
 AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

EIS 3451 - AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS
 REVISED 02/01/11 - CHANGE NO. 03-11

I. ACTIONS THAT REQUIRE A SEPARATE DSS-8125

Do not perform the following actions in conjunction with an aid program/category transfer. Submit a separate DSS-8125 to Data Entry to be keyed after the first action processes.

- A. Approving An Add-An-Individual
 - 1. Make every effort to approve the add-an-individual application before transferring the case to another aid program/category. Enter the approval on one DSS-8125 and the transfer on a second DSS-8125. Ensure the transfer is keyed after the approval processes.
 - 2. If the case must be transferred before approving the add-an-individual, submit the DSS-8125 to transfer the case. Then, refer to [EIS 2257](#), Approving an Add-An-Individual Application.

B. Entering CAP coverage

C. Terminating the Case

Ensure the case termination is keyed after the transfer processes.

II. FIND THE AID PROGRAM/CATEGORY TRANSFER YOU WISH TO PERFORM IN THE FOLLOWING TABLE OF CONTENTS. THEN, TURN TO THE REFERENCED PAGE NUMBER FOR INSTRUCTIONS.

TABLE OF CONTENTS

A. Medicaid to Medicaid

| FROM | TO | PAGE |
|---------------|----------------------------------|-------|
| ----- | ----- | ----- |
| MAA, MAD | MAB | 3 |
| MQB | MAA, MAD, or MAB | 11 |
| MAA, MAB, MAD | MQB | 19 |
| MAB | MAD OR MAA | 27 |
| MAD | MAA | 37 |
| MAA | MAD | 42 |
| MAF | MPW | 50 |

 AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

II. A. MEDICAID TO MEDICAID (CONT'D)

| | | |
|-----|---------------------|----|
| MAF | MIC | 58 |
| MPW | MAF | 66 |
| MIC | MAF | 73 |

B. Money Payment / Sanction to Medicaid

| FROM | TO | PAGE |
|----------|----------------------------------|-------|
| ----- | ----- | ----- |
| AAF | MAF (Automatic) | 80 |
| AAF | MAF | 80 |
| AAF | MIC | 88 |
| AAF | MPW | 96 |
| RRF | MRF | 103 |
| SAD, SAA | MAA, MAB, OR MAD | 106 |

C. Transfers to AAF Transitional

| FROM | TO | PAGE |
|----------|--|-------|
| ----- | ----- | ----- |
| MAF, AAF | A-AF (Pay type 4 or 5) | 110 |

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

TRANSFERRING FROM M-AA OR M-AD TO M-AB
REVISED 02/01/11 - CHANGE NO. 03-11

I. COMPLETING THE DSS-8125

- A. Use the following instructions to complete the DSS-8125. Use the current Case Profile to determine what case and/or individual data must be changed to support the transfer to M-AB. A transfer from M-AA or M-AD to M-AB may be retroactive if the individual is in deductible status in the M-AA or M-AD program and will be authorized in the M-AB program.
- B. Enter the following required information to perform the aid program/category transfer. 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 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 "M" "AB" for AID PROGRAM/CATEGORY.
 8. Enter the appropriate TRANSFER CODE for the transfer in the CHANGE CODE field. See the [Codes Appendix](#) to determine the appropriate code.

NOTE: FOR CAP CASES, DO NOT ENTER A TRANSFER CODE. SEND A MANUAL NOTICE.

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 automated notice. Always override the automated notice when:
 - a. The change code used from the Codes Appendix is "Other".
 - b. The change code listed in the Codes Appendix is marked with an asterisk (*).

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. B. 9. (CONT'D) (TRANSFERRING FROM M-AA OR M-AD TO M-AB)

c. You use the DB/PML screen to issue benefits.

**NOTE: FOR CAP CASES, DO NOT ENTER A TRANSFER CODE.
SEND A MANUAL NOTICE.**

10. Enter "A" or "D" for MEDICAID STATUS. "A" must be entered if the MEDICAID CLASS is "Q" or "B".
11. If MEDICAID STATUS is entered as "D", enter the DEDUCTIBLE AMOUNT in the "DED AMT" field. This DEDUCTIBLE AMOUNT will print on the automated notice. Do not enter DEDUCTIBLE AMOUNT if you enter "Y" in the Notice Override field. DO NOT enter DEDUCTIBLE amount for CAP cases.
12. Enter the MEDICAID EFFECTIVE DATE.
 - a. If the MEDICAID CERTIFICATION FROM DATE entered is not equal to the CERTIFICATION FROM DATE on the existing case and:
 - (1) The MEDICAID STATUS entered is "D", the MEDICAID EFFECTIVE DATE must be the same as the CERTIFICATION FROM DATE entered.
 - (2) The MEDICAID STATUS entered is "A", the MEDICAID EFFECTIVE DATE must be after or the same as the CERTIFICATION FROM DATE entered and before or the same as the ongoing month.
 - b. If the MEDICAID CERTIFICATION FROM DATE entered is the same as the CERTIFICATION FROM DATE on the existing case and:
 - (1) The existing case has a MEDICAID STATUS of "D" and the MEDICAID STATUS entered is "A", the MEDICAID EFFECTIVE DATE must be before or the same as the ongoing month and after or the same as the CERTIFICATION FROM DATE.
 - (2) The MEDICAID STATUS entered is "D", the MEDICAID EFFECTIVE DATE must be the first day of the ongoing month.
13. Enter the CERTIFICATION PERIOD from the Case Profile if it has not expired. If the CERTIFICATION PERIOD has expired, enter a new CERTIFICATION PERIOD.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REISSUED 04/01/93 - CHANGE NO. 02-93

I. B. 13. (CONT'D)

- a. The CERTIFICATION PERIOD must be no longer than twelve months if the MEDICAID STATUS entered is "A", and no longer than six months if the MEDICAID STATUS entered is "D".
 - b. The FROM DATE must:
 - (1) Be the same as the CERTIFICATION FROM DATE on the existing case; or
 - (2) Be the first day of the month following the CERTIFICATION THRU MONTH on the existing case; and
 - (3) Be before or the same as the ongoing month.
 - c. The THRU DATE must:
 - (1) Represent a period no longer than twelve months from the CERTIFICATION FROM DATE entered if the CERTIFICATION FROM DATE entered is not the same as the CERTIFICATION FROM DATE on the existing case.
 - (2) Be before or the same as the CERTIFICATION THRU DATE on the existing case. If the certification period has expired and the CERTIFICATION THRU DATE is before the ongoing month, a new certification period must be entered.
14. Enter the MEDICAID CLASS even if it is the same. Refer to the [Codes Appendix](#) to determine the appropriate code.
15. SUPPLEMENTAL NOTICE INFORMATION

The following three data elements have been added to the DSS-8125 Data Entry screen. 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.

a. AUTHORIZED REPRESENTATIVE NAME AND ADDRESS

If the recipient had an authorized representative acting in his behalf, the authorized representative's name and address may be entered for the purpose of mailing an automated notice to the authorized representative in addition to the recipient.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REVISED 04/01/93 - CHANGE NO. 02-93

I. B. 15. (CONT'D)

b. SECONDARY NOTICE CODE

Do not enter for transfers.

c. NOTICE TEXT

This section may be used if there is no transfer code for your situation and/or to provide additional information to the recipient. If this text is used, you must enter a Change Code of "02" or "50". If you use NOTICE TEXT, you must enter a manual citation.

16. Enter the DATE the form is completed.

17. Sign the DSS-8125 in the WORKER'S SIGNATURE field.

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

C. DO NOT ENTER the following information on the DSS-8125 when completing a transfer to M-AB.

1. Case Data

a. VERIFICATION INDICATOR

b. APPLICATION NUMBER

c. ONGOING DISPOSITION REASON and DATE

d. RETRO DISPOSITION REASON and DATE

e. CASE TERMINATION REASON and DATE

f. OLD CASE TERMINATION REASON and DATE

g. PAYMENT DATA

h. RETRO MA 1 and RETRO MA 2 fields

i. GRANT RECOUPMENT DATA

j. AMBULATION CAPACITY

k. DOMICILIARY RATE

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. C. 1. (CONT'D) (TRANSFERRING FROM M-AA or M-AD TO M-AB)

- l. STEPPARENT INDICATOR
 - m. JOBS/WORK REQUIREMENT SAVINGS DATA
 - n. SPECIAL COVERAGE GROUP DATA
 - o. SPECIAL NEEDS DATA
2. Individual Data
- a. INDIVIDUAL TERMINATION DATE
 - b. DATE OF DEATH
 - c. JOBS/WORK REGISTRATION/EXEMPTION
 - d. JOBS/WORK REQUIREMENT SAVINGS DATA
 - e. WORK EXPERIENCE
 - f. GROSS EARNED INCOME
 - g. CHILD/ADULT CARE
 - h. WORK EXPENSES
 - i. NET EARNED INCOME
 - j. EDUCATIONAL LEVEL
 - k. ISSUE CRD (See EIS 3105 for how to request replacement cards.)
- D. Update other information using the DSS-8125 or Name Change function if necessary. Refer to Making Changes to Active Cases, [EIS 3101](#), for instructions.

II. KEY THE DSS-8125.

III. OUTPUTS

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

- A. A Case Profile is produced the night the transfer processes and is mailed to the county the following workday.
- B. The aid program/category transfer is reported on the Caseworker Supervisor Report. The number of aid program/category transfers completed is determined from the WORKER NUMBER.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. AUTOMATED NOTICES

A. General Information

1. An automated notice ([DSS-8110A](#)) is produced for all M-AA, or M-AD to M-AB transfers 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 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 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. AUTOMATED NOTICES

For example: A DSS-8125 indicating a change from authorized to deductible status with an effective date of March 1992 and a timely reason code is keyed February 12, 1992.

The eleventh workday is February 27, 1992. The keying deadline is February 25, 1992.

EIS changes the Medicaid effective date to April 1992. 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. 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 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.

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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. C. 8. (CONT'D)

8. Rescinding the Action

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.

9. 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. The following data may be keyed up until the day before a timely action is to process without rescinding the pending action:
 - (1) County Number
 - (2) County Case Number
 - (3) District Number
 - (4) Address
 - (5) RSDI Claim Number

NOTE: See [EIS 3210](#) for information regarding reopening a MQB-E case into MAABD prior to January 1 when EIS has terminated MQB-E automatically effective December 31.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

(TRANSFERRING FROM M-QB TO M-AA, M-AD, OR M-AB)
REVISED 02/01/11 - CHANGE NO. 03-11

I. COMPLETING THE DSS-8125

- A. Use the following instructions to complete the DSS-8125. Use the current Case Profile to determine what case and/or individual data must be changed to support the transfer to M-AA, M-AD or M-AB.

When authorizing M-AA, M-AD, or M-AB for months before the CERTIFICATION FROM MONTH, use the DB/PML transaction. Refer to EIS-3105 for instructions.

If you are authorizing M-AA, M-AD or M-AB benefits for a period in the first six months of the MQB-Q/B certification period and the current ongoing month is in the second six months of the MQB-Q/B certification period, do not transfer the case to M-AA or M-AD. You must authorize these months on the DB/PML screen. Refer to EIS 3105 for instructions.

- B. Enter the following required information to perform the aid program/category transfer. 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 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 "M" "AA", "M" "AD", or "M" "AB" for AID PROGRAM/CATEGORY.

NOTE: IF TRANSFERRING TO M-AD, THE RECIPIENT MUST BE UNDER 65 YEARS OF AGE AS OF THE EFFECTIVE MONTH OF THE TRANSFER.

IF TRANSFERRING TO M-AA, THE RECIPIENT MUST BE 65 YEARS OF AGE OR OLDER AS OF THE EFFECTIVE MONTH OF THE TRANSFER.

8. Enter the appropriate TRANSFER CODE for the transfer in the CHANGE CODE field. See the [Codes Appendix](#) to determine the appropriate code.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. B. 8. (CONT'D) (TRANSFERRING FROM M-QB TO M-AA, M-AD, OR M-AB)

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 automated notice when:
 - a. The change code used from the Codes Appendix is "Other".
 - b. The change code listed in the Codes Appendix is marked with an asterisk (*).
 - c. You use the DB/PML screen to issue benefits.
10. Enter "A" or "D" for MEDICAID STATUS. "A" must be entered if the MEDICAID CLASS is "Q" OR "B".
11. If MEDICAID STATUS is entered as "D", enter the DEDUCTIBLE AMOUNT in the "DED AMT field". This DEDUCTIBLE AMOUNT will print on the automated notice. Do not enter DEDUCTIBLE AMOUNT if the Notice Override is "Y".
12. Enter the MEDICAID EFFECTIVE DATE.
 - a. If the MEDICAID CERTIFICATION FROM DATE is not the same as the CERTIFICATION FROM DATE on the M-QB case and:
 - (1) The MEDICAID STATUS entered is "D", the MEDICAID EFFECTIVE DATE must be the same as the CERTIFICATION FROM DATE.
 - (2) The MEDICAID STATUS entered is "A", the MEDICAID EFFECTIVE DATE must be after or the same as the CERTIFICATION FROM DATE and before or the same as the ongoing month. See exception in (3)
 - (3) If the eligibility is for months before dual eligibility, these months must be entered on the DB/PML screen with a classification of C, N, or M. NOT Q or B. Refer to [EIS 3105](#) for instructions.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. B. 12. (CONT'D) (TRANSFERRING FROM M-QB TO M-AA, M-AD, OR M-AB)

- b. If the MEDICAID CERTIFICATION FROM DATE is the same as the CERTIFICATION FROM DATE on the M-QB case, the MEDICAID EFFECTIVE DATE must be the same as the ongoing month and after or the same as the CERTIFICATION FROM DATE.
 - c. Authorize M-AA, M-AD, or M-AB for months before the CERTIFICATION FROM MONTH using the DB/PML screen. Refer to [EIS 3105](#) for instructions.
13. Enter the CERTIFICATION PERIOD.
- a. The CERTIFICATION PERIOD must be no longer than twelve months if the MEDICAID STATUS entered is "A", and no longer than six months if the MEDICAID STATUS entered is "D".
 - b. If the case is transferring from MQB-E, enter the new certification period. The certification period begins the month MAABD is requested. The ongoing MEDICAID CERTIFICATION FROM MONTH must be before or the same as the ongoing month.
 - c. The THRU DATE must be no longer than twelve months from the MEDICAID CERTIFICATION FROM DATE.
 - d. If the case is transferring from MQB-B/Q the FROM DATE must:
 - (1) Be the same as the CERTIFICATION FROM DATE on the existing case; or
 - (2) Be the first day of the month following the CERTIFICATION THRU MONTH on the existing case; and
 - (3) Be before or the same as the ongoing month.
 - e. If the case is transferring from MQB-B/Q the THRU DATE must:
 - (1) Represent a period no longer than twelve months from the CERTIFICATION FROM DATE if a new certification period is entered.
 - (2) Be before or the same as the CERTIFICATION THRU DATE on the existing case. If the certification period has expired and the CERTIFICATION THRU DATE is before the ongoing month, a new certification period must be entered.
14. Enter the MEDICAID CLASS even if it is the same. Refer to the [Codes Appendix](#) to determine the appropriate code.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. B. (CONT'D) (TRANSFERRING FROM M-QB TO M-AA, M-AD, OR M-AB)

15. SUPPLEMENTAL NOTICE INFORMATION

The following three data elements have been added to the DSS-8125 Data Entry screen. 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.

a. AUTHORIZED REPRESENTATIVE NAME AND ADDRESS

If the recipient had an authorized representative acting in his behalf, the authorized representative's name and address may be entered for the purpose of mailing an automated notice to the authorized representative in addition to the recipient.

b. SECONDARY NOTICE CODE

Do not enter for transfers.

c. NOTICE TEXT

This section may be used if there is no code for your situation and/or to provide additional information to the recipient. If NOTICE TEXT is entered, you must use Change Code "02" or "50". If you use NOTICE TEXT, you must enter a manual citation.

16. Enter the DATE the form is completed.

17. Sign the DSS-8125 in the WORKER'S SIGNATURE field.

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

C. DO NOT ENTER the following information on the DSS-8125 when completing a transfer from M-QB to M-AA, M-AD, or M-AB.

1. Case Data

- a. VERIFICATION INDICATOR
- b. APPLICATION NUMBER
- c. ONGOING DISPOSITION REASON and DATE
- d. RETRO DISPOSITION REASON and DATE
- e. CASE TERMINATION REASON and DATE
- f. OLD CASE TERMINATION REASON and DATE
- g. PAYMENT DATA

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. C. 1. (CONT'D) (TRANSFERRING FROM M-QB TO M-AA, M-AD, or M-AB)

- h. RETRO MA 1 AND RETRO MA 2 FIELDS
- i. GRANT RECOUPMENT DATA
- j. AMBULATION CAPACITY
- k. DOMICILIARY RATE
- l. STEPPARENT INDICATOR
- m. JOBS/WORK REQUIREMENT SAVINGS DATA
- n. SPECIAL COVERAGE GROUP DATA
- o. SPECIAL NEEDS DATA

2. Individual Data

- a. INDIVIDUAL TERMINATION DATE
- b. DATE OF DEATH
- c. JOBS/WORK REGISTRATION/EXEMPTION
- d. JOBS/WORK REQUIREMENT SAVINGS DATA
- e. WORK EXPERIENCE
- f. GROSS EARNED INCOME
- g. WORK EXPENSES
- h. CHILD/ADULT CARE
- i. NET EARNED INCOME
- j. EDUCATIONAL LEVEL
- k. ISSUE CRD (See EIS 3105 for how to request replacement cards.)

- D. Update other information using the DSS-8125 or Name Change function if necessary. Refer to Making Changes To Active Cases, [EIS 3101](#), for instructions.

II. KEY THE DSS-8125.

III. OUTPUTS

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

- A. A Case Profile is produced the night the transfer processes and is mailed to the county the following workday.
- B. DMA-5016(s) is produced the night the transfer processes and is mailed to the facility the next workday if applicable
- C. The aid program/category transfer is reported on the Caseworker Supervisor Report. The number of aid program/category transfers completed is determined from the WORKER NUMBER.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. AUTOMATED NOTICES

A. General Information

1. An automated notice ([DSS-8110A](#)) is produced for all M-QB to M-AA, M-AD, or M-AB transfers 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 TRANSFER 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 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 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. C. (TRANSFERRING FROM M-QB TO M-AA, M-AD, OR M-AB)

For example: A DSS-8125 indicating a change from authorized to deductible status with an effective date of March 1992 and a timely reason code is keyed February 12, 1992. The eleventh workday is February 27, 1992. The keying deadline is February 25, 1992. EIS changes the Medicaid Effective Date to April 1992.

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. Deleting the Action

Because the action does not process in EIS until the eleventh county workday, it is possible to stop the action. 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.

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.

- c. See [EIS 4900, Data Entry Appendix E](#).

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.

8. Rescinding the Action

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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. C. 8. (TRANSFERRING FROM M-QB TO M-AA, M-AD, OR M-AB)

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.

9. 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. The following data may be keyed up until the day before a timely action is to process without rescinding the pending action:
 - (1) County Number
 - (2) County Case Number
 - (3) District Number
 - (4) Address
 - (5) RSDI Claim Number

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

(TRANSFERRING FROM M-AA, M-AB, OR M-AD TO M-QB)
REVISED 02/01/11 - CHANGE NO. 03-11

I. COMPLETING THE DSS-8125

- A. Use the following instructions to complete the DSS-8125. Use the current Case Profile to determine what case and/or individual data must be changed to support the transfer to M-QB. A transfer from M-AA, M-AD, or M-AB to M-QB is effective the ongoing month unless the individual is in deductible status in the M-AA, M-AD, or M-AB program. It may be retroactive if authorized in the MQB-Q/B program. A transfer to MQB-E is effective the ongoing month.
- B. A case cannot be transferred to MQB with a Medicaid classification of "E" if the funding for this classification is exhausted for the calendar year. The case must be terminated, changed to another aid program/category, or changed to another Medicaid classification.

When funding is exhausted, EIS stops accepting additional MQB-E cases, therefore pending timely forms that are waiting to process that are program transfers to MQB-E are put on hold. Pending timely forms that are MQB-E terminations are not put on hold. The following message appears on the **Error and Attention Report** for the forms put on hold: **"FORMS ON HOLD - FUNDING FOR MQB-E EXHAUSTED"**. Also, the following on-line message is displayed: **"MQB-QI FUNDS EXHAUSTED. CAN ONLY DELETE/RESCIND FORM"**, if you redisplay the form in Function 8 and press <ENTER>. **You must either delete or rescind the forms that are put on hold. Since the case cannot be changed to MQB with a Medicaid classification of "E", determine eligibility for another Medicaid classification or another aid program/category.**

- C. Enter the following required information to perform the aid program/category transfer. 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 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 "M" "QB" for AID PROGRAM/CATEGORY.
 8. Enter the appropriate TRANSFER CODE for the transfer in the CHANGE CODE field. See the [Codes Appendix](#) to determine the appropriate code.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. C. (CONT'D) (TRANSFERRING FROM M-AA, M-AB, OR M-AD TO M-QB)

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 automated notice when:
 - a. The change code used from the Codes Appendix is "Other".
 - b. The change code listed in the Codes Appendix is marked with an asterisk (*).
 - c. You use the DB/PML screen to issue benefits.
10. Enter the MEDICAID EFFECTIVE DATE.
 - a. The MEDICAID EFFECTIVE DATE must not be after the ongoing month.
 - b. **MQB-B/Q** - If transferring from M-AA, M-AD, or M-AB in deductible status, the MEDICAID EFFECTIVE DATE must not be before the CERTIFICATION FROM DATE on the current case and must be prior to or equal to the ongoing month. If the case was authorized under MAABD, the MEDICAID EFFECTIVE DATE must be the ongoing month.
 - c. **MQB-E** - The MEDICAID EFFECTIVE DATE must be the ongoing month.
11. Enter the CERTIFICATION PERIOD.

MQB-B/Q

- a. Enter the CERTIFICATION PERIOD from the most recent case profile if it has not expired. If it has expired and the CERTIFICATION THRU DATE is before the ongoing month, enter a new certification period. The FROM DATE must:

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. C. (CONT'D) (TRANSFERRING FROM M-AA, M-AB, OR M-AD TO M-QB)

- (1) Be the same as the CERTIFICATION FROM DATE on the existing case, if it has not expired.
 - (2) Be the first day of the month following the CERTIFICATION THRU MONTH if it has expired.
- b. The THRU DATE must represent a period no longer than twelve months from the CERTIFICATION FROM DATE.
 - c. The FROM DATE must be the ongoing month.
 - d. The THRU DATE must be:
 1. December 31 of the **CURRENT** calendar year if the effective date is prior to 11/1.
 2. December 31 of the **NEXT** calendar year if the effective date is 11/1 or after.
12. Enter "Q", "B" or "E" for MEDICAID CLASS, even if it is the same as indicated on the current case profile.
13. Enter the new MAINTENANCE AMOUNT. The amount must be a whole dollar amount and have zeroes indicated in the cents column.
14. SUPPLEMENTAL NOTICE INFORMATION

The following three data elements have been added to the DSS-8125 Data Entry screen. 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.

a. AUTHORIZED REPRESENTATIVE NAME AND ADDRESS

If the recipient had an authorized representative acting in his behalf, the authorized representative's name and address may be entered for the purpose of mailing an automated notice to the authorized representative in addition to the recipient.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. C. 14. (CONT'D) (TRANSFERRING FROM M-AA, M-AB, OR M-AD TO M-QB)

MQB-E

b. SECONDARY NOTICE CODE

Do not enter for transfers.

c. NOTICE TEXT

Do not enter for MQB transfers. Medicare indicators are required when transferring to MQB causing the Notice Override "Y" to be entered.

15. Enter the INDIVIDUAL ID.

16. Enter MEDICARE A & B indicators.

D. DO NOT ENTER the following information on the DSS-8125 when completing a transfer to M-QB.

1. Case Data

a. VERIFICATION INDICATOR

b. APPLICATION NUMBER

c. ONGOING DISPOSITION REASON and DATE

d. RETRO DISPOSITION REASON and DATE

e. CASE TERMINATION REASON and DATE

f. OLD CASE TERMINATION REASON and DATE

g. PAYMENT DATA

h. RETRO MA 1 and RETRO MA 2 fields

i. GRANT RECOUPMENT DATA

j. SPECIAL COVERAGE GROUP CODE or DATE

k. AMBULATION CAPACITY

l. STEPPARENT INDICATOR

m. JOBS/WORK REQUIREMENT SAVINGS DATA

n. SPECIAL NEEDS DATA

o. DOMICILIARY RATE

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. (CONT'D) (TRANSFERRING FROM M-AA, M-AB, OR M-AD TO M-QB)

2. Individual Data

- a. INDIVIDUAL TERMINATION DATE
- b. DATE OF DEATH
- c. JOBS/WORK REQUIREMENT SAVINGS DATA
- d. WORK EXPERIENCE
- e. JOBS/WORK REGISTRATION/EXEMPTION
- f. GROSS EARNED INCOME
- g. WORK EXPENSES
- h. CHILD/ADULT CARE
- i. NET EARNED INCOME
- j. EDUCATIONAL LEVEL
- k. ISSUE CRD (See EIS 3105 for how to request replacement cards.)

E. Update other information using the DSS-8125 or Name Change function if necessary. Refer to Making Changes To Active Cases, [EIS 3101](#), for instructions.

II. KEY THE DSS-8125.

III. OUTPUTS

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

- A. A Case Profile is produced the night the transfer processes and is mailed to the county the following workday.
- B. The aid program/category transfer is reported on the Caseworker Supervisor Report. The number of aid program/category transfers completed is determined from the WORKER NUMBER.

IV. AUTOMATED NOTICES

A. General Information

- 1. An automated notice ([DSS-8110A](#)) is produced for all M-AA, M-AD, or M-AB to M-QB transfers the night the DSS-8125 processes in the system unless "Y" is entered for "NOTICE

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. D. 2. (CONT'D) (TRANSFERRING FROM M-AA, M-AB, OR M-AD TO M-QB)

OVERVERRIDE". 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 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 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. C. (TRANSFERRING FROM M-AA, M-AB, OR M-AD TO M-QB)

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 change from authorized to deductible status with an effective date of March 1992 and a timely reason code is keyed February 12, 1992. The eleventh workday is February 27, 1992. The keying deadline is February 25, 1992. EIS changes the Medicaid Effective Date to April 1992.

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. 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. C. 7. b. (CONT'D) (TRANSFERRING FROM M-AA, M-AB, OR M-AD TO M-QB)

- 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.

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.

8. Rescinding the Action

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.

9. 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. C. 9. c. (CONT'D) (TRANSFERRING FROM M-AA, M-AB, OR M-AD TO M-QB)

c. The following data may be keyed up until the day before a timely action is to process without rescinding the pending action:

- (1) County Number
- (2) County Case Number
- (3) District Number
- (4) Address
- (5) RSDI Claim Number

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

TRANSFERRING FROM M-AB TO M-AD OR M-AA)
REVISED 02/01/11 - CHANGE NO. 03-11

I. COMPLETING THE DSS-8125

- A. Use the following instructions to complete the DSS-8125. Use the current Case Profile to determine what case and/or individual data must be changed to support the transfer from M-AB to M-AD or M-AA. A transfer from M-AB to M-AD or M-AA may be retroactive if the individual is in deductible status in the M-AB program and will be authorized in the M-AA program.
- B. Enter the following required information to perform the aid program/category transfer. If a numeric field requires less digits than spaces available, precede with zeroes.

NOTE: IF THE M-AB CASE IS IN GRANDFATHERED STATUS AND DOES NOT CONTAIN AN ESSENTIAL SPOUSE, THE TRANSFER DOES NOT PROCESS.

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 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 "M" "AD" or "M" "AA" for AID PROGRAM/CATEGORY.

NOTE: IF TRANSFERRING TO M-AD, THE RECIPIENT MUST BE UNDER 65 YEARS OF AGE AS OF THE EFFECTIVE MONTH OF THE TRANSFER.

IF TRANSFERRING TO M-AA, THE RECIPIENT MUST BE 65 YEARS OF AGE OR OLDER AS OF THE EFFECTIVE MONTH OF THE TRANSFER.

8. Enter the appropriate TRANSFER CODE for the transfer. See the [Codes Appendix](#) to determine the appropriate code.

NOTE: FOR CAP CASES, DO NOT ENTER A TRANSFER CODE. SEND A MANUAL NOTICE.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. B. 8. (CONT'D) (TRANSFERRING FROM M-AB TO M-AD OR M-AA)

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 automated notice when:
 - a. The change code used from the Codes Appendix is "Other".
 - b. The change code listed in the Codes Appendix is marked with an asterisk (*).
 - c. You use the DB/PML screen to issue benefits.

NOTE: FOR CAP CASES, DO NOT ENTER A TRANSFER CODE. SEND A MANUAL NOTICE.

10. Enter "A" or "D" for MEDICAID STATUS. "A" must be entered if the MEDICAID STATUS IS "Q" or "B".
11. If the MEDICAID STATUS "D" was entered, enter the DEDUCTIBLE AMOUNT in the "DED AMT" field. This DEDUCTIBLE AMOUNT will print on the automated notice. Do not enter DEDUCTIBLE AMOUNT if Notice Override is "Y" or for CAP cases.
12. Enter the MEDICAID EFFECTIVE DATE.
 - a. If the MEDICAID CERTIFICATION FROM DATE entered is not the same as the CERTIFICATION FROM DATE on the existing case and:
 - (1) The MEDICAID STATUS entered is "D", the MEDICAID EFFECTIVE DATE must equal the CERTIFICATION FROM DATE.
 - (2) The MEDICAID STATUS entered is "A", the MEDICAID EFFECTIVE DATE must be after or the same as the CERTIFICATION FROM DATE and before or the same as the ongoing month.
 - b. If the MEDICAID CERTIFICATION FROM DATE entered is equal to the CERTIFICATION FROM DATE on the existing case and:

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. B. 12. b. (CONT'D) (TRANSFERRING FROM M-AB TO M-AD OR M-AA)

- (1) The existing case has a MEDICAID STATUS of "D" and the MEDICAID STATUS entered is "A", the MEDICAID EFFECTIVE DATE must be prior to or equal to the ongoing month and greater than or equal to the CERTIFICATION FROM DATE.
 - (2) The MEDICAID STATUS entered is "D", the MEDICAID EFFECTIVE DATE must be the first day of the ongoing month.
13. Enter the CERTIFICATION PERIOD from the Case Profile unless it has expired. If the CERTIFICATION PERIOD has expired, enter a new CERTIFICATION PERIOD.
 - a. The CERTIFICATION PERIOD must be no longer than twelve months if the MEDICAID STATUS entered is "A", and no longer than six months if the MEDICAID STATUS entered is "D".
 - b. The FROM DATE must:
 - (1) Be the same as the CERTIFICATION FROM DATE on the existing case; or
 - (2) Be the first day of the month following the CERTIFICATION THRU MONTH on the existing case; and
 - (3) Be before or the same as the ongoing month.
 - c. The THRU DATE must:
 - (1) Represent a period no longer than twelve months from the CERTIFICATION FROM DATE entered if the CERTIFICATION FROM DATE entered is not equal to the CERTIFICATION FROM DATE on the existing case.
 - (2) Be before or the same as the CERTIFICATION THRU DATE on the existing case. If the certification period has expired and the CERTIFICATION THRU DATE is before the ongoing month, a new certification period must be entered.
14. Enter the MEDICAID CLASS even if it is the same. Refer to the [Codes Appendix](#) to determine the appropriate code.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. B. (CONT'D) (TRANSFERRING FROM M-AB TO M-AD OR M-AA)

15. SUPPLEMENTAL NOTICE INFORMATION

The following three data elements have been added to the DSS-8125 Data Entry screen. 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.

a. AUTHORIZED REPRESENTATIVE NAME AND ADDRESS

If a recipient had an authorized representative acting in his behalf, the authorized representative's name and address may be entered for the purpose of mailing an automated notice to the authorized representative in addition to the recipient.

b. SECONDARY NOTICE CODE

Do not enter for transfers.

c. NOTICE TEXT

This section may be used if there is no code for your situation and/or to provide additional information to the recipient. You must enter Change Code "02" or "50". If you use NOTICE TEXT, you must enter a manual citation.

16. Enter the DATE the form is completed.

17. Sign the DSS-8125 in the WORKER'S SIGNATURE field.

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

C. DO NOT ENTER the following information on the DSS-8125 when completing a transfer from M-AB to M-AD or M-AA.

1. Case Data

a. VERIFICATION INDICATOR

b. APPLICATION NUMBER

c. ONGOING DISPOSITION REASON and DATE

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. C. 1. (CONT'D) (TRANSFERRING FROM M-AB TO M-AD OR M-AA)

- d. RETRO DISPOSITION REASON and DATE
- e. CASE TERMINATION REASON and DATE
- f. OLD CASE TERMINATION REASON and DATE
- g. PAYMENT DATA
- h. RETRO MA 1 and RETRO MA 2 fields
- i. GRANT RECOUPMENT DATA
- j. AMBULATION CAPACITY
- k. STEPPARENT INDICATOR
- l. JOBS/WORK REQUIREMENT SAVINGS DATA
- m. SPECIAL COVERAGE GROUP DATA
- n. SPECIAL NEEDS DATA
- o. DOMICILIARY RATE

2. Individual Data

- a. INDIVIDUAL TERMINATION DATE
- b. DATE OF DEATH
- c. JOBS/WORK REGISTRATION/EXEMPTION
- d. WORK EXPERIENCE
- e. JOBS/WORK REGISTRATION/EXEMPTION
- f. GROSS EARNED INCOME
- g. WORK EXPENSES
- h. JOBS/WORK REQUIREMENT SAVINGS DATA
- i. WORK EXPERIENCE
- j. GROSS EARNED INCOME
- k. CHILD/ADULT CARE
- l. WORK EXPENSES
- m. NET EARNED INCOME

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. D. (CONT'D) (TRANSFERRING FROM M-AB TO M-AD OR M-AA)

- n. EDUCATIONAL LEVEL
 - o. ISSUE CRD (See EIS 3105 for how to request replacement cards.)
- D. Update other information using the DSS-8125 or Name Change function if necessary. Refer to Making Changes To Active Cases, [EIS 3101](#), for instructions.

II. KEY THE DSS-8125.

III. OUTPUTS

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

- A. A Case Profile is produced the night the transfer processes and is mailed to the county the following workday.
 - B. The DMA-5016 is produced, if applicable, and mailed to the facility the next workday.
 - C. The aid program/category transfer is reported on the Caseworker Supervisor Report. The number of aid program/category transfers completed is determined from the WORKER NUMBER.
- A. General Information
- 1. An automated notice ([DSS-8110A](#)) is produced for all M-AB to M-AD or M-AA transfers the night the DSS-8125 processes in the system unless "Y" is entered for "NOTICE OVERRIDE" or if it is a CAP case. A sample of the [DSS-8110A](#) is located at the end of this section.
 - 2. The TRANSFER 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. D. (CONT'D) (TRANSFERRING FROM M-AB TO M-AD OR M-AA)

B. Adequate Notice

1. "Adequate" is 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 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 change from authorized to deductible status with an effective date of July 1, 1996 and a timely reason code is keyed June 12, 1996. The eleventh workday is June 28, 1996. The keying deadline is June 25, 1996. EIS changes the Medicaid Effective Date to August 1996.

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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. (CONT'D) (TRANSFERRING FROM M-AB TO M-AD OR M-AA)

7. 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.

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.

8. Rescinding the Action

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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. C. 9. (CONT'D) (TRANSFERRING FROM M-AB TO M-AD OR M-AA)

9. 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. The following data may be keyed up until the day before a timely action is to process without rescinding the pending action:
 - (1) County Number
 - (2) County Case Number
 - (3) District Number
 - (4) Address
 - (5) RSDI Claim Number

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

TRANSFERRING FROM M-AD TO M-AA
REISSUED 10/01/09 - CHANGE NO. 01-10

I. AUTOMATED TRANSFER

When an individual receiving M-AD turns 65, EIS automatically transfers the individual to M-AA if the case has an RSDI claim number and is not grandfathered.

II. MANUAL TRANSFER

If the M-AD case is in grandfathered status and does not contain an essential spouse, EIS does not perform the transfer. In this situation, a message is printed on the Case Management Report. When you receive the report, you must review the case following current Medicaid policy. If the individual remains eligible for regular M-AA, terminate the grandfathered M-AD case, and take an administrative new application.

If the M-AD case does not have an RSDI claim number, EIS does not automatically transfer the case. A message is printed on the Case Management Report telling you there was no transfer as there is no claim number. You must obtain the claim number or ensure the recipient enrolls in Medicare. If there is no claim number, manually transfer the case.

No other actions may be taken on the M-AD case if the recipient is 65 or older and remains an M-AD case. The system does not allow any changes if the case remains open.

- A. Enter the following required information to perform the aid program/category transfer. 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 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 "M" "AA" for AID PROGRAM/CATEGORY.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

II. A. 8. (TRANSFERRING FROM M-AD TO M-AA)

8. Enter a TRANSFER CODE of "90" in the CHANGE CODE field.

NOTE: A NOTICE IS NOT PRODUCED FOR AUTOMATIC TRANSFERS. DO NOT COMPLETE A MANUAL NOTICE IF THE M-AD TO M-AA IS COMPLETED MANUALLY, UNLESS THERE IS A CHANGE IN BENEFITS.

NOTE: FOR CAP CASES, DO NOT ENTER A TRANSFER CODE. SEND A MANUAL NOTICE.

9. Enter a NOTICE OVERRIDE of "Y".

NOTE: FOR CAP CASES, DO NOT ENTER A TRANSFER CODE. SEND A MANUAL NOTICE.

10. Enter "A" or "D" for MEDICAID STATUS. "A" must be entered if the MEDICAID CLASS is "Q" or "B".

11. Enter the MEDICAID EFFECTIVE DATE.

a. If the MEDICAID CERTIFICATION FROM DATE entered is not the same as the CERTIFICATION FROM DATE on the existing case and:

(1) The MEDICAID STATUS entered is "D", the MEDICAID EFFECTIVE DATE must be the same as the CERTIFICATION FROM DATE.

(2) The MEDICAID STATUS entered is "A", the MEDICAID EFFECTIVE DATE must be after or the same as the CERTIFICATION FROM DATE and before or the same as the ongoing month.

b. If the MEDICAID CERTIFICATION FROM DATE entered is the same as the CERTIFICATION FROM DATE on the existing case and:

(1) The existing case has a MEDICAID STATUS of "D" and the MEDICAID STATUS entered is "A", the MEDICAID EFFECTIVE DATE must be before or the same as the ongoing month and after or the same as the CERTIFICATION FROM DATE.

(2) The MEDICAID STATUS entered is "D", the MEDICAID EFFECTIVE DATE must be the first day of the ongoing month.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

II. A. 12. (TRANSFERRING FROM M-AD TO M-AA)

12. Enter the CERTIFICATION PERIOD from the Case Profile if it has not expired. If it has expired, enter a new certification period.
 - a. The CERTIFICATION PERIOD must be no longer than twelve months if the MEDICAID STATUS entered is "A" and no longer than six months if the MEDICAID STATUS entered is "D".
 - b. The FROM DATE must:
 - (1) Be the same as the CERTIFICATION FROM DATE on the existing case; or
 - (2) Be before the first day of the month following the CERTIFICATION THRU MONTH on the existing case;and
 - (3) Be before or the same as the ongoing month.
 - c. The THRU DATE must:
 - (1) Represent a period no longer than twelve months from the CERTIFICATION FROM DATE if a new certification period is entered.
 - (2) Be before or the same as the CERTIFICATION THRU DATE on the existing case. If the certification period has expired and the CERTIFICATION THRU DATE is before the ongoing month, a new certification period must be entered.
 13. Enter the MEDICAID CLASS even if it is the same. Refer to the [Codes Appendix](#) to determine the appropriate code.
 14. Enter the DATE the form is completed.
 15. Sign the DSS-8125 in the WORKER'S SIGNATURE field.
 16. The county director or his designee must sign the form in the DIRECTOR'S SIGNATURE field.
- C. DO NOT ENTER the following information on the DSS-8125 when completing a transfer from M-AD to M-AA.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

II. c. 1. (CONT'D) (TRANSFERRING FROM M-AD TO M-AA)

1. Case Data
 - a. VERIFICATION INDICATOR
 - b. APPLICATION NUMBER
 - c. ONGOING DISPOSITION REASON and DATE
 - d. RETRO DISPOSITION REASON and DATE
 - e. CASE TERMINATION REASON and DATE
 - f. OLD CASE TERMINATION REASON and DATE
 - g. PAYMENT DATA
 - h. RETRO MA 1 AND RETRO MA 2 fields
 - i. AMBULATION CAPACITY
 - j. DOMICILIARY RATE
 - k. STEPPARENT INDICATOR
 - l. JOBS/WORK REQUIREMENT SAVINGS DATA
 - m. SPECIAL COVERAGE GROUP DATA
 - n. SPECIAL NEEDS DATA
2. Individual Data
 - a. INDIVIDUAL TERMINATION DATE
 - b. DATE OF DEATH
 - c. JOBS/WORK REGISTRATION/EXEMPTION
 - d. JOBS/WORK REQUIREMENT SAVINGS DATA
 - e. WORK EXPERIENCE
 - f. GROSS EARNED INCOME
 - g. CHILD/ADULT CARE
 - h. WORK EXPENSES
 - i. NET EARNED INCOME

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

II. C. 2. (CONT'D) (TRANSFERRING FROM M-AD TO M-AA)

- j. EDUCATIONAL LEVEL
- k. ISSUE CRD (See EIS 3105 for how to request replacement cards).
- D. Update other information using the DSS-8125 or Name Change function if necessary. Refer to Making Changes To Active Cases, [EIS 3101](#), for instructions.

III. KEY THE DSS-8125.

IV. OUTPUTS

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

- A. A Case Profile is produced the night the transfer processes and is mailed to the county the following workday.
- B. The aid program/category transfer is reported on the Caseworker Supervisor Report if manually performed. The number of aid program/category transfers completed is determined from the WORKER NUMBER.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

TRANSFERRING FROM M-AA TO M-AD
REISSUED 02/01/11 - CHANGE NO. 03-11

To perform a transfer from M-AA to M-AD, the individual in the case must be 18 to 64 years old as of the month of the transfer. This transfer is performed to move an individual to M-AD when they were erroneously placed in M-AA initially because of an error in date of birth.

I. COMPLETING THE DSS-8125

- A. Use the following instructions to complete the DSS-8125. Use the current Case Profile to determine what case and/or individual data must be changed to support the transfer from M-AA to M-AD. If a numeric field requires less digits than spaces available, precede with zeroes.
- B. Enter the following required information to perform the aid program/category transfer.
 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 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 "M" "AD" for AID PROGRAM/CATEGORY.
 8. Enter the appropriate TRANSFER CODE for the transfer.
NOTE: FOR CAP CASES, DO NOT ENTER A TRANSFER CODE. SEND A MANUAL NOTICE.
 9. Enter "Y" in the NOTICE OVERRIDE field.
NOTE: FOR CAP CASES, DO NOT ENTER A TRANSFER CODE. SEND A MANUAL NOTICE.
 10. Enter "A" or "D" for MEDICAID STATUS.
 11. If Medicaid Status "D" was entered, enter the DEDUCTIBLE AMOUNT in the "DED AMT" field. This DEDUCTIBLE AMOUNT will print on the automated notice. DO NOT enter DEDUCTIBLE AMOUNT for CAP CASES.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. B. (CONT'D)

12. Enter the first day of the ongoing month for MEDICAID EFFECTIVE DATE.
 13. Enter the CERTIFICATION PERIOD from the Case profile if it has not expired. If it has expired, enter a new certification period.
 - a. The CERTIFICATION PERIOD must be no longer than twelve months if the MEDICAID STATUS entered is "A", and no longer than six months if the MEDICAID STATUS entered is "D".
 - b. The FROM DATE must:
 1. Be the same as the CERTIFICATION FROM DATE on the existing case; or
 2. Be before the first day of the month following the CERTIFICATION THRU MONTH on the existing case; and
 3. Be before or the same as the ongoing month.
 - c. The THRU DATE must:
 1. Represent a period of no longer than twelve months from the CERTIFICATION FROM DATE if a new certification period is entered.
 2. Be before or the same as the CERTIFICATION THRU DATE on the existing case. If the certification period has expired and the CERTIFICATION THRU DATE is before the ongoing month, a new certification period must be entered.
 14. Enter MEDICAID CLASS even if it is the same.
 15. Enter the DATE the form is completed.
 16. Sign the DSS-8125 in the WORKER'S SIGNATURE field.
 16. The county director or his designee must sign the form in the DIRECTOR'S SIGNATURE field.
- C. DO NOT ENTER the following information on the DSS-8125 when completing a transfer from M-AA to M-AD.
1. Case Data
 - a. VERIFICATION INDICATOR

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. C. (CONT'D)

- b. APPLICATION NUMBER
 - c. ONGOING DISPOSITION REASON and DATE
 - d. RETRO DISPOSITION REASON and DATE
 - e. CASE TERMINATION REASON and DATE
 - f. OLD CASE TERMINATION REASON and DATE
 - g. DB/PML TYPE
 - h. DB/PML AMOUNT
 - i. RETRO MA 1 and RETRO MA 2 fields
 - j. STEPPARENT INDICATOR
 - k. JOBS/WORK REQUIREMENT SAVINGS DATA
 - l. SPECIAL COVERAGE GROUP DATA
 - m. SPECIAL NEEDS DATA
 - n. GRANT RECOUPMENT
 - o. AMBULATION CAPACITY
 - p. DOMICILIARY RATE
 - q. PAYMENT DATA
2. Individual Data
- a. INDIVIDUAL TERMINATION DATE
 - b. DATE OF DEATH
 - c. JOBS/WORK REGISTRATION/EXEMPTION
 - d. JOBS/WORK REQUIREMENT SAVINGS DATA
 - e. WORK EXPERIENCE
 - f. GROSS EARNED INCOME
 - g. WORK EXPENSES
 - h. CHILD/ADULT CARE

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

III. (CONT'D)

- i. NET EARNED INCOME
 - j. EDUCATIONAL LEVEL
 - k. ISSUE CRD (See EIS 3105 for how to request replacement cards).
- D. Update other information using the DSS-8125 or Name Change function if necessary. Refer to Making Changes To Active Cases, [EIS 3101](#), for instructions.

II. KEY THE DSS-8125.

III. OUTPUTS

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

- A. A Case Profile is produced the night the transfer processes and is mailed to the county the following workday.
- B. The aid program/category transfer is reported on the Caseworker Supervisor Report if manually performed. The number of aid program/category transfers completed is determined from the WORKER NUMBER.

IV. AUTOMATED NOTICES

- A. General Information
 - 1. An automated notice ([DSS-8110A](#)) is produced for all MAA to M-AD transfers 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 TRANSFER 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

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. (CONT'D)

6. produced for that day. See [EIS 3556](#) for more information regarding the Notice Register Report.

B. Adequate Notice

1. "Adequate" is 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 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.

For example: A DSS-8125 indicating a change from M-AA authorized to M-AD in deductible status with an effective date of July 1, 1996 and a timely reason code is keyed June 12, 1996. The eleventh workday is June 28, 1996. The keying deadline is June 25, 1996. EIS changes the Medicaid Effective Date to August 1996.

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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. (CONT'D) (TRANSFERRING FROM M-AA TO M-AD)

7. 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.

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.

8. Rescinding the Action

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

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. C. 8. (CONT'D) (TRANSFERRING FROM M-AA TO M-AD)

related to the subsequent automated notice is also displayed with no entry in the "COMMENTS" column.

9. 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. The following data may be keyed up until the day before a timely action is to process without rescinding the pending action:
 - (1) County Number
 - (2) County Case Number
 - (3) District Number
 - (4) Address
 - (5) RSDI Claim Number

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

TRANSFERRING FROM M-AF TO M-PW
REISSUED 02/01/11 - CHANGE NO. 03-11

I. COMPLETING THE DSS-8125

- A. Use the following instructions to complete the DSS-8125. Use the current Case Profile to determine what case and/or individual data must be changed to support the transfer from M-AF to M-PW.

NOTE: IF THE M-AF CASE HAS OTHER INDIVIDUALS, ACTIVE OR INACTIVE, THE M-PW MUST BE REGISTERED AS A NEW APPLICATION OR REAPPLICATION. ONLY ONE INDIVIDUAL MAY TRANSFER TO M-PW. A TRANSFER FROM M-AF TO M-PW MAY BE RETROACTIVE, IF THE ONLY INDIVIDUAL IS IN DEDUCTIBLE STATUS OR COVERED FOR FAMILY PLANNING ONLY (MAF-D) IN THE M-AF PROGRAM.

- B. Enter the following required information to perform the aid program/category transfer. 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 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 "M" "PW" for AID PROGRAM/CATEGORY.
 8. Enter the appropriate TRANSFER CODE for the transfer in the CHANGE CODE field. 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 automated notice when:
 - a. The change code used from the Codes Appendix is "Other".

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. B. 9. (CONT'D) (TRANSFERRING M-AF TO M-PW)

- b. The change code listed in the Codes Appendix is marked with an asterisk (*).
 - c. You use the DB/PML screen to issue benefits.
10. Enter the MEDICAID EFFECTIVE DATE.
- a. If the MEDICAID STATUS on the M-AF case is "A", the MEDICAID EFFECTIVE DATE must be the first day of the ongoing month.

EXCEPTION: If the MEDICAID CLASS is "D", the MEDICAID EFFECTIVE DATE must not be earlier than the CERTIFICATION FROM DATE on the MAF case if the transfer is retroactive.
 - b. If the MEDICAID STATUS on the M-AF case is "D", the MEDICAID EFFECTIVE DATE must not be earlier than the CERTIFICATION FROM DATE on the M-AF case if the transfer is retroactive.
11. Enter the CERTIFICATION PERIOD.
- a. The FROM DATE must:
 - (1) Be the same as the CERTIFICATION FROM DATE on the M-AF case; or
 - (2) Be the first day of the month following the CERTIFICATION THRU MONTH on the M-AF case; and
 - (3) Be before or the same as the ongoing month.

Exception: If the MAF case is MEDICAID CLASS "D" (Family Planning Services only), the FROM DATE can be any month back to the CERTIFICATION FROM DATE.
 - b. The THRU DATE must:
 - (1) Be the same as the SPECIAL REVIEW DATE plus one or two months; and
 - (2) Be the last day of the month and may be no more than 13 months from the FROM DATE.
12. Enter the POVERTY INCOME LEVEL AMOUNT in the MAINTENANCE AMOUNT field.
13. Enter the month and year the baby is due in the SPECIAL REVIEW DATE field. Enter "B" for the SPECIAL REVIEW TYPE.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. B. (CONT'D)

14. SUPPLEMENTAL NOTICE INFORMATION

The following three data elements have been added to the DSS-8125 Data Entry screen. 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.

a. AUTHORIZED REPRESENTATIVE NAME AND ADDRESS

If a recipient had an authorized representative acting in his behalf, the authorized representative's name and address may be entered for the purpose of mailing an automated notice to the authorized representative in addition to the recipient.

b. SECONDARY NOTICE CODE

Do not enter for transfers.

c. NOTICE TEXT

This section may be used if there is no code for your situation and/or to provide additional information to the recipient. Enter Change Code "02" or "50". If you use NOTICE TEXT, you must enter a manual citation.

15. Enter the DATE the form is completed.

16. Sign the DSS-8125 in the WORKER'S SIGNATURE field.

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

C. DO NOT ENTER the following data on the DSS-8125 when completing a transfer from M-AF to M-PW.

1. Case Data

a. VERIFICATION INDICATOR

b. APPLICATION NUMBER

c. ONGOING DISPOSITION REASON and DATE

d. RETRO DISPOSITION REASON and DATE

e. CASE TERMINATION REASON and DATE

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. C. 1. (CONT'D)

- f. OLD CASE TERMINATION REASON and DATE
- g. PAYMENT DATA
- h. MEDICAID STATUS
- i. MEDICAID CLASS (unless transferring from MAF-D)
- j. DB/PML TYPE
- k. DB/PML AMOUNT
- l. RETRO MA 1 AND RETRO MA 2 fields
- m. AMBULATION CAPACITY
- n. DOMICILIARY RATE
- o. STEPPARENT INDICATOR
- p. SPECIAL REVIEW TYPE (EIS generates "B")
- q. JOBS/WORK REQUIREMENT SAVINGS DATA
- r. SPECIAL COVERAGE DATA
- s. SPECIAL NEEDS DATA

2. Individual Data

- a. JOBS/WORK REGISTRATION/EXEMPTION
- b. JOBS/WORK REQUIREMENT SAVINGS DATA
- c. WORK EXPERIENCE
- d. GROSS EARNED INCOME
- e. WORK EXPENSES
- f. CHILD/ADULT CARE
- g. NET EARNED INCOME
- h. EDUCATIONAL LEVEL
- i. ISSUE CRD (See EIS 3105 for how to request replacement cards).

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. D. (CONT'D)

- D. Update other information using the DSS-8125 or Name Change function, if necessary. Refer to Making Changes To Active Cases, [EIS 3101](#), for instructions.

II. KEY THE DSS-8125.

III. OUTPUTS

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

- A. A Case Profile is produced the night the transfer processes and is mailed to the county the following workday.
- B. The aid program/category transfer is reported on the Caseworker Supervisor Report. The number of aid program/category transfers completed is determined from the WORKER NUMBER.

IV. AUTOMATED NOTICES

A. General Information

1. An automated notice ([DSS-8110A](#)) is produced for all M-AF to M-PW transfers 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. (CONT'D)

B. Adequate Notice

1. "Adequate" is 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 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.

For example: A DSS-8125 indicating a transfer from M-AF to M-PW with an effective date of July 1, 1996 and a timely reason code is keyed June 12, 1996. The eleventh workday is June 28, 1996. The keying deadline is June 25, 1996. EIS changes the Medicaid Effective Date to August 1996.

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. 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. (CONT'D)

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.

8. Rescinding the Action

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.

9. 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. C. (CONT'D) (TRANSFERRING FROM M-AF TO M-PW)

c. The following data may be keyed up until the day before a timely action is to process without rescinding the pending action

- (1) County Number
- (2) County Case Number
- (3) District Number
- (4) Address
- (5) RSDI Claim Number

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

TRANSFERRING FROM M-AF to M-IC
REISSUED 02/01/11 - CHANGE NO. 03-11

I. COMPLETING THE DSS-8125

- A. Use the following instructions to complete the DSS-8125. Use the current Case Profile to determine what case and/or individual data must be changed to support the transfer from M-AF to M-IC. See the policy manual regarding age requirement when transferring to M-IC. A transfer from M-AF to M-IC may be retroactive if the individual is in deductible status in the M-AF program and will be authorized in the M-IC program.

NOTE: ALL INDIVIDUALS IN THE M-AF CASE, ACTIVE OR INACTIVE, MUST BE UNDER THE POLICY AGE REQUIREMENTS WHEN TRANSFERRING TO M-IC. OTHERWISE, THE M-IC MUST BE ENTERED AS A NEW APPLICATION OR REAPPLICATION.

- B. Enter the following required information to perform the aid program/category transfer. 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 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 "M" "IC" for AID PROGRAM/CATEGORY.
 8. Enter the appropriate TRANSFER CODE for the transfer in the CHANGE CODE field. 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 automated notice when:

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. B. 9. (CONT'D) (TRANSFERRING M-AF TO M-IC)

- a. The change code used from the Codes Appendix is "Other".
 - b. The change code listed in the Codes Appendix is marked with an asterisk (*).
 - c. You use the DB/PML screen to issue benefits.
10. Enter the MEDICAID EFFECTIVE DATE.
- a. The MEDICAID EFFECTIVE DATE must be the first day of the ongoing month if the transfer is not retroactive.
 - b. If the MEDICAID STATUS on the M-AF case is "D", the MEDICAID EFFECTIVE DATE must be the first day of the month and not be earlier than the CERTIFICATION FROM DATE on the M-AF case if the transfer is retroactive.
 - c. The MEDICAID EFFECTIVE DATE must not be before 10/01/87.
11. Enter the CERTIFICATION PERIOD.
- a. The FROM DATE must:
 - (1) Be the same as the CERTIFICATION FROM DATE on the M-AF case; or
 - (2) Be the first day of the month following the CERTIFICATION THRU MONTH on the M-AF case; and
 - (3) Be before or the same as the ongoing month.
 - b. The THRU DATE must:
 - (1) Be a period of six months from the CERTIFICATION FROM DATE; and
 - (2) Be the last day of the month.
 - (3) Be before or the same as the CERTIFICATION THRU DATE on the M-AF case; or
 - (4) Cannot be before the MEDICAID EFFECTIVE DATE entered if the CERTIFICATION FROM DATE is the same as the CERTIFICATION FROM DATE on the M-AF case.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. B. (CONT'D)

12. Enter the POVERTY INCOME LEVEL AMOUNT in the MAINTENANCE AMOUNT field.

13. SUPPLEMENTAL NOTICE INFORMATION

The following three data elements have been added to the DSS-8125 Data Entry screen. 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.

a. AUTHORIZED REPRESENTATIVE NAME AND ADDRESS

If a recipient had an authorized representative acting in his behalf, the authorized representative's name and address may be entered for the purpose of mailing an automated notice to the authorized representative in addition to the recipient.

b. SECONDARY NOTICE CODE

Do not enter for transfers.

c. NOTICE TEXT

This section may be used if there is no code for your situation and/or to provide additional information to the recipient. Enter Change Code "02" or "50". If you use NOTICE TEXT, you must enter a manual citation.

14. Enter the DATE the form is completed.

15. Sign the DSS-8125 in the WORKER'S SIGNATURE field.

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

C. DO NOT ENTER the following data on the DSS-8125 when completing a transfer from M-AF to M-IC.

1. Case Data

a. VERIFICATION INDICATOR

b. APPLICATION NUMBER

c. ONGOING DISPOSITION REASON and DATE

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. C. 1. (CONT'D)

- d. RETRO DISPOSITION REASON and DATE
- e. CASE TERMINATION REASON And DATE
- f. OLD CASE TERMINATION REASON and DATE
- g. PAYMENT DATA
- h. RETRO MA 1 and RETRO MA 2 fields
- i. GRANT RECOUPMENT DATA
- j. SPECIAL COVERAGE GROUP DATA
- k. AMBULATION CAPACITY
- l. DOMICILIARY RATE
- m. JOBS/WORK REQUIREMENT SAVINGS DATA

2. Individual Data

- a. JOBS/WORK REGISTRATION/EXEMPTION
- b. JOBS/WORK REQUIREMENT SAVINGS DATA
- c. GROSS EARNED INCOME
- d. GROSS EARNED INCOME
- e. WORK EXPENSES
- f. CHILD/ADULT CARE
- g. NET EARNED INCOME
- h. EDUCATIONAL LEVEL
- i. ISSUE CRD (See EIS 3105 for how to request replacement cards).

D. Update other information using the DSS-8125 or Name Change function, if necessary. Refer to Making Changes To Active Cases, [EIS 3101](#), for instructions.

II. KEY THE DSS-8125.

III. OUTPUTS

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

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

III. (CONT'D) (TRANSFERRING M-AF TO M-IC)

- A. A Case Profile is produced the night the transfer processes and is mailed to the county the following workday.
- B. The aid program/category transfer is reported on the Caseworker Supervisor Report. The number of aid program/category transfers completed is determined from the WORKER NUMBER.

IV. AUTOMATED NOTICES

- A. General Information
 - 1. An automated notice ([DSS-8110A](#)) is produced for all M-AF to M-IC transfers 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 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 indicated at the top of the notice.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. CONT'D) TRANSFERRING M-AF TO M-IC)

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.

For example: A DSS-8125 indicating a change from to deductible status with an effective date of March 1992 and a timely reason code is keyed February 12, 1992. The eleventh workday is February 27, 1992. The keying deadline is February 25, 1992. EIS changes the Medicaid Effective Date to April 1992.

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. 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 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. B. (CONT'D)

**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.

8. Rescinding the Action

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.

9. 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. The following data may be keyed up until the day before a timely action is to process without rescinding the pending action.
 - (1) County Number
 - (2) County Case Number
 - (3) District Number
 - (4) Address
 - (5) RSDI Claim Number

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

TRANSFERRING FROM M-PW TO M-AF
REISSUED 02/01/11 - CHANGE NO. 03-11

I. COMPLETING THE DSS-8125

- A. Use the following instructions to complete the DSS-8125. Use the current Case Profile to determine what case and/or individual data must be changed to support the transfer from M-PW to M-AF.
- B. Enter the following required information to perform the aid program/category transfer. 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 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 "M" "AF" as the AID PROGRAM/CATEGORY.
 8. Enter the appropriate TRANSFER CODE for the transfer in the CHANGE CODE field. 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 information regarding the automated notice.

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

Always override the automated notice when:

- a. The change code used from the Codes Appendix is "Other".
- b. The change code listed in the Codes Appendix is marked with an asterisk (*).
- c. You use the DB/PML screen to issues benefits.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. B. (CONT'D)

10. Enter "A" or "D" as the MEDICAID STATUS.

"A" is required when transferring to Family Planning Medicaid (MAF-D).
11. If the Medicaid Status "D" was entered, enter the DEDUCTIBLE AMOUNT in the "DED AMT" field. This DEDUCTIBLE AMOUNT will print on the automated notice.
12. Enter the MEDICAID EFFECTIVE DATE.
 - a. The MEDICAID EFFECTIVE DATE must be the ongoing month if the transfer is not retroactive.
 - b. If this is a retroactive transfer, the MEDICAID EFFECTIVE DATE must not be before the CERTIFICATION FROM DATE on the M-PW case.
13. Enter the CERTIFICATION PERIOD from the Case Profile if it has not expired. If it has expired, enter a new certification period.
 - a. The FROM DATE must:
 - (1) Be the month following the CERTIFICATION THRU month on the M-PW case; or
 - (2) Be the same as or after the ongoing month.
 - b. The THRU DATE must:
 - (1) Be a period no more than six months from the CERTIFICATION FROM DATE or no more than 12 months if transferring to MAF-D.
 - (2) Be before the CERTIFICATION THRU DATE on the M-PW case.
14. Enter the MEDICAID CLASS even if it is the same.
15. Enter the CATEGORICALLY NEEDY LEVEL amount or the MEDICALLY NEEDY LEVEL amount in the MAINTENANCE AMOUNT field.
16. SUPPLEMENTAL NOTICE INFORMATION

The following three data elements have been added to the DSS-8125 Data Entry screen. 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. B. 16. (CONT'D)

a. AUTHORIZED REPRESENTATIVE NAME AND ADDRESS

If a recipient had an authorized representative acting in his behalf, the authorized representative's name and address may be entered for the purpose of mailing an automated notice to the authorized representative in addition to the recipient.

b. SECONDARY NOTICE CODE

Do not enter for transfers.

c. NOTICE TEXT

This section may be used if there is no code for your situation and/or to provide additional information to the recipient. Enter Change Code "02" or "50". If you use NOTICE TEXT, you must enter a manual citation.

17. Enter the DATE the form is completed.

18. Sign the DSS-8125 in the WORKER'S SIGNATURE field.

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

C. DO NOT ENTER the following data on the DSS-8125 when completing a transfer from M-PW to M-AF.

1. Case Data

a. VERIFICATION INDICATOR

b. APPLICATION NUMBER

c. ONGOING DISPOSITION REASON and DATE

d. RETRO DISPOSITION REASON and DATE

e. CASE TERMINATION REASON and DATE

f. OLD CASE TERMINATION REASON and DATE

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. C. 1. (CONT'D)

- g. PAYMENT DATA
 - h. RETRO MA 1 AND RETRO MA 2 fields
 - i. AMBULATION CAPACITY
 - j. DOMICILIARY RATE
 - k. JOBS/WORK REQUIREMENT SAVINGS DATA
 - l. SPECIAL NEEDS DATA
2. Individual Data
- a. JOBS/WORK REGISTRATION/EXEMPTION
 - b. JOBS/WORK REQUIREMENT SAVINGS DATA
 - c. WORK EXPERIENCE
 - d. GROSS EARNED INCOME
 - e. WORK EXPENSES
 - f. CHILD/ADULT CARE
 - g. NET EARNED INCOME
 - h. EDUCATIONAL LEVEL
 - i. ISSUE CRD (See EIS 3105 for how to request replacement cards).
- D. Update other information using the DSS-8125 or Name Change function, if necessary. Refer to Making Changes To Active Cases, [EIS 3101](#), for instructions.

II. KEY THE DSS-8125.

III. OUTPUTS

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

- A. A Case Profile is produced the night the transfer processes and is mailed to the county the following workday.
- B. The aid program/category transfer is reported on the Caseworker Supervisor Report. The number of aid program/category transfers completed is determined from the WORKER NUMBER.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. AUTOMATED NOTICES

A. General Information

1. An automated notice ([DSS-8110A](#)) is produced for all M-PW to M-AF transfers 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 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 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. (CONT'D) (TRANSFERRING M-PW TO M-AF)

For example: A DSS-8125 indicating a change from M-PW authorized to M-AF in deductible status with an effective date of July 1996 and a timely reason code is keyed June 12, 1996. The eleventh workday is June 28, 1996. The keying deadline is June 25, 1996. EIS changes the Medicaid effective date to August 1996.

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. 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 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. B. (CONT'D) (TRANSFERRING M-PW TO M-AF)

8. Rescinding the Action

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.

9. 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. The following data may be keyed up until the day before a timely action is to process without rescinding the pending action.

- (1) County Number
- (2) County Case Number
- (3) District Number
- (4) Address
- (5) RSDI Claim Number

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

TRANSFERRING FROM M-IC TO M-AF
REISSUED 02/01/11 - CHANGE NO. 03-11

I. COMPLETING THE DSS-8125

- A. Use the following instructions to complete the DSS-8125. Use the current Case Profile to determine what case and/or individual data must be changed to support the transfer to M-AF.

NOTE: You cannot transfer an MIC case that was application type 7 to M-AF in deductible status. The MIC case must be terminated and a new application completed.

- B. Enter the following required information to perform the aid program/category transfer. 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 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 "M" "AF" for AID PROGRAM/CATEGORY.
 8. Enter the appropriate TRANSFER CODE for the transfer in the CHANGE CODE field. 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 information regarding the automated notice.

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

Always override the automated notice when:

- a. The change code used from the Codes Appendix is "Other".
- b. The change code listed in the Codes Appendix is marked with an asterisk (*).

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. B. (CONT'D) (TRANSFERRING M-IC TO M-AF)

- c. You use the DB/PML screen to issue benefits.
- 10. Enter "A" or "D" as the MEDICAID STATUS. If the MIC case was application type 7, the status must be A.
 - a. If the MIC case was application type 7, the status must be "A".
 - b. If transferring to MAF-D, the status must be "A".
- 11. If the Medicaid Status "D" was entered, enter the DEDUCTIBLE AMOUNT in the "DED AMT" field. This DEDUCTIBLE AMOUNT will print on the automated notice.
- 12. Enter the ongoing month for MEDICAID EFFECTIVE DATE.
- 13. Enter the CERTIFICATION PERIOD from the Case Profile if it has not expired. If it has expired and the CERTIFICATION THRU DATE is before the ongoing month, enter a new certification period.
 - a. The FROM DATE must:
 - (1) Be the same as the CERTIFICATION FROM DATE on the existing case.
 - (2) Be the first day of the month following the CERTIFICATION THRU month on the M-IC case; or
 - (3) Be the same as or after the ongoing month.
 - b. The THRU DATE must:
 - (1) Be a period no more than six months from the CERTIFICATION FROM DATE or no more than 12 months if transferring to MAF-D.
 - (2) Be before the CERTIFICATION THRU DATE on the M-IC case.
- 14. Enter the MEDICAID CLASS even if it is the same.
- 15. Enter the CATEGORICALLY NEEDY LEVEL amount or the MEDICALLY NEEDY LEVEL amount in the MAINTENANCE AMOUNT field.
- 16. SUPPLEMENTAL NOTICE INFORMATION

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. B. 16. (CONT'D)

The following three data elements have been added to the DSS-8125 Data Entry screen. 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.

a. AUTHORIZED REPRESENTATIVE NAME AND ADDRESS

If a recipient had an authorized representative acting in his behalf, the authorized representative's name and address may be entered for the purpose of mailing an automated notice to the authorized representative in addition to the recipient.

b. SECONDARY NOTICE CODE

Do not enter for transfers.

c. NOTICE TEXT

This section may be used if there is no code for your situation and/or to provide additional information to the recipient. Enter Change Code "02" or "50". If you use NOTICE TEXT, you must enter a manual citation.

17. Enter the DATE the form is completed.

18. Sign the DSS-8125 in the WORKER'S SIGNATURE field.

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

C. DO NOT ENTER the following data on the DSS-8125 when completing a transfer from M-IC to M-AF.

1. Case Data

a. VERIFICATION INDICATOR

b. APPLICATION NUMBER

c. ONGOING DISPOSITION REASON and DATE

d. RETRO DISPOSITION REASON and DATE

e. CASE TERMINATION REASON and DATE

f. OLD CASE TERMINATION REASON and DATE

g. PAYMENT DATA

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. C. 1. (CONT'D) (TRANSFERRING M-IC TO M-AF)

- h. RETRO MA 1 and RETRO MA 2 fields
 - i. JOBS/WORK REQUIREMENT SAVINGS DATA
 - j. AMBULATION CAPACITY
 - k. DOMICILIARY RATE
 - l. SPECIAL NEEDS DATA
2. Individual Data
- a. JOBS/WORK REGISTRATION/EXEMPTION
 - b. JOBS/WORK REQUIREMENT SAVINGS DATA
 - c. WORK EXPERIENCE
 - d. GROSS EARNED INCOME
 - e. WORK EXPENSES
 - f. CHILD/ADULT CARE
 - g. NET EARNED INCOME
 - h. EDUCATIONAL LEVEL
 - i. ISSUE CRD (See EIS 3105 for how to request replacement cards).
- D. Update other information using the DSS-8125 or Name Change function, if necessary. Refer to Making Changes To Active Cases, [EIS 3101](#), for instructions.

II. KEY THE DSS-8125.

III. OUTPUTS

- A. A Case Profile is produced the night the transfer processes and is mailed to the county the following workday.
- B. The aid program/category transfer is reported on the Caseworker Supervisor Report. The number of aid program/category transfers completed is determined from the WORKER NUMBER.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. AUTOMATED NOTICES

A. General Information

1. An automated notice ([DSS-8110A](#)) is produced for all M-IC to M-AF transfers 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 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 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. C. (CONT'D) (TRANSFERRING M-IC TO M-AF)

4. The action takes place in EIS eleven county workdays from the date of the notice.

For example: A DSS-8125 indicating a change from M-IC authorized to M-AF in deductible status with an effective date of July 1996 and a timely reason code is keyed June 12, 1996. The eleventh workday is June 28, 1996. The keying deadline is June 25, 1996. EIS changes the Medicaid effective date to August 1996.

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. 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 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. C. 9. (CONT'D)(TRANSFERRING M-IC TO M-AF)

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.

8. Rescinding the Action

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.

9. 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. The following data may be keyed up until the day before a timely action is to process without rescinding the pending action.

- (1) County Number
- (2) County Case Number
- (3) District Number
- (4) Address
- (5) RSDI Claim Number

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

TRANSFERRING FROM A-AF TO M-AF
REISSUED 10/01/12 - CHANGE NO. 01-13

I. AUTOMATED TRANSFERS

When a Work First case reaches either the 24 month or the 60 month time limit or the Benefit Diversion period ends and no action is taken by the caseworker by pull night in the last eligible month, the case is automatically transferred to MAF Medicaid class C with a two month certification period or the remainder of the Payment Review Period, whichever is greater. The transfer will take place the night of pull in the applicable month.

When a Sanctioned Work First (AAF - Payment Type S) case does to receive a check for three consecutive months (whether due to payment type S or payment type 2), EIS automatically transfers the case to MAF-C for 2 months. The transfer takes place the night of pull of the 3rd month. The four categories of non-compliance with program requirements are:

- A. Failure to cooperate with Child Support Enforcement
- B. Non-compliance with the provisions of the MRA
- C. Failure to participate in required substance abuse treatment
- D. Intentional Program Violation (IPV)

When a Transitional (AAF-Payment Type 4) case reaches the end of the 4th month and the caseworker has not reviewed and transferred the case to Medicaid or reapproved the case into Work First, EIS will automatically transfer the case to MAF-C for 2 months.

When a Transitional (AAF-Payment Type 5) case reaches the end of the 12th month and the caseworker has not reviewed, terminated, transferred to Medicaid, or reapproved the case into Work First, EIS will automatically transfer the case to MAF-C for 2 months.

Also, if the payee of a transitional case has not returned complete quarterly reports, EIS will automatically transfer the case to MAF-C for 2 months at the end of the 6th, 7th, or 10th month.

All automatic transfers from transitional to MAF-C take place the night of Work First regular run, which is always the 6th work night from the end of the month.

II. COMPLETING THE DSS-8125

Use the following instructions for all worker-initiated transfers from A-AF to M-AF, including COTTLE cases.

- A. Use the following instructions to complete the DSS-8125. Use the current Case Profile to determine what case and/or individual data must be changed to support the transfer to M-AF.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REVISED 10/01/12 - CHANGE NO. 01-13

(CONT'D) (TRANSFERRING FROM A-AF TO M-AF)

- B. Enter the following required information to perform the aid program/category transfer. 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 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 "M" "AF" for AID PROGRAM/CATEGORY.
 8. Remove the "Y" or "N" from the Disability (DIS) field.
 9. Enter the appropriate TRANSFER CODE for the transfer in the CHANGE CODE field. Refer to the [Codes Appendix](#).

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.

10. Enter "Y" in NOTICE OVERRIDE to override the automated notice.

Always override the automated notice when:

- a. The change code listed in the Codes Appendix is "Other" and it indicates manual notice required.
 - b. The change code listed in the Codes Appendix is marked with an asterisk (*).
 - c. Use of the automated notice will create an overpayment.
11. Enter "A" or "D" as the MEDICAID STATUS.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REVISED 10/01/12 - CHANGE NO. 01-13

II. B. (CONT'D) (TRANSFERRING FROM A-AF TO M-AF)

12. If the Medicaid Status "D" was entered, enter the DEDUCTIBLE AMOUNT in the "DED AMT" field. This DEDUCTIBLE AMOUNT will print on the automated notice.
13. Enter the ongoing month for MEDICAID EFFECTIVE DATE.
14. Enter the appropriate PAYMENT TYPE. Refer to the [Codes Appendix](#) to determine the appropriate code.
15. Enter the CATEGORICALLY NEEDY LEVEL amount or the MEDICALLY NEEDY LEVEL amount in the MAINTENANCE AMOUNT field.
16. Enter the first day of the ongoing month for CERTIFICATION FROM DATE.
17. Enter the MEDICAID CERTIFICATION THRU DATE.
 - a. The DATE must be no more than six months from the CERTIFICATION FROM DATE, unless the Medicaid Class is 'C'. If class is 'C', date may be up to 12 months from the CERTIFICATION FROM DATE.
 - b. The DATE must be the last day of the month.
 - c. If the individual is incarcerated or in an Institution of Mental Disease (IMD), the DATE must be the same as the payment review period end date on the AAF case.
18. Enter the MEDICAID CLASSIFICATION. If the transfer is due solely to the Work First time limit, Personal Responsibility Contract, or other factors specified in the Family and Children's Medicaid Manual, the class must be 'C'.
19. Enter a JOBS/WORK REQUIREMENT SAVINGS REASON and AMOUNT in the case data if appropriate. See the [Codes Appendix](#) to determine the appropriate savings reason.
20. EIS will delete any grant recoupment information on the case at the time the case transfers to M-AF.
21. SUPPLEMENTAL NOTICE INFORMATION

The following three data elements have been added to the DSS-8125 Data Entry screen. 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REISSUED 10/01/12 - CHANGE NO. 01-13

II. B. 21. (CONT'D) (TRANSFERRING FROM A-AF TO M-AF)

a. AUTHORIZED REPRESENTATIVE NAME AND ADDRESS

If a recipient had an authorized representative acting in his behalf, the authorized representative's name and address may be entered for the purpose of mailing an automated notice to the authorized representative in addition to the recipient.

b. SECONDARY NOTICE CODE

Do not enter for transfers.

c. NOTICE TEXT

This section may be used if there is no code for your situation and/or to provide additional information to the recipient. Enter Change Code "02" or "50". If you use NOTICE TEXT, you must enter a manual citation.

22. Enter the INDIVIDUAL ID of the affected individual and enter the following updates:

a. Remove the "Y" or "N" from the Disability (DIS) field.

b. Refer to Work First Manual WF700 CODES E & T (Employment and Training) information.

c. Enter "*" to delete the JOBS/WORK REGISTRATION/EXEMPTION code.

d. Enter the RELATIONSHIP TO PAYEE code if blank. See [Codes Appendix](#) to determine the appropriate code.

e. Enter zeroes to delete GROSS EARNED INCOME, CHILD/ADULT CARE, WORK EXPENSES, and NET EARNED INCOME if any are indicated in the INDIVIDUAL DATA on the A-AF Case Profile.

23. Enter the DATE the form is completed.

24. Sign the DSS-8125 in the WORKER'S SIGNATURE field.

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

C. DO NOT ENTER the following information on the DSS-8125 when completing a transfer from A-AF to M-AF.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REISSUED 10/01/12 - CHANGE NO. 01-13

II. C. 1. (CONT'D) (TRANSFERRING FROM A-AF TO M-AF)

1. Case Data

- a. VERIFICATION INDICATOR
- b. APPLICATION NUMBER
- c. ONGOING DISPOSITION REASON and DATE
- d. RETRO DISPOSITION REASON and DATE
- e. CASE TERMINATION REASON and DATE
- f. OLD CASE TERMINATION REASON and DATE
- g. PAYMENT AMOUNT
- h. PAYMENT EFFECTIVE DATE
- i. PAYMENT REVIEW PERIOD
- J. RETRO MA 1 and RETRO MA 2 fields
- k. AMBULATION CAPACITY
- l. DOMICILIARY RATE
- m. GRANT RECOUPMENT DATA
- n. SPECIAL NEEDS DATA

2. Individual Data

- a. JOBS/WORK REQUIREMENT SAVINGS DATA
- b. EDUCATIONAL EMPLOYMENT
- c. EDUCATIONAL LEVEL

D. Update other information using the DSS-8125 or Name Change function if necessary. Refer to Making Changes To Active Cases, [EIS 3101](#), for instructions.

III. KEY THE DSS-8125.

IV. OUTPUTS

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

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

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REISSUED 10/01/12 - CHANGE NO. 01-13

II. A. 1. (CONT'D) (TRANSFERRING FROM A-AF TO M-AF)

B. The aid program/category transfer is reported on the Caseworker Supervisor Report. The number of aid program/category transfers completed is determined from the WORKER NUMBER.

A. General Information

1. An automated notice ([DSS-8110A](#)) is produced the night the A-AF to M-AF transfer 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.

V. AUTOMATED NOTICES

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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

V. 7. C. (CONT'D) (TRANSFERRING A-AF TO M-AF)

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.

For example: A DSS-8125 indicating a termination effective July 1996 and a timely reason code is keyed June 12, 1996. The eleventh workday is June 28, 1996. The keying deadline is June 25, 1996. EIS changes the payment effective date to August 1996.

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. 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 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

V. 8. C. (CONT'D) (TRANSFERRING A-AF TO M-AF)

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.

8. 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

TRANSFERRING FROM A-AF TO M-IC
REISSUED 10/01/12 - CHANGE NO. 01-13

I. COMPLETING THE DSS-8125

- A. Use the following instructions to complete the DSS-8125. Use the current Case Profile to determine what case and/or individual data must be changed to support the transfer to M-IC.
- B. For transfers to M-IC, all individuals on the A-AF case being transferred must meet M-IC age requirements. See the policy manual for M-IC age requirements.
- C. Enter the following required information to perform the aid program/category transfer. 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 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 "M" "IC" for AID PROGRAM/CATEGORY.
 8. Remove the "Y" or "N" from the Disability (DIS) field.
 9. Enter the NEEDS UNIT.
 10. Enter the appropriate TRANSFER CODE for the transfer in the CHANGE CODE field. Refer to the [Codes Appendix](#).

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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REVISED 10/01/12 - CHANGE NO. 01-13

I. C. (CONT'D) (TRANSFERRING A-AF TO M-IC)

11. Enter "Y" in NOTICE OVERRIDE to override the automated notice.

Always override the automated notice 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. You use the DB/PML screen to issue benefits.
12. Enter the ongoing month in MEDICAID EFFECTIVE DATE.
13. Enter the first day of the ongoing month for CERTIFICATION FROM DATE.
14. Enter the CERTIFICATION THRU DATE.
 - a. The CERTIFICATION THRU DATE must be no more than six months from the CERTIFICATION FROM DATE.
 - b. The CERTIFICATION THRU DATE must be the last day of the month.
 - c. If the individual is incarcerated or in an Institution of Mental Disease (IMD), the DATE must be the same as the payment review period end date on the AAF case.
15. Enter PAY TYPE "9".
16. Enter the MEDICAID CLASSIFICATION.
17. Enter the POVERTY INCOME LEVEL AMOUNT in the MAINTENANCE AMOUNT field.
18. Enter a JOBS/WORK REQUIREMENT SAVINGS REASON and AMOUNT in the case data if appropriate. See the [Codes Appendix](#) to determine the appropriate savings reason.
19. EIS will delete any grant recoupment information on the case at the time the case transfers to M-IC.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REVISED 10/01/12 - CHANGE NO. 01-13

I. C. (CONT'D) (TRANSFERRING A-AF TO M-IC)

20. SUPPLEMENTAL NOTICE INFORMATION

The following three data elements have been added to the DSS-8125 Data Entry screen. 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.

a. AUTHORIZED REPRESENTATIVE NAME AND ADDRESS

If a recipient had an authorized representative acting in his behalf, the authorized representative's name and address may be entered for the purpose of mailing an automated notice to the authorized representative in addition to the recipient.

b. SECONDARY NOTICE CODE

Do not enter for transfers.

c. NOTICE TEXT

This section may be used if there is no code for your situation and/or to provide additional information to the recipient. Enter Change Code "02" or "50". If you use NOTICE TEXT, you must enter a manual citation.

21. Enter the INDIVIDUAL ID of the affected individual if any of the following updates are required.

a. Remove the "Y" or "N" from the Disability (DIS) field.

b. Enter "*" to delete the JOBS/WORK REGISTRATION/EXEMPTION code in INDIVIDUAL DATA.

c. Enter the RELATIONSHIP TO PAYEE code if blank. See [Codes Appendix](#) to determine the appropriate code.

d. Enter zeroes to delete GROSS EARNED INCOME, CHILD/ADULT CARE, WORK EXPENSES, and NET EARNED INCOME if any are indicated in the INDIVIDUAL DATA on the A-AF Case Profile.

21. Enter the DATE the form is completed.

22. Sign the DSS-8125 in the WORKER'S SIGNATURE field.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REISSUED 10/01/12 - CHANGE NO. 01-13

I. C. 23. (CONT'D)

23. The county director or his designee must sign the form in the DIRECTOR'S SIGNATURE field.
- D. DO NOT ENTER the following information on the DSS-8125 when completing a transfer from A-AF to M-IC.
 1. Case Data
 - a. VERIFICATION INDICATOR
 - b. APPLICATION NUMBER
 - c. ONGOING DISPOSITION REASON and DATE
 - d. RETRO DISPOSITION REASON and DATE
 - e. CASE TERMINATION REASON and DATE
 - f. OLD CASE TERMINATION REASON and DATE
 - g. PAYMENT DATA
 - h. RETRO MA 1 and RETRO MA 2 fields
 - i. AMBULATION CAPACITY
 - j. SPECIAL COVERAGE GROUP DATA
 - k. DOMICILIARY RATE
 - l. GRANT RECOUPMENT DATA
 - m. STEPPARENT INDICATOR
 - n. SPECIAL NEEDS DATA
 2. Individual Data
 - a. JOBS/WORK REQUIREMENT SAVINGS DATA
 - b. WORK EXPERIENCE
 - c. EDUCATIONAL LEVEL
- E. Update other information using the DSS-8125 or the Name Change function, if necessary. Refer to Making Changes To Active Cases, [EIS 3101](#), for instructions.

II. KEY THE DSS-8125.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REISSUED 10/01/12 - CHANGE NO. 01-13

III. E. (CONT'D)

III. OUTPUTS

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

- A. A Case Profile is produced the night the transfer processes and is mailed to the county the following workday.
- B. The aid program/category transfer is reported on the Caseworker Supervisor Report. The number of aid program/category transfers completed is determined from the WORKER NUMBER.

IV. AUTOMATED NOTICES

A. General Information

- 1. An automated notice ([DSS-8110A](#)) is produced for all A-AF to M-IC transfers 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 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. (CONT'D) (TRANSFERRING A-AF TO M-IC)

C. Timely Notice

1. "Timely" is 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.

For example: A DSS-8125 indicating a change from A-AF to M-IC with an effective date of July 1996 and a timely reason code is keyed June 12, 1996. The eleventh workday is June 28, 1996. The keying deadline is June 25, 1996. EIS changes the Medicaid effective date to August 1996.

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. 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 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 the change. Write "DELETE" in red across the top of the form; or

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. C. (CONT'D) (TRANSFERRING A-AF TO M-IC)

- 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 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.

8. Rescinding the Action

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.

9. DSS-8125 and Timely Pending Action

- a. A DSS-8125 may not be place 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. C. (CONT'D) (TRANSFERRING A-AF TO M-IC)

c. The following data may be keyed up until the day before a timely action is to process without rescinding the pending action.

- (1) County Number
- (2) County Case Number
- (3) District Number
- (4) Address
- (5) RSDI Claim Number

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

TRANSFERRING FROM A-AF TO M-PW
REISSUED 10/01/12 - CHANGE NO. 01-13

I. COMPLETING THE DSS-8125

- A. Use the following instructions to complete the DSS-8125. Use the current Case Profile to determine what case and/or individual data must be changed to support the transfer to M-PW. Only one individual may transfer to M-PW.
- B. For transfers to M-PW, there may be only one active individual on the A-AF case being transferred.
- C. Enter the following required information to perform the aid program/category transfer. 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 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 "M" "PW" as the AID PROGRAM/CATEGORY.
 8. Remove the "Y" or "N" from the Disability (DIS) field.
 9. Enter the appropriate TRANSFER CODE for the transfer in the CHANGE CODE field. 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 information regarding the automated notice.

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

Always override the automated notice when:

- a. The change code used from the Codes Appendix is "Other".

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REVISED 10/01/12 - CHANGE NO. 01-13

I. C. 9. (CONT'D) (TRANSFERRING A-AF TO M-PW)

- b. The change code listed in the Codes Appendix is marked with an asterisk (*).
- c. You use the DB/PML screen to issue benefits.
- 11. Enter the first day of the ongoing month as the MEDICAID EFFECTIVE DATE.
- 12. Enter the first day of the ongoing month as the CERTIFICATION FROM DATE.
- 13. Enter the CERTIFICATION THRU DATE.
 - a. The CERTIFICATION THRU DATE must be the same as the SPECIAL REVIEW DATE plus two months.
 - b. The CERTIFICATION THRU DATE must be the last day of the month and may be no more than 13 months from the CERTIFICATION FROM DATE.
 - c. If the individual is incarcerated or in an Institution of Mental Disease (IMD), the CERTIFICATION THRU DATE must be the same as the payment review period end date on the AAF case.
- 14. Enter PAY TYPE "9".
- 15. Enter the MEDICAID CLASSIFICATION.
- 16. Enter the POVERTY INCOME LEVEL AMOUNT in the MAINTENANCE AMOUNT field.
- 17. Enter "B" as the SPECIAL REVIEW TYPE. Enter the month the baby is due as the SPECIAL REVIEW DATE.
- 18. Delete the STEPPARENT indicator if populated.
- 19. Enter a JOBS/WORK REQUIREMENT SAVINGS REASON and AMOUNT in the case data if appropriate. See the [Codes Appendix](#) to determine the appropriate savings reason.
- 20. EIS will delete any grant recoupment information on the case at the time the case transfers to M-PW.
- 21. SUPPLEMENTAL NOTICE INFORMATION

The following three data elements have been added to the DSS-8125 Data Entry screen. 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REISSUED 10/01/12 - CHANGE NO. 01-13

I. C. 22. (CONT'D)

a. AUTHORIZED REPRESENTATIVE NAME AND ADDRESS

If a recipient had an authorized representative acting in his behalf, the authorized representative's name and address may be entered for the purpose of mailing an automated notice to the authorized representative in addition to the recipient.

b. SECONDARY NOTICE CODE

Do not enter for transfers.

c. NOTICE TEXT

This section may be used if there is no code for your situation and/or to provide additional information to the recipient. Enter Change Code "02" or "50". If you use NOTICE TEXT, must enter a manual citation.

23. Enter the INDIVIDUAL ID of the affected individual if any of the following updates are required.

a. Remove the "Y" or "N" from the Disability (DIS field).

b. Refer to Work First Manual WF700 CODES E & T (Employment and Training) information.

c. Enter "*" to delete the JOBS/WORK REGISTRATION/EXEMPTION code in INDIVIDUAL DATA.

d. Enter the RELATIONSHIP TO PAYEE code if blank. See Codes Appendix to determine the appropriate code.

e. Enter zeroes to delete GROSS EARNED INCOME, CHILD/ADULT CARE, WORK EXPENSES, and NET EARNED INCOME if any are indicated in the INDIVIDUAL DATA on the A-AF Case Profile.

24. Enter the DATE the form is completed.

25. Sign the DSS-8125 in the WORKER'S SIGNATURE field.

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

D. DO NOT ENTER the following information on the DSS-8125 when completing a transfer to M-PW.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REISSUED 10/01/12 - CHANGE NO. 01-13

I. D. (CONT'D)

1. Case Data
 - a. VERIFICATION INDICATOR
 - b. APPLICATION NUMBER
 - c. ONGOING DISPOSITION REASON and DATE
 - d. RETRO DISPOSITION REASON and DATE
 - e. CASE TERMINATION REASON and DATE
 - f. OLD CASE TERMINATION REASON and DATE
 - g. PAYMENT DATA
 - h. MEDICAID STATUS
 - i. DB/PML TYPE
 - j. DB/PML AMOUNT
 - k. RETRO MA 1 and RETRO MA 2 fields
 - l. AMBULATION CAPACITY
 - m. DOMICILIARY RATE
 - n. STEPPARENT INDICATOR
 - o. GRANT RECOUPMENT DATA
 - p. SPECIAL COVERAGE GROUP DATA
2. Individual Data
 - a. JOBS/WORK REQUIREMENT SAVINGS REASON
 - b. JOBS/WORK REQUIREMENT SAVINGS AMOUNT
 - c. WORK EXPERIENCE
 - d. EDUCATIONAL LEVEL

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

I. E. (CONT'D)

- E. Update other information using the DSS-8125 or Name Change function if necessary. Refer to Making Changes To Active Cases, [EIS 3101](#), for instructions.

II. KEY THE DSS-8125.

III. OUTPUTS

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

- A. A Case Profile is produced the night the transfer processes and is mailed to the county the following workday.
- B. The aid program/category transfer is reported on the Caseworker Supervisor Report. The number of aid program/category transfers completed is determined from the WORKER NUMBER.

IV. AUTOMATED NOTICES

A. General Information

1. An automated notice ([DSS-8110A](#)) is produced for all A-AF to M-PW transfers 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. B. (CONT'D) (TRANSFERRING A-AF TO M-PW)

B. Adequate Notice

1. "Adequate" is 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 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.

For example: A DSS-8125 indicating a change from A-AF to M-PW with an effective date of July 1996 and a timely reason code is keyed June 12, 1996. The eleventh workday is June 28, 1996. The keying deadline is June 25, 1996. EIS changes the Medicaid effective date to August 1996.

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. 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 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. C. 7c. (CONT'D) (TRANSFERRING A-AF TO M-PW)

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 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.

8. Rescinding the Action

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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

IV. C. 9c. (CONT'D) (TRANSFERRING A-AF TO M-PW)

9. 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. The following data may be keyed up until the day before a timely action is to process without rescinding the pending action
 - (1) County Number
 - (2) County Case Number
 - (3) District Number
 - (4) Address
 - (5) RSDI Claim Number

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

TRANSFERRING FROM R-RF TO M-RF
REISSUED 10/01/12 - CHANGE NO. 01-13

I. COMPLETING THE DSS-8125

- A. Use the following instructions to complete the DSS-8125. Use the current Case Profile to determine what case and/or individual data must be changed to support the transfer to M-RF.

NOTE: ALL REFUGEE NOTICES ARE MANUAL.

- B. Enter the following required information to perform the aid program/category transfer. 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 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 PAYMENT TYPE. Refer to the [Codes Appendix](#) to determine the correct code.
 8. Enter "M" "RF" for AID PROGRAM/CATEGORY.
 9. Enter "A" or "D" as the MEDICAID STATUS.
 10. Enter the ongoing month for MEDICAID EFFECTIVE DATE.
 11. Enter the first day of the ongoing month for CERTIFICATION FROM DATE.
 12. Enter the CERTIFICATION THRU DATE.
 - a. The date must be no more than six months from the CERTIFICATION FROM DATE.
 - b. The date must be the last day of the month.
 13. Enter the MEDICAID CLASSIFICATION.
 14. EIS will delete any grant recoupment information on the case at the time the case transfers to M-RF.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REVISED 10/01/12 - CHANGE NO. 01-13

I. B. (CONT'D)

15. Enter the INDIVIDUAL ID to update INDIVIDUAL DATA.
 16. Enter "*" to delete the JOBS/WORK REGISTRATION/EXEMPTION code in INDIVIDUAL DATA.
 17. Enter the RELATIONSHIP TO PAYEE code if blank. See [Codes Appendix](#) to determine the appropriate code.
 18. Enter zeroes to delete GROSS EARNED INCOME, CHILD/ADULT CARE, WORK EXPENSES, and NET EARNED INCOME if any are indicated in the INDIVIDUAL DATA on the R-RF Case Profile.
 19. Enter the DATE the form is completed.
 20. Sign the DSS-8125 in the WORKER'S SIGNATURE field.
 21. The county director or his designee must sign the form in the DIRECTOR'S SIGNATURE field.
- C. DO NOT ENTER the following information on the DSS-8125 when completing a transfer from R-RF to M-RF.
1. Case Data
 - a. **DISABILITY INDICATOR (DIS)**
 - b. VERIFICATION INDICATOR
 - c. CHANGE CODE
 - d. NOTICE OVERRIDE
 - e. APPLICATION NUMBER
 - f. ONGOING DISPOSITION REASON and DATE
 - g. RETRO DISPOSITION REASON and DATE
 - h. CASE TERMINATION REASON and DATE
 - i. OLD CASE TERMINATION REASON and DATE
 - j. PAYMENT AMOUNT
 - k. PAYMENT EFFECTIVE DATE

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REVISED 10/01/12 - CHANGE NO. 01-13

I. C. 1. (CONT'D)

- l. PAYMENT REVIEW PERIOD
 - m. RETRO MA 1 and RETRO MA 2 fields
 - n. AMBULATION CAPACITY
 - o. DOMICILIARY RATE
 - p. JOBS/WORK REQUIREMENT SAVINGS DATA
2. Individual Data
- a. **DISABILITY INDICATOR (DIS)**
 - b. JOBS/WORK REQUIREMENT SAVINGS DATA
 - c. WORK EXPERIENCE
 - d. EDUCATIONAL LEVEL
- D. Update other information using the DSS-8125 or Name Change function, if necessary. Refer to Making Changes To Active Cases, [EIS 3101](#), for instructions.

II. **KEY THE DSS-8125.**

III. **OUTPUTS**

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

- A. A Case Profile is produced the night the transfer processes and is mailed to the county the following workday.
- B. The aid program/category transfer is reported on the Caseworker Supervisor Report. The number of aid program/category transfers completed is determined from the WORKER NUMBER.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

TRANSFERRING FROM S-AD OR S-AA TO M-AA, M-AB, OR M-AD
REISSUED 02/01/11 - CHANGE NO. 03-11

I. COMPLETING THE DSS-8125

- A. Use the following instructions to complete the DSS-8125. Use the current Case Profile to determine what case and/or individual data must be changed to support the transfer from S-AD or S-AA to M-AA, M-AB, or M-AD.

NOTE: All S-AD OR S-AA TO M-AA, M-AB, OR M-AD NOTICES ARE MANUAL.

- B. Enter the following required information to perform the aid program/category transfer.
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 WORKER NUMBER.
 5. Enter the COUNTY NUMBER from the Case Profile.
 6. Ensure the DISTRICT NUMBER is correct. If incorrect, enter the appropriate DISTRICT NUMBER.
 7. Enter "M" "AA", "M" "AB", or "M" "AD" as the AID PROGRAM/CATEGORY.
 8. Enter the recipient's address in ADDRESS LINE 1. Refer to the [Mailing Address Appendix](#) to determine the appropriate address abbreviations.
 9. Enter "*" in the first position of ADDRESS LINE 2 to delete the rest home name and code; or.

If the recipient's home address requires two lines, enter the additional information on ADDRESS LINE 2.
 10. Enter the CITY, STATE, and ZIP if different than indicated on the Case Profile. Refer to the [Mailing Address Appendix](#) for appropriate abbreviations.
 11. Enter "A" or "D" for MEDICAID STATUS. "A" must be entered if the MEDICAID CLASS IS "Q" or "B".
 12. Enter the first day of the ongoing month as the MEDICAID EFFECTIVE DATE.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REVISED 10/01/12 - CHANGE NO. 01-13

I. B. (CONT'D) (TRANSFERRING FROM S-AD OR S-AA TO M-AA, M-AB, OR M-AD)

13. Enter the MEDICAID CERTIFICATION PERIOD.
 - a. The CERTIFICATION PERIOD must be no longer than twelve months if the MEDICAID STATUS entered is "A", and no longer than six months if the MEDICAID STATUS entered is "D".
 - b. The FROM DATE must be the first day of the ongoing month.
 - c. The THRU DATE must represent a period no longer than twelve months from the CERTIFICATION FROM DATE entered.
 - d. If the individual is incarcerated or in an Institution of Mental Disease (IMD), the DATE must be the same as the payment review period end date on the SA case.

NOTE: Medicaid for an SAA recipient in an IMD is not suspended. The age limit for suspension in an IMD is prior to age 65.

14. Enter the MEDICAID CLASS even if it is the same. Refer to the [Codes Appendix](#) to determine the appropriate code.
 15. Enter the new MAINTENANCE AMOUNT.
 16. Enter "*" to delete the AMBULATION CAPACITY.
 17. Enter zeroes to delete the DOMICILIARY RATE.
 18. Enter the INDIVIDUAL ID to update INDIVIDUAL DATA.
 19. Enter the new LIVING ARRANGEMENT CODE. See the [Codes Appendix](#) to determine the appropriate living arrangement code.
 20. Enter the RELATIONSHIP TO PAYEE code if blank. See [Codes Appendix](#) to determine the appropriate code.
- C. DO NOT ENTER the following information on the DSS-8125 when completing a transfer to M-AA, M-AB, or M-AD.
1. Case Data
 - a. **DISABILITY INDICATOR (DIS)**
 - b. VERIFICATION INDICATOR

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REISSUED 10/01/12 - CHANGE NO. 01-13

I. C. 1. (CONT'D)

- c. CHANGE CODE
- d. NOTICE OVERRIDE
- e. APPLICATION NUMBER
- f. ONGOING DISPOSITION REASON and DATE
- g. RETRO DISPOSITION REASON and DATE
- h. CASE TERMINATION REASON and DATE
- i. OLD CASE TERMINATION REASON and DATE
- j. PAYMENT DATA
- k. RETRO MA 1 and RETRO MA 2 fields
- l. STEPPARENT INDICATOR
- m. JOBS/WORK REQUIREMENT SAVINGS DATA
- n. SPECIAL COVERAGE GROUP DATA
- o. SPECIAL NEEDS DATA

2. Individual Data

- a. INDIVIDUAL TERMINATION DATE
- b. DISABILITY INDICATOR (DIS)
- c. DATE OF DEATH
- d. JOBS/WORK REGISTRATION/EXEMPTION
- e. JOBS/WORK REQUIREMENT SAVINGS DATA
- f. WORK EXPERIENCE
- g. GROSS EARNED INCOME
- h. CHILD/ADULT CARE
- i. WORK EXPENSES
- j. NET EARNED INCOME
- k. EDUCATIONAL LEVEL

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REISSUED 10/01/12 - CHANGE NO. 01-13

III. C. 1. (CONT'D)

- D. Update other information using the DSS-8125 or Name Change function if necessary. Refer to Making Changes To Active Cases, [EIS 3101](#), for instructions.

II. KEY THE DSS-8125.

III. OUTPUTS

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

- A. A Case Profile is produced the night the transfer processes and is mailed to the county the following workday.
- C. The aid program/category transfer is reported on the Caseworker Supervisor Report. The number of aid program/category transfers completed is determined from the WORKER NUMBER.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

TRANSFERRING FROM A-AF OR M-AF TO TRANSITIONAL MEDICAID
REISSUED 10/01/12 - CHANGE NO. 01-13

I. TRANSFERS TO TRANSITIONAL MEDICAID

A-AF and M-AF cases that become ineligible due to earned income are transferred to A-AF Payment type 5 (12 months transitional Medicaid).

A-AF and M-AF cases that become ineligible due to child support are transferred to A-AF Payment type 4 (4 months transitional Medicaid).

II. COMPLETING THE DSS-8125 (TRANSFERS TO TRANSITIONAL MEDICAID)

Use the following instructions for all worker-initiated transfers from M-AF or A-AF (Payment Type 1, 2, or S) to Transitional Medicaid (A-AF Payment Type 4 or Payment Type 5).

- A. Use the following instructions to complete the DSS-8125. Perform Case Data (CD) and Individual (ID) Inquiry in EIS to determine what case and/or individual data must be changed to support the transfer to Transitional Medicaid.
- B. 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, if using a paper form.
 2. Enter the COUNTY NAME, if using a paper form.
 3. Enter the CASE ID.
 4. Enter your WORKER NUMBER.
 5. Enter the COUNTY NUMBER.
 6. Ensure the DISTRICT NUMBER is correct. If incorrect, enter the appropriate DISTRICT NUMBER.
 7. Enter "A" "AF" for AID PROGRAM/CATEGORY.
 8. Remove the "Y" or "N" from the Disability (DIS) field.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REISSUED 10/01/12 - CHANGE NO. 01-13

II. B. (CONT'D)

9. Enter the appropriate Change Code. [See EIS 4000, Appendix E.](#)

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.

10. Enter "Y" in NOTICE OVERRIDE to override the automated notice.

Always override the automated notice when:

- a. The change code listed in the Codes Appendix is "Other" and it indicates manual notice required.
 - b. The change code listed in the Codes Appendix is marked with an asterisk (*).
 - c. Use of the automated notice will create an overpayment.
11. Enter "A" as the MEDICAID STATUS.
12. Enter MEDICAID EFFECTIVE DATE. Enter the first day of the month of ineligibility for M-AF or A-AF. This date may be retroactive.
13. Enter PAYMENT TYPE;
- a. "5" if transfer is to 12-months transitional based on earned income.

OR
 - b. "4" if transfer is to 4-months transitional based on child support.
14. EIS deletes the Maintenance Amount in the nightly update.
15. Enter the MEDICAID CLASSIFICATION. The class must be "C".

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REISSUED 10/1/12 - CHANGE NO. 01-13

II.B. (CONT'D)

16. For transfers from M-AF, enter STEP-PARENT INDICATOR.
 17. For transfers from A-AF, make the following changes to the Individual data:
 - a. Delete DISABILITY (DIS) DATA.
 - b. Delete JOBS/WORK REGISTRATION DATA.
 - c. Enter the RELATIONSHIP TO PAYEE code if blank. See [Codes Appendix](#) to determine the appropriate code.
 - d. Re-enter E&T CODE and DATE for adults.
 - e. Delete JOBS/WORK REQUIREMENT SAVINGS DATA.
 - f. Delete EDUCATIONAL LEVEL.
 18. Make the following changes to the Individual data, if necessary.
 - a. Change in provider number. Only enter if provider is changing.
 - b. Enter income and net income.
 19. Enter the DATE the form is completed, if using a paper form.
 20. Sign the DSS-8125 in the WORKER'S SIGNATURE field, if using a paper form.
 21. The county director or his designee must sign the form in the DIRECTOR'S SIGNATURE field, if using a paper form.
- C. DO NOT ENTER the following information on the DSS-8125 when completing a transfer to Pay Type 4 or 5.
1. Case Data
 - a. VERIFICATION INDICATOR
 - b. APPLICATION NUMBER
 - c. ONGOING DISPOSITION REASON and DATE
 - d. RETRO DISPOSITION REASON and DATE

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

REISSUED 10/01/12 - CHANGE NO. 01-13

II. C. (CONT'D)

- e. CASE TERMINATION REASON and DATE
 - f. OLD CASE TERMINATION REASON and DATE
 - g. PAYMENT AMOUNT
 - h. PAYMENT EFFECTIVE DATE
 - i. PAYMENT REVIEW PERIOD
 - j. RETRO MA 1 and RETRO MA 2 fields
 - k. AMBULATION CAPACITY
 - l. DOMICILIARY RATE
 - m. GRANT RECOUPMENT DATA
 - n. SPECIAL NEEDS DATA
2. Individual Data
- For transfers from M-AF:
- a. JOBS/WORK REGISTRATION
 - b. E&T CODE and DATE
 - c. JOBS/WORK SAVINGS
 - d. EDUCATIONAL LEVEL
3. Update other information using the DSS-8125 or Name Change function if necessary. Refer to Making Changes To Active Cases, [EIS 3101](#), for instructions.

III. KEY THE DSS-8125.

IV. OUTPUTS

When the DSS-8125 processes successfully, EIS produces the following:

- A. A Case Profile is produced the night the transfer processes and is mailed to the county the following workday.
- B. The aid program/category transfer is reported on the Caseworker Supervisor Report. The number of aid program/category transfers completed is determined from the WORKER NUMBER.

V. AUTOMATED NOTICES

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

V. A.3. (CONT'D)

A. General Information

1. EIS produces an automated notice (DSS-8110) the night the transfer to Pay Type 4 or 5 processes in the system unless "Y" is entered for "NOTICE OVERRIDE".
2. The CHANGE CODE entered on the DSS-8125 determines the text of the notice.
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.
6. For transfers to payment type 5, EIS also produces a Notice of Transitional Benefits (DMA-5083) and encloses it with the DSS-8110. If you override the automated notice and send a manual notice when you complete a transfer to payment type 5, you must include the DMA-5083, Notice of Transitional Benefits, with the manual DSS-8110.

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 key it 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.

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

V. A. (CONT'D)

Example: A DSS-8125 indicating a transfer to Transitional Medicaid effective October 2003 and a timely reason code is keyed September 12, 2003. The eleventh workday is September 29, 2003. The keying deadline is September 25, 2003. EIS changes the effective date to November 2003.

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. 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 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. Delete the DSS-8125.
- b. 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
- c. 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.
- d. See [EIS 4900, Data Entry Appendix E](#).

NOTE: FORM ID NUMBERS ARE LISTED ON THE NOTICE REGISTERS AND ARE AVAILABLE THROUGH INQUIRY IN NCXPTR FOR 24 WORKDAYS 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.

8. Rescinding the Action

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

AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

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

V. A. (CONT'D)

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.