SA CASES

REISSUED 02/01/11 - CHANGE NO. 03-11

V. OUTPUTS

When the DSS-8125 processes successfully, the following are received:

A. Case Profile

An updated Case Profile is produced the night the change processes and is mailed to the county the following workday.

B. Benefit Issuance

1. If the DSS-8125 is processed successfully by the 4th workday from the end of the month the revised check is issued and mailed the last working day of the month.
2. If the DSS-8125 is processed after the 4th workday from the end of the month, the revised check is not issued until the next processing month. If you are completing an upward revision, use the DMA-5022 to issue an adjusted payment for the difference. If you are completing a downward revision, see the policy manual regarding overpayments.

C. Caseworker Supervisor Report

All changes completed by an IMC are reported on the Caseworker Supervisor Report. The number of actions completed is determined from the WORKER NUMBER.

VI. FOR ANY CHANGES NOT LISTED, SEE "OTHER CHANGED DATA."

VII. AUTOMATED NOTICES

A. General Information

1. An automated notice ([DSS-8110-A](#)) is produced for all S-AA, S-AD, and S-CD changes the night the DSS-8125 processes in the system unless "Y" is entered for "NOTICE OVERRIDE." A sample of the [DSS-8110A](#) is located at the end of this section.
2. The CHANGE CODE entered on the DSS-8125 determines the text of the notice and whether the notice is adequate or timely.
3. The system calculates the 60th calendar day for the notice.
4. 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.
5. 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 3556 for more information regarding the Notice Register Report.

CHANGES TO RRF AND SA CASES

REVISED 10/1/09 - CHANGE NO. 01-10

VII. (CONT'D)

B. Adequate Notice

1. "Adequate" is clearly indicated at the top of the notice.
2. The system calculates the 60th calendar day for the notice.
3. The action indicated on the DSS-8125 takes place in EIS the same night the adequate notice is produced.

C. Timely Notice

1. "Timely" is clearly indicated at the top of the notice.
2. To produce an automated timely notice, you must complete the DSS-8125 and have it keyed into EIS at the same time you would have completed the manual DSS-8110.
3. The system calculates the tenth county workday and the 60th calendar day for the notice.
4. The action takes place in EIS eleven county workdays from the date of the notice. If the eleventh county workday falls after the keying deadline, EIS adjusts the month of change to the next benefit month.

For example: A DSS-8125 indicating a change in the benefit with a Medicaid effective date of July 1994 and a timely reason code for an automated notice is keyed June 13, 1994. The eleventh workday is June 29, 1994. The keying deadline is June 27, 1994. EIS changes the Medicaid effective date to August 1994.

This action is reported on the Notice Register for that day. The information related to the automated notice is displayed with an asterisk (*) entered in the "CHANGE/TERMINATION DATE" column of the report.

5. No further action is required by you for the action to occur.
6. An updated Case Profile is produced the night the action takes place in EIS.
7. DSS-8125 and Timely Action Pending
 - a. A DSS-8125 may not be placed on hold when there is a timely action pending.

CHANGES TO RRF AND SA CASES

REISSUED 10/1/09 - CHANGE NO. 01-10

VII. C. 7. a. (CONT'D)

NOTE: DSS-8125'S MAY CONTINUE TO BE KEYED. THOSE THAT ARE ERROR FREE PROCESS CORRECTLY. THOSE THAT CONTAIN AN ERROR MAY NOT BE PLACED ON HOLD, BUT MUST BE REKEYED ONCE THE ERROR IS CORRECTED.

- b. A DSS-8125 may not be keyed on the day the timely action is to process unless it contains a change code or termination code and date.

8. Deleting the Action.

Because the action does not actually process in EIS until the eleventh county workday, it is possible to stop the action. To do so, you must have your Data Entry Operator delete the action that is on hold in EIS. The deletion must occur no later than the eleventh county workday from the date of the notice.

Notify Data Entry to delete the pending action using one of the following methods:

- a. Submit a copy of the DSS-8125 you sent originally to request change. Write "DELETE" in red across the top of the form; or
- b. Submit a county form developed for this purpose. This form must contain the form ID number of the original DSS-8125 and a message to Data Entry to delete the form.

NOTE: FORM ID NUMBERS ARE LISTED ON THE NOTICE REGISTERS AND ARE AVAILABLE THROUGH INQUIRY IN RMDS FOR THREE DAYS AFTER THE DSS-8125 IS KEYED.

This action is reported on the Notice Register for that day. The information related to the automated notice is displayed with "DELETED" noted in the "COMMENTS" column of the register.

9. Rescinding the Action

It is important to note that there is another situation where an action pending in EIS is stopped.

If a subsequent DSS-8125 is keyed by the eleventh county workday from the date of the notice and the subsequent DSS-8125 causes a new notice to be produced, the pending action is stopped. In this situation, EIS "rescinds" the pending action and produces an automated notice for the new action.

Both actions are reported on the Notice Register for that day. The information related to the first automated notice

CHANGES TO RRF AND SA CASES

REVISED 10/01/05 - CHANGE NO. 02-06

VII. C. 9. (CONT'D)

is displayed with "RESCINDED" noted in the "COMMENTS" column of the register. The information related to the subsequent automated notice is also displayed with no entry in the "COMMENTS" column.

CHANGES TO RRF AND SA CASES

**SPECIAL COVERAGE - COMMUNITY ALTERNATIVE PROGRAM (CAP)
REISSUED 10/01/05 - CHANGE NO. 02-06**

- I. USE THE DSS-8125, ELIGIBILITY INFORMATION SYSTEM DATA SHEET, TO ENTER CAP SPECIAL COVERAGE DATA INTO EIS IN THE FOLLOWING SITUATIONS:**
- A. An individual receiving S-AA or S-AD is determined eligible for the Community Alternative Program; or
 - B. An individual whose CAP coverage is already coded in EIS changes from one level of care to another; or
 - C. An individual whose CAP coverage is already coded in EIS, ceases to be eligible for CAP.
- II. USE THE FOLLOWING INSTRUCTIONS TO ENTER CAP INFORMATION FOR ANY OF THE SITUATIONS LISTED IN I. ABOVE.**
- A. Enter the following required information. If a numeric field requires less digits than spaces available, precede with zeroes.
 - 1. Enter the CASEHEAD/PAYEE NAME at the top of the form for filing purposes.
 - 2. Enter the COUNTY NAME.
 - 3. Enter the CASE ID from the Case Profile.
 - 4. Enter your assigned WORKER NUMBER.
 - 5. Enter the COUNTY NUMBER from the Case Profile.
 - 6. Ensure the DISTRICT NUMBER on the Case Profile is correct. If incorrect, enter the appropriate DISTRICT NUMBER.
 - 7. Enter "S" "AA" or "S" "AD" for AID PROGRAM/CATEGORY.
 - 8. **DO NOT** enter a Change Code or a Notice Override when completing a DSS-8125 that contains **only** CAP information. Complete a manual notice.

CHANGES TO RRF AND SA CASES

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II. A. (CONT'D)

9. Enter SPECIAL COVERAGE GROUP DATA as indicated below.
 - a. Enter one of the following CAP codes in CODE 1 to indicate the level of care:
 - (1) "CC" indicates CAP coverage for children. Do not enter this code for S-AA; or
 - (2) "CI" indicates CAP coverage for disabled adults in intermediate care; or
 - (3) "CM" indicates CAP coverage for the mentally retarded or the developmentally disabled; or
 - (4) "CS" indicates CAP coverage for disabled adults in skilled care.
 - b. Enter the six digit BEGIN DATE. This date must not be before the date of application.
 - c. Enter the SPECIAL COVERAGE GROUP CODE, the BEGIN DATE, and the END DATE when coverage ends. The END DATE must be after the BEGIN DATE. When you are closing existing CAP COVERAGE, the END DATE must be the last day of the month. The date must not be earlier than the last day prior to the ongoing month.
 - d. If CAP coverage changes from a higher level of coverage to a lower level (i.e., CS to CI), enter the old SPECIAL COVERAGE GROUP CODE, BEGIN DATE, and END DATE. The END DATE must be the last day of the month, and must be the last day prior to the ongoing month. Enter the new SPECIAL COVERAGE CODE and BEGIN DATE. The BEGIN DATE must be the first day of the ongoing month.

CHANGES TO RRF AND SA CASES

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II. A. 9. (CONT'D)

- e. If CAP coverage changes from a lower level of coverage to a higher level (i.e., CI to CS), enter the old SPECIAL COVERAGE GROUP CODE, BEGIN DATE, and END DATE. The END DATE must be after the BEGIN DATE and must be the last day of the month. The date must be the last day prior to the ongoing month. Enter the new SPECIAL COVERAGE CODE and BEGIN DATE. The BEGIN DATE may be earlier than the ongoing month, since greater coverage can overlay lesser coverage.

NOTE: THE SYSTEM AUTOMATICALLY "PLUGS" IN AN END DATE IN THE FOLLOWING SITUATIONS:

- (1) An S-AA or S-AD case with CAP coverage is terminated;
- (2) An S-AA or S-AD case with CAP coverage is transferred to another county;
- (3) An S-AA or S-AD case with CAP coverage is transferred to S-CD or M-QB; and
- (4) An individual eligible for CAP coverage in an S-AD case becomes 19 years old.

B. DO NOT ENTER the following fields on the DSS-8125:

1. Verification Indicator
2. Change Code
3. Notice Override
4. Application Number
5. Ongoing Disposition Reason or Date
6. Retro Disposition Reason or Date
7. Old Termination Reason or Date
8. County Issued and Prior Month Payment 1 or 2 Amount and Date
9. Medicaid Effective Date
10. Retro MA Data
11. Work Experience
11. Educational Level
12. Issue CRD (See EIS 3105 for how to request replacement cards.)

CHANGES TO RRF AND SA CASES

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II. B. 12. (CONT'D)

NOTE: ALL OTHER FIELDS ARE OPTIONAL. A DETAILED EXPLANATION OF EACH FIELD IS INCLUDED IN "OTHER CHANGED DATA."

III. SIGNATURES AND DATE.

- A. Enter the DATE the form is completed.
- B. Enter the WORKER'S SIGNATURE. The DSS-8125 must be signed by the caseworker completing the form.
- C. The county director or his designee must sign the form in the DIRECTOR'S SIGNATURE field.

IV. SUBMIT THE DSS-8125 TO DATA ENTRY FOR KEYING.

V. OUTPUTS

A. Case Profile

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

B. Caseworker Supervisor Report

All changes completed by an IMC are reported on the Caseworker Supervisor Report. The number of actions completed is determined from the WORKER NUMBER.

CHANGES TO RRF AND SA CASES

**SPECIAL COVERAGE - SPECIAL ASSISTANCE HIGHER LEVEL OF CARE
REISSUED 10/01/09 - CHANGE NO. 01-10**

- I. USE THE DSS-8125, ELIGIBILITY INFORMATION SYSTEM DATA SHEET, TO ENTER SPECIAL ASSISTANCE HIGHER LEVEL OF CARE SPECIAL COVERAGE DATA INTO EIS IN THE FOLLOWING SITUATIONS:**
- A. An FL-2/MR-2 is received recommending a higher level of care for an individual receiving S-AA or S-AD and no bed is available; or
 - B. An FL-2/MR-2 is received indicating the individual's condition is improved and domiciliary care remains the appropriate level of care.
- II. USE THE FOLLOWING INSTRUCTIONS TO ENTER HIGHER LEVEL OF CARE INFORMATION FOR EITHER OF THE SITUATIONS LISTED IN I. ABOVE.**
- A. Enter the following required information. If a numeric field requires less digits than spaces available, precede with zeroes.
 - 1. Enter the CASEHEAD/PAYEE NAME at the top of the form for filing purposes.
 - 2. Enter the COUNTY NAME.
 - 3. Enter the CASE ID from the current Case Profile.
 - 4. Enter your assigned WORKER NUMBER.
 - 5. Enter the COUNTY NUMBER from the Case Profile.
 - 6. Ensure the DISTRICT NUMBER on the Case Profile is correct. If incorrect, enter the appropriate DISTRICT NUMBER.
 - 7. Enter "S" "AA" or "S" "AD" for AID PROGRAM/CATEGORY.
 - 8. Enter SPECIAL COVERAGE GROUP DATA as indicated below.
 - a. Enter "LT" in CODE 1.
 - b. Enter the six digit BEGIN DATE. The BEGIN DATE must be the date the FL-2/MR-2 is received recommending the higher level of care.
 - c. Enter the six digit END DATE when an FL-2/MR 2 is received indicating the individual's condition is improved and domiciliary care remains the appropriate level of care, or a bed becomes available at the appropriate level of care.

CHANGES TO RRF AND SA CASES

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II. A. 8. c. (CONT'D)

**NOTE: THE SYSTEM AUTOMATICALLY "PLUGS" IN AN END DATE
IN THE FOLLOWING SITUATIONS:**

- (1) An S-AA or S-AD case transfers to S-CD, M-AA, M-AB, M-AD, M-SB, or M-QB; or
- (2) An S-AA or S-AD case is terminated.

B. DO NOT ENTER the following fields on the DSS-8125:

1. Verification Indicator
2. Good Cause
3. Change Code
4. Notice Override
5. Application Number
6. Ongoing Disposition Reason or Date
7. Retro Disposition Reason or Date
8. Termination Reason or Date
9. Old Termination Reason or Date
10. County Issued and Prior Month Payment 1 or 2 Amount and Date
11. Medicaid Effective Date
12. Retro MA Data
13. Work Experience
14. Educational Level
15. Issue CRD (See EIS 3105 for how to request replacement cards.)

**NOTE: ALL OTHER FIELDS ARE OPTIONAL. A DETAILED EXPLANATION
OF EACH FIELD IS INCLUDED IN "OTHER CHANGED DATA."**

III. SIGNATURES AND DATE.

- A. Enter the DATE COMPLETED.
- B. Sign the DSS-8125 in the WORKER'S SIGNATURE fields.
- C. The county director or his designee must sign the form in the DIRECTOR'S SIGNATURE field.

CHANGES TO RRF AND SA CASES

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IV. SUBMIT THE DSS-8125 TO DATA ENTRY FOR KEYING.

V. OUTPUTS

When the DSS-8125 processes successfully, the following are received.

A. Case Profile

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

B. Case Management Report

The case is displayed each month on the Case Management Report until an END DATE is entered in SPECIAL COVERAGE GROUP DATA.

C. Caseworker Supervisor Report

All changes completed by the IMC are reported on the Caseworker Supervisor Report. The number of actions completed is determined from the WORKER NUMBER.

VI. FOR ANY CHANGES NOT LISTED, SEE "OTHER CHANGED DATA."

CHANGES TO RRF AND SA CASES

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

I. COMPLETING THE DSS-8125

- A. Use the following instructions to enter a substitute payee for any active Refugee, or Special Assistance case. If a numeric field requires less digits than spaces available, precede with zeroes.
1. Enter the CASEHEAD/PAYEE NAME at the top of the form for filing purposes.
 2. Enter the COUNTY NAME.
 3. Enter the CASE ID from the current Case Profile.
 4. Enter your assigned WORKER NUMBER.
 5. Enter the COUNTY NUMBER from the Case Profile.
 6. Ensure the DISTRICT NUMBER on the Case Profile is correct. If incorrect, enter the appropriate DISTRICT NUMBER.
 7. Enter the appropriate AID PROGRAM/CATEGORY.
 8. Enter the Substitute Payee Code, First Name, Middle Initial, Last Name, or Suffix as appropriate. See the Codes Appendix to determine the appropriate substitute payee code.
- B. DO NOT ENTER the following fields on the DSS-8125:
1. Application Data
 2. Good Cause
 3. Case Termination Data
 4. County Issued and Prior Month Payment Data
 5. Retro MA Data
 6. Verification Indicator
 7. Medicaid Effective Date
 8. Issue CRD (See EIS 3105 for how to request replacement cards.)

NOTE: ALL OTHER FIELDS ARE OPTIONAL. A DETAILED EXPLANATION OF EACH FIELD IS INCLUDED IN "OTHER CHANGED DATA".

CHANGES TO R-RF AND SA CASES

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

II. SIGNATURES AND DATE

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

III. SUBMIT THE DSS-8125 TO DATA ENTRY FOR KEYING.

IV. OUTPUTS

When the DSS-8125 processes successfully, the following are received:

A. Case Profile

An updated Case Profile is produced the night the change processes and is mailed to the county the following workday.

B. Benefit Issuance

- 1. If the DSS-8125 is processed successfully by the 4th working day from the end of the month, the revised check is issued and mailed the last workday of the month.
- 2. If the DSS-8125 is processed successfully after the 4th working day from the end of the month, the revised check is not issued until the next processing month.

C. Caseworker Supervisor Report

All changes completed by an IMC are reported on the Caseworker Supervisor Report. The number of actions completed is determined from the WORKER NUMBER.

V. FOR ANY CHANGES NOT LISTED, SEE "OTHER CHANGED DATA."

CHANGES TO R-RF AND SA CASES

CONTINUATION CASES
REISSUED 10/01/09 - CHANGE NO. 01-10

I. COMPLETING THE DSS-8125

- A. Use the following instructions to enter a continuation of Medicaid when a Work First case loses Work First eligibility due to child or spousal support.
1. Enter the CASEHEAD/PAYEE NAME at the top of the form for filing purposes.
 2. Enter the COUNTY NAME, the CASE ID from the current case profile, and your assigned WORKER NUMBER.
 3. Enter the COUNTY NUMBER from the Case Profile. Ensure the DISTRICT NUMBER on the Case Profile is correct. If incorrect, enter the appropriate DISTRICT NUMBER.
 4. Do not enter the AID PROGRAM/CATEGORY. It remains AAF.
 5. Enter the appropriate CHANGE CODE. See the [Codes Appendix](#) to determine the appropriate code.
 6. Enter "4" for MONTHLY PAYMENT TYPE.
 7. Enter the first month of ineligibility for Work First as the MEDICAID EFFECTIVE DATE. **IF THE MEDICAID EFFECTIVE DATE IS MORE THAN 3 MONTHS PRIOR TO THE ONGOING MONTH, YOU MUST ENTER A CASE TERMINATION REASON AND DATE.**
 8. Do not enter CERTIFICATION PERIOD FROM and THRU dates.
 9. Do not enter SPECIAL REVIEW TYPE and DATE.
 - a. EIS automatically enters "T" in SPECIAL REVIEW TYPE.
 - b. EIS calculates the fourth month from the MEDICAID EFFECTIVE DATE and enters this month/year in SPECIAL REVIEW DATE.
 10. Enter a JOBS/WORK REQUIREMENT SAVINGS REASON and AMOUNT in the case level data, if appropriate.
 11. Do not enter SPECIAL COVERAGE.
 - a. EIS enters "MO" in CODE 1.
 - b. EIS enters the SPECIAL COVERAGE BEGIN DATE. This date will be the same as the MEDICAID EFFECTIVE DATE.

CHANGES TO R-RF AND SA CASES

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

I. A. 11. (CONT'D)

NOTE: IT IS IMPERATIVE THAT THE MEDICAID EFFECTIVE DATE BE ENTERED CORRECTLY. EIS WILL CALCULATE THE FOUR MONTH COVERAGE PERIOD BASED ON THE MEDICAID EFFECTIVE DATE ENTERED BY THE IMC. EIS WILL AUTOMATICALLY TRANSFER THR CASE TO MAF-C AT THE END OF THE CALCULATED FOURTH MONTH IF A REVIEW IS NOT COMPLETED ON THE CASE BY THE IMC.

12. Enter "*" to delete the JOBS/WORK PARTICIPATION CODE for each individual.

13. Enter "*" to delete WORK EXPERIENCE and EDUCATIONAL LEVEL.

II. SIGNATURES AND DATE

A. Sign and date the DSS-8125.

B. The county director or his designee must sign the form in the DIRECTOR'S SIGNATURE field.

III. SUBMIT THE DSS-8125 TO DATA ENTRY FOR KEYING.

IV. OUTPUTS

When the DSS-8125 processes successfully, the following are received:

A. Case Profile-An updated Case Profile is produced the night the change processes and is mailed to the county the following workday.

B. Caseworker Supervisor Report-All changes completed by an IMC are reported on the Caseworker Supervisor Report. The number of actions completed is determined from the WORKER NUMBER.

V. FOR ANY CHANGES NOT LISTED, SEE "OTHER CHANGED DATA".

VI. EIS AUTOMATICALLY TRANSFERS CONTINUATION CASES TO MAF-C THE 6TH WORKNIGHT FROM THE END OF THE FOURTH MONTH IF THE IMC HAS NOT COMPLETED A REVIEW AND TRANSFERRED THE CASE TO ONGOING COVERAGE OR TERMINATED THE CASE. A CASE PROFILE IS PRODUCED THE NIGHT THE TRANSFER PROCESSES AND IS MAILED TO THE COUNTY THE FOLLOWING WORKDAY.

CHANGES TO R-RF AND SA CASES

CHANGE TO A TERMINATED CASE
REISSUED 10/01/09 - CHANGE NO. 01-10

I. THE FOLLOWING INFORMATION CAN BE CORRECTED ON A CASE THAT IS ALREADY TERMINATED IN EIS.

A. The following information can be corrected on the NAME CHANGE screen in NAME SEARCH function:

1. Name
2. Date of Birth
3. Race
4. Sex
5. SSN

B. The following information can be corrected on the DSS-8125:

1. RSDI - Claim Number
2. CAP Coverage
3. Date of Death

II. COMPLETING THE DSS-8125

A. Use the following instructions to make a change to a case that is already terminated in EIS.

1. Enter the CASEHEAD/PAYEE NAME at the top of the form for filing purposes.
2. Enter the COUNTY NAME.
3. Enter the CASE ID.
4. Enter your assigned WORKER NUMBER.
5. Enter the COUNTY NUMBER.
6. Enter the AID PROGRAM/CATEGORY.
7. Enter the original TERMINATION REASON and DATE.
8. Enter the special coverage CAP Code BEGIN and END DATE when updating a CAP Code.
9. Enter the INDIVIDUAL ID of the individual for which a correction is to be made.
10. Enter the individual data you wish to correct.

B. DO NOT enter any information other than what is listed above.

III. THESE ACTIONS APPEAR ON THE CASEWORKER SUPERVISOR REPORT UNDER THE HEADING "MAIN/TERM." THE NUMBER OF ACTIONS COMPLETED IS DETERMINED FROM THE WORKER NUMBER.

CHANGES TO R-RF AND SA CASES

CHANGE IN STEPPARENT INDICATOR
REVISED 10/1/09 - CHANGE NO. 01-10

I. GENERAL INFORMATION

The STEPPARENT INDICATOR is applicable only to the Refugee and certain Medicaid Programs. It is a one-digit numeric code used to indicate a financially responsible adult who is in the home but not included in the case.

II. COMPLETING THE DSS-8125

A. Use the following instructions to change the STEPPARENT INDICATOR of any Refugee case. If a numeric field requires less digits than spaces available, precede with zeroes.

1. Enter the CASEHEAD/PAYEE NAME at the top of the form for filing purposes.
2. Enter the COUNTY NAME.
3. Enter the CASE ID from the current Case Profile.
4. Enter your assigned WORKER NUMBER.
5. Enter the COUNTY NUMBER from the Case Profile.
6. Ensure the DISTRICT NUMBER on the Case Profile is correct. If incorrect, enter the appropriate DISTRICT NUMBER.
7. Enter the appropriate AID PROGRAM/CATEGORY.
8. Enter the new STEPPARENT INDICATOR at case level. Refer to the Codes Appendix to determine the appropriate code.

B. DO NOT ENTER the following fields on the DSS-8125:

1. Application Data
2. Case Termination Data
3. County Issued and Prior Month Payment Data
4. Medicaid Effective Date
5. Retro MA Data
6. Verification Indicator
7. Issue CRD (See EIS 3105 for how to request replacement cards.)

NOTE: ALL OTHER FIELDS ARE OPTIONAL. A DETAILED EXPLANATION OF EACH FIELD IS INCLUDED IN "OTHER CHANGED DATA" LOCATED AT THE END OF THIS SECTION.

CHANGES TO R-RF AND SA CASES

REVISED 10/1/05 - CHANGE NO. 02-06

III. SIGNATURES AND DATE

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

IV. SUBMIT THE DSS-8125 TO DATA ENTRY FOR KEYING.

V. OUTPUTS

When the DSS-8125 processes successfully, the following are received:

A. Case Profile

An updated Case Profile is produced the night the change processes and is mailed to the county the following workday.

B. Caseworker Supervisor Report

All changes completed by the IMC are reported on the Caseworker Supervisor Report. The number of the actions completed is determined from the WORKER NUMBER.

C. Work First Monthly Reports

- 1. EIS will produce a monthly report when a Work First case (Payment Type 1 or 2) contains a STEPPARENT INDICATOR which:
 - a. Indicates a financially responsible adult with earned income (i.e., codes 1, 3, or 5), or
 - b. Changes from "with earned income" to "with no earned income" within the same category (i.e., code changes from 1 to 2, 3 to 4, or 5 to 6), or
 - c. Changes from "with earned income" to "with earned income" in a different category (i.e., code changes from 1 to 3, 1 to 5, 3 to 1, 3 to 5, 5 to 1, and 5 to 3).
- 2. A STEPPARENT INDICATOR change from 1 to 2, 3 to 4, or 5 to 6 indicates the earnings of the financially responsible adult have stopped. In this situation, EIS will produce three additional report forms. To ensure that EIS generates the three additional reports, you must not change the code from 1 to 2, 3 to 4, or 5 to 6 until at least one report has been produced while the indicator was 1, 3, or 5. If EIS does not produce at least one report while the indicator is 1, 3, or 5, no monthly reports will be generated for recent work history.

CHANGES TO R-RF AND SA CASES

OTHER CHANGED DATA
REVISED 10/1/05 - CHANGE NO. 02-06

I. USE THE DSS-8125 TO COMPLETE ANY CHANGES TO REFUGEE OR SPECIAL ASSISTANCE CASES. THE FIELDS LISTED BELOW ARE REQUIRED ENTRIES FOR ANY CHANGE:

- A. Case ID.
- B. County Number.
- C. Aid Program/Category.

NOTE: FOR KEYING INSTRUCTIONS SEE [EIS 4900, Appendix E](#).

II. THE FOLLOWING FIELDS MAY BE CHANGED OR UPDATED AS NEEDED UNLESS OTHERWISE INDICATED. IF A NUMERIC FIELD REQUIRES LESS DIGITS THAN SPACES AVAILABLE, PRECEDE WITH ZEROES.

A. CASE LEVEL DATA

- 1. CASE ID: Enter the eight digit Case ID from the current Case Profile. This number does not change.
- 2. WORKER NUMBER: This is a three digit alpha/numeric field. Enter or correct your worker number.
- 3. COUNTY NUMBER: Enter your two digit county number from the Case Profile.
- 4. COUNTY CASE NUMBER: This is a six digit alpha/numeric field. Enter or correct the case number from the Case Profile.
- 5. DISTRICT NUMBER: This is a three digit alpha/numeric field. Enter or correct the district number from the Case Profile.
- 6. COUNTY REASSIGNMENT NEW COUNTY NUMBER AND DATE: See "County Transfers for Active Cases," [EIS 3500](#).
- 7. AID PROGRAM/CATEGORY: The aid program/category must be the same as the current aid program/category. If you are changing the aid program/category see "Aid Program/Category Transfer", [EIS 3452](#).
- 8. CASEHEAD/PAYEE NAME: See "[PAYEE NAME CHANGES AND CHANGES OF PAYEE](#)".
- 9. CASEHEAD PAYEE CHANGE: See "[PAYEE NAME CHANGES AND CHANGES OF PAYEE](#)".
- 10. ADDRESS: See "Change of Address".

CHANGES TO R-RF AND SA CASES

REVISED 10/1/05 - CHANGE NO. 02-06

II. A. CASE LEVEL DATA (CONT'D)

11. PHONE NUMBER: This is a numeric field. Enter the three-digit area code and seven-digit phone number of the casehead/payee initially or to correct the phone number on the Case Profile.

12. VERIFICATION INDICATOR: Do not enter for changes.

13. SUBSTITUTE PAYEE: See "[SUBSTITUTE PAYEE](#)".

NOTE: IF THERE IS A TWO PARENT CASE, ENTER A CODE 21 AND THE SECOND PARENT NAME.

14. CHANGE CODE: Enter for SA payment revisions. (Not applicable for R-RF.) The change code is not required for transfers to or from SA.

15. NOTICE OVERRIDE: Enter "Y" to override the S-AA, S-AD, or S-CD automated adequate or timely notice. (Not applicable for R-RF.)

16. APPLICATION DATA fields: Do not enter. See the appropriate Approving An Application, Reapplication, or Add -An - Individual Section.

17. CASE TERMINATION DATA fields: Do not enter. See [EIS 3200, "Terminating a Case."](#)

B. PAYMENT DATA

1. PAYMENT REVIEW PERIOD: Do not enter. See "Approvals" or "Redeterminations".

2. MONTHLY PAYMENT AMOUNT: This is a five digit, whole dollar field. If entered, you must enter PAYMENT EFFECTIVE DATE.

a. For Refugee cases, the amount must be the MAINTENANCE AMOUNT, minus the TOTAL COUNTABLE INCOME, divided by 2, minus any GRANT RECOUPMENT.

b. For Special Assistance cases, the amount must be the MAINTENANCE AMOUNT, minus the TOTAL COUNTABLE INCOME, minus any GRANT RECOUPMENT.

3. MONTHLY PAYMENT TYPE: Enter "4" or "5" for transitional cases. Enter "1" for R-RF or SA. If changing MONTHLY PAYMENT TYPE from "1" to "4", "5" or "9", you must enter MEDICAID EFFECTIVE DATE.

CHANGES TO R-RF AND SA CASES

REVISED 10/1/05 - CHANGE NO. 02-06

II. B. 4. (CONT'D)

4. MONTHLY PAYMENT EFFECTIVE DATE: The date must be the current processing month. If entered, you must enter MONTHLY PAYMENT AMOUNT. Update payment effective date when:
 - a. Adding Or Including An Individual
 - b. Deleting An Individual
 - c. Grant Recoupment Data Changes
 - d. Maintenance Amount Changes
 - e. Monthly Payment Amount Changes
 - f. Total Countable Monthly Income Changes

C. MEDICAID DATA

1. MEDICAID STATUS: Do not enter.
2. MEDICAID EFFECTIVE DATE: If entered, this eight digit field must be the first day of the current processing month. Update Medicaid Effective Date when:
 - a. Adding An Individual.
 - b. Aid Program/Category Transfers.
 - c. Medicaid Classification Changes (SA cases only).
 - d. Redeterminations
 - e. Ambulation Capacity Changes
3. MEDICAID CERTIFICATION FROM AND THRU DATES: Do not enter.
4. MEDICAID CLASSIFICATION (SA cases Only): This is a one digit field. See the Codes Appendix to determine the appropriate Medicaid classification code. If the Medicaid classification changes, you must update the MEDICAID EFFECTIVE DATE.

If the CLASSIFICATION IS "Q", mark "Y" for MEDICARE A at the individual level.
5. DB/PML AMOUNT: Do not enter.
6. RETRO MA 1 and 2: Do not enter.

CHANGES TO R-RF AND SA CASES

REISSUED 07/1/10 - CHANGE NO. 01-11

II. B. 4. (CONT'D)

D. EARNED INCOME

NOTE: EARNINGS ARE ENTERED AT CASE LEVEL FOR SA CASES ONLY.
DO NOT ENTER FOR R-RF CASES.

1. GROSS EARNED INCOME: This is a six digit, numeric, dollars and cents field.
2. DISREGARD: This is a six digit, numeric, dollars and cents field.
3. WORK EXPENSES: This is a six digit, numeric, dollars and cents field.
4. NET EARNED INCOME: This is a six digit, numeric, dollars and cents field.
5. CHILD/ADULT CARE: This is a six digit, numeric, dollars and cents field.
6. GRANT RECOUPMENT CODE: Enter this one digit field if a recipient is repaying an overpayment by reduction in the check. See the [EIS 4000 Codes Appendix](#) to determine the appropriate grant recoupment code. If entered, PAYMENT AMOUNT, PAYMENT EFFECTIVE DATE, RECOUPMENT AMOUNT, and END DATE are required.
7. GRANT RECOUPMENT AMOUNT: This is a four digit, numeric, whole dollar field. If entered, RECOUPMENT CODE and END DATE are required. For the Grant Recoupment amount is brought forward from the Automated Budget.
8. GRANT RECOUPMENT END DATE: This is a four digit, numeric code which must be MMY. The date must not be before the current processing month. If entered, RECOUPMENT CODE and AMOUNT are required.

E. UNEARNED INCOME

1. SSI AMOUNT: DO NOT ENTER FOR R-RF CASES. This is a six digit, numeric, dollars and cents field. If entered, SSI STATUS must be "Y". (Can only be entered for SA cases that have SSI status of "Y").
2. RSDI AMOUNT: This is a six digit, numeric, whole dollar amount field. If entered, the amount must be equal to or less than the TOTAL NET UNEARNED INCOME and TOTAL COUNTABLE MONTHLY INCOME fields for RRF. For SA, the amount cannot be equal to TOTAL COUNTABLE MONTHLY INCOME. See TOTAL COUNTABLE MONTHLY INCOME field. The RSDI Claim Number must be entered.

CHANGES TO R-RF AND SA CASES

REVISED 07/1/10 - CHANGE NO. 01-11

II. E. 3. (CONT'D)

3. Other Unearned Income Amount: This is a six digit, numeric, dollars and cents amount field. The amount of other unearned income in addition to RSDI and or SSI. (Example: VA Pensions, etc.)
4. TOTAL NET UNEARNED INCOME: This is a six digit, numeric, dollars and cents field. If entered, the amount must be greater than or equal to the RSDI Amount for RRF. For SA, the amount must be greater than or equal to the sum of SSI and RSDI amounts.

NOTE: WHEN BUDGETING EARNED INCOME FOR AN INDIVIDUAL WHO IS NOT A RECIPIENT, OR FOR AN INDIVIDUAL WHO IS BEING DELETED FROM THE CASE, INCLUDE THE NET INCOME IN THIS FIELD. DO NOT ENTER THIS INDIVIDUAL'S INCOME IN THE INDIVIDUAL INCOME FIELDS.

F. NEEDS DATA

1. MAINTENANCE AMOUNT: This is a six digit, numeric, whole dollar field. Enter zeroes for cents. If entered, the PAYMENT AMOUNT and PAYMENT EFFECTIVE DATE are required.
2. AMBULATION CAPACITY: DO NOT ENTER FOR R-RF CASES. This is a one digit alpha code. See the [Codes Appendix](#) to determine the appropriate ambulation capacity code.
3. DOMICILIARY RATE: DO NOT ENTER FOR R-RF CASES. This is a six digit, numeric, dollars and cents field. If entered, the amount must be less than the MAINTENANCE AMOUNT.
4. TOTAL COUNTABLE MONTHLY INCOME: This is a six digit, numeric, dollars and cents field. This field is required if TOTAL NET UNEARNED INCOME is entered. If entered, the following is required:
 - a. PAYMENT AMOUNT and PAYMENT EFFECTIVE DATE. When changing TOTAL COUNTABLE MONTHLY INCOME and not the PAYMENT AMOUNT, enter the PAYMENT AMOUNT and the PAYMENT EFFECTIVE DATE indicated on the current case profile.
 - b. The amount must be the TOTAL NET UNEARNED INCOME plus NET EARNED INCOME of all individuals on the case **for RRF**. **For SA, the amount must be TOTAL NET UNEARNED INCOME plus NET EARNED INCOME minus (-) \$20.**
 - c. The amount must be more than or the same as the TOTAL NET UNEARNED INCOME **for RRF**.
 - d. The amount must be more than or the same as the RSDI AMOUNT, if entered **for RRF**.

CHANGES TO R-RF AND SA CASES

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

II. (CONT'D)

NOTE: WHEN BUDGETING EARNED INCOME FOR AN INDIVIDUAL WHO IS NOT A RECIPIENT, OR FOR AN INDIVIDUAL WHO IS BEING DELETED FROM THE CASE, INCLUDE THE NET INCOME IN THIS FIELD. DO NOT ENTER THIS INDIVIDUAL'S INCOME IN THE INDIVIDUAL INCOME FIELDS.

G. SPECIAL DATA

1. FOOD STAMP NUMBER: This is a seven digit alpha/numeric field.
2. STEPPARENT INDICATOR: This is a one-digit numeric code. See the [Code Appendix](#) to determine the appropriate code. (Not applicable to S-AA, S-AD, or S-CD.)
3. GRANDFATHER STATUS: Do not enter.
4. SSI STATUS: Do not enter. (System Generated).
5. VA PAYMENT: Mark "YES" or "NO."
6. SPECIAL REVIEW TYPE: This is an alpha/numeric code. See the [Codes Appendix](#) to determine the appropriate special review code. If entered, SPECIAL REVIEW DATE is required.
7. SPECIAL REVIEW DATE: This is a four digit numeric field and must be MMY. The date must not be before the current processing month.
8. SPECIAL USE CODE: This is a two digit alpha code. See the [Codes Appendix](#) to determine the appropriate special use code. If entered, SPECIAL USE DATA is required.
9. SPECIAL USE DATA: This is a twelve digit numeric field. If entered, SPECIAL USE CODE is required. See the [Codes Appendix](#) to determine the appropriate special use data. The data must contain the following:
 - a. The date coverage begins (MMDDYY). The date must be before or the same as the current processing month.
 - b. The date coverage ends (MMDDYY). The date must not be before or the same as the date coverage begins. The date may be 999999.

CHANGES TO R-RF AND SA CASES

REISSUED 03/01/10 - CHANGE NO. 03-10

II. (CONT'D)

H. SPECIAL COVERAGE GROUP DATA (1, 2, and 3)

1. CODE: This is a two digit alpha field. See the [Codes Appendix](#) to determine the appropriate special coverage group code. If entered, BEGIN DATE is required.
2. BEGIN DATE: This is a six digit numeric field. The data must contain MMDDYY and must be the first day of the month. This field is required if SPECIAL COVERAGE CODE is entered.
3. END DATE: This is a six digit numeric field. The data must contain MMDDYY and must not be prior to the BEGIN DATE. If entered, SPECIAL COVERAGE CODE and BEGIN DATE are required.
NOTE: FOR FURTHER INSTRUCTIONS, SEE THE APPROPRIATE "SPECIAL COVERAGE" SECTION.

I. INDIVIDUAL DATA

1. INDIVIDUAL ID: The Individual ID number for each individual included in the case is brought forward. You may not key in this field.
2. INDIVIDUAL NAME: The names of all the individuals included on the case. You may not key in this field. Correct the name on the NAME CHANGE screen.
3. SOCIAL SECURITY NUMBER: This is a nine digit numeric field. You may not key in this field. Correct the social security number on the NAME CHANGE screen.
4. INDIVIDUAL TERMINATION DATE: See "Deletion of an Individual."
5. CASE STATUS: This is a one digit alpha field. See the [Code Appendix](#) to determine the appropriate case status code.
6. DATE OF BIRTH: This is an eight digit numeric field (MMDDCCYY). You may not key in this field. Correct the date of birth on the NAME CHANGE screen.

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 - 031: 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.

CHANGES TO R-RF AND SA CASES

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

II. I. (CONT'D)

7. RACE: This is a one digit alpha field. You may not key in this field. Correct the race on the NAME CHANGE screen.
8. SEX: This is a one digit alpha field, "M" (MALE) or "F" (FEMALE). You may not key in this field. Correct the sex on the NAME CHANGE screen.
9. RSDI CLAIM NUMBER: This is a twelve digit alpha/numeric field. This field is required if RSDI Amount is entered and/or if either Medicare field is marked "Y."
 - a. A "Z" suffix is not allowed if:
 - (1) The Medicaid Classification is Q.
 - (2) The individual is under 65 years of age in the ongoing month.
 - b. The RSDI CLAIM NUMBER:
 - (1) Can not be blank or zeroes if the Medicaid Classification code is Q.
 - (2) Must be the individual's own Social Security number if the RSDI CLAIM NUMBER suffix is A, M, or T.
 - (3) Is the individual's Social Security Number with a suffix of "Z" for an alien who does not qualify for Medicare due to not having five years of residency in the U.S. and who is age 65 or over in the ongoing month. This will allow claims for the alien to bypass Medicare editing.
10. MEDICARE A: Mark "Y" or "N". If "Y", the RSDI CLAIM NUMBER is required. Mark "Y", if the MEDICAID CLASS is "Q".
11. MEDICARE B: Mark "Y" or "N". If "Y", the RSDI CLAIM NUMBER is required.
12. FAMILY STATUS: This is a one digit alpha field. See [Codes Appendix](#) to determine the appropriate family status code.
13. LIVING ARRANGEMENT: This is a two digit numeric field. See the [Codes Appendix](#) to determine the appropriate living arrangement code. This code must be the same for all individuals on the case.
14. SPECIAL REPORT: This is a one digit alpha field. See the [Codes Appendix](#) to determine the appropriate special report code.
15. WORK REGISTRATION: R-RF CASES ONLY. This is a one digit numeric field. See the [Codes Appendix](#) to determine the appropriate JOBS/WORK Registration/Exemption code.

CHANGES TO R-RF AND SA CASES

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II.I. (CONT'D)

16. SPECIAL USE CODE: This is a two digit alpha field. See the [Codes Appendix](#) to determine the appropriate special use code. If entered, SPECIAL USE DATA is required.
17. SPECIAL USE DATA: This is a twelve digit numeric field. If entered, SPECIAL USE CODE is required. See the [Codes Appendix](#) to determine the appropriate special use data.
18. REFUGEE STATUS CODE: This is a two digit alpha field. See the [Codes Appendix](#) to determine the appropriate refugee status code. If entered, U.S. ENTRY DATE is required. (Not applicable to SA.)
19. U.S. ENTRY DATE: This is a six digit numeric field. The data must contain MMCCYY. If entered, REFUGEE STATUS CODE is required. The date must be the same for each individual with a refugee status code, not including an essential person. The date must not be greater than eight months before the month of application. (Not applicable to SA.)
20. DATE OF DEATH: This is a six digit numeric field. The data must contain MMDDYY. The date must be before or the same as the current date. If entered the change code must be "52". If this is the only individual on the case, see "Terminating a Case, [EIS 3200](#)."
21. CITIZEN/ID: This is a two digit numeric code field and date (mmddccyy). The date entered cannot be a future date. If the code entered is 50 or 99, the date is the date the DSS-8125 is keyed. For the other codes, the date is when the documentation of citizenship or identity is received. This is not a required field during a change. The code may be changed to another code as outlined below. You must enter a date when changing the CITIZEN/ID code.

NOTE: When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.

When a Citizen/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.

CHANGES TO R-RF AND SA CASES

REISSUED 02/01/11 - CHANGE NO. 03-11

II.I. (CONT'D)

10 overlays 25, 35, 45, 50, or 99
25 overlays 35, 45, or 99
35 overlays 45 or 99
45 overlays 99
50 overlays 25, 35, 45, or 99
99 can be overlaid by 51 and 60-66
51 and 60-66 can be overlaid by any code
50 can be overlaid by 51 and 60-66
Code 51 Lawful Permanent Resident
Code 60 Refugee status and identity
Code 61 Asylee status and identity
Code 62 Cuban / Haitian status and identity
Code 63 Amerasian status and identity
Code 64 Trafficking Victim status and identity
Code 65 "SI" (Special Immigrant) status and identity
Code 66 "SQ" (Special Immigrant) status and identity

22. ALIEN ID: This is an eight to thirteen digit alpha/numeric identification/file number assigned to every alien who is admitted into the US or who otherwise comes into contact with the agency.
23. Enter the RELATIONSHIP TO PAYEE code. See [Codes Appendix](#) to determine the appropriate code.
24. SPECIAL NEEDS: This is a one digit numeric field. See [EIS 4000](#) for codes.
25. E&T: Do not enter.
26. JOBS/WORK REQUIREMENT SAVINGS REASON: Do not enter.
27. JOBS/WORK REQUIREMENT SAVINGS AMOUNT: Do not enter.
28. ED. EMPL: Do not enter.
29. GROSS EARNED INCOME R-RF CASES ONLY. This is a five digit, numeric, dollars and cents field.
30. WORK EXPENSES: This is a five digit, numeric, dollars and cents field. If entered, the amount must be 09000.
31. CHILD/ADULT CARE: This is a five digit, numeric, dollars and cents field.

CHANGES TO R-RF AND SA CASES

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II.I. (CONT'D)

- 32. NET EARNED INCOME: This is a five digit, numeric, dollars and cents field.
- 33. EDUCATIONAL LEVEL: Do not enter.
- 34. ISSUE CRD: Do not enter.
- 35. EPICS CLAIM INDICATOR: Do not enter.
- 36. CAROLINA ACCESS: Enter the appropriate number.

- J. Supplemental Notice Information (S-AA, S-AD, and S-CD Only. **Not applicable to R-RF**).

The following three data elements have been added to the DSS-8125 Data Entry screen. A change code must be present in order to enter these fields. A recommended form in which to enter the information can be found at the end of this section. This form must be attached to the DSS-8125 when submitting to Data Entry for keying.

- 1. Enter the AUTHORIZED REPRESENTATIVE/**CAP MANAGER/PACE AGENCY'S NAME** and ADDRESS if one has been appointed to the case. An automated notice will be produced for both the payee and the authorized representative/**CAP Manager or PACE Agency**.
- 2. Do not enter NOTICE CODE.
- 3. Do not enter NOTICE TEXT.

III. SIGNATURES AND DATE

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

IV. KEY THE DSS-8125.

V. OUTPUTS

- A. Case Profile

An updated Case Profile is produced the night the change processes and is mailed to the county the following workday.

- B. Caseworker Supervisor Report

All changes completed by an IMC are reported on the Caseworker Supervisor Report. The number of actions completed is determined from the WORKER NUMBER.