

***** This version of the manual is no longer in effect as of December 1, 2006 *****

MDHS HEALTH CARE PROGRAMS MANUAL

ML 46 APRIL 2006

VERIFICATION

0904.13

Verification means 3rd party or other documentation of an eligibility factor. The most common sources of verification are documents in the client's possession, such as pay stubs and immigration documents, and written verification from 3rd parties such as employers. Do not request 3rd party verification without the client's signed permission. The signed release must identify the source and the specific information to be requested. Verifications for ongoing cases should be retained according to your agency's retention policy. Your agency's policy should be based on and concurrent with the retention schedule from DHS. In most ongoing cases, verification can be destroyed after three years. However, some verifications may need to be retained throughout the life of the case file. For example, alien identification cards, birth certificates, divorce decrees, employment information, and asset information should be retained throughout the life of the case up until three years after the case has closed. If the records are being scanned for electronic filing purposes, the original documents are retained until the scanned documents are verified and backed up. Any verification that has been received verbally needs to be clearly case noted. See Bulletin #02-85-01 (County Human Services Records Retention Schedule).

Do not require more than 1 type of verification for the same eligibility factor. For example, do not require an employer's statement and pay stubs for the same period if 1 source contains all the required information. For MinnesotaCare, consider W-2s and tax forms to be a single type of verification.

Assist clients in obtaining verification if the client is unable to provide it. If neither the client nor the agency is able to obtain outside verification, accept the client's written statement.

Verify information for which verification is not mandatory ONLY if ALL of the following conditions exist:

- < The information is necessary to determine eligibility or the amount of the premium or spenddown.
- < The information is inconsistent with other information the agency has (or with a client's own statements).
- < The client cannot satisfactorily explain an inconsistency.

Document the following information in the case record:

- < A description of the inconsistency.

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- < An explanation of why verification was necessary.
- < A description of the verification.

MinnesotaCare:

Verify the following:

ESI

Verify access to ESI for all employed applicants and enrollees at the time of application and renewal and whenever a job change is reported.

See §0910.11.01 Verification of ESI.

- < Immigration status for people who are requesting coverage who indicate they are non-citizens. Do not require verification of U.S. citizenship. See §0906.03 (Citizenship and Immigration Status) and §0906.03.03 (Qualified Non-Citizens).
- < Social Security Number (SSN). Require a number for each adult and child who is requesting coverage or who is required to be included in the household under the all or nothing rule according to the instructions in §0906.11 (Social Security Number--MinnesotaCare). Do not require copies of social security cards or other documents for people who report a number. Require proof of application for an SSN for any person who does not have one.
- < Pregnancy. See §0907.09 (MinnesotaCare Pregnant Women) for a list of acceptable verifications. If an enrollee reports she is pregnant, change her status to pregnant woman pending verification. See §0915.13 (Enrollee Becomes Pregnant).
- < Earned income and unearned income. Require verification of earned and unearned income is the 30 days before application. For unearned income accept bank statements, copies of checks, award letters or court orders. For people who are not self-employed, accept pay stubs, employer statements obtained with the client's signed permission, the previous year's tax forms or other documentation verifying current earnings. Request pay stubs or employer statements verifying the past 30 days of earnings for employed clients who submit no verification of earnings with the application or renewal or who submit verifications that do not reflect current employment. Do not require additional verification if the client

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submits documentation reflecting current employment with the application or renewal.

EXAMPLE:

Mae submits her annual Renewal Form. She includes her previous year's tax forms and W-2s. The W-2 for her current employer reflects 5 months of earnings. Use the W-2 to determine Mae's earnings for the coming year. Do not require additional verification.

If Mae did not have a W-2 from her current employer, you would request other verification of current earnings.

Request the most recent year's tax forms for self-employed people. Accept business records from people who have had a significant change since the most recent tax forms or who did not file taxes. See §0911.09.03 (Self-Employment Income).

See §0911.11 (Computing Countable Income--MinnesotaCare) and §0911.11.01 (Computing Income--MinnesotaCare - Part 2) for instructions on computing countable earned income.

For seasonally employed people, accept verification of earnings for the most recent 30-day period in which the person was seasonally employed, the most recent year's tax forms and W-2s or other documentation reflecting the current seasonal earnings. See §0911.09.09 (Seasonal Income) for policy on computing annual income for seasonally employed people.

Verify countable earned income of all household members. Do not require verification of earnings of dependent children under age 19 who are students. See §0911.09.05 (Dependent Child Income).

< Good cause for non-cooperation with medical support enforcement. See §0906.13.07 (Good Cause Determination).

M.S. 256L.04 subd. 2b, 10

M.S. 256L.05 subd. 2

M.S. 256L.09 subd. 4

Minnesota Rule 9506.0020 subp. 1a, 1f, 1g

Minnesota Rule 9506.0030 subp. 2a

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M.S. 13.46 subd. 2(a)
45 CFR part 431.17

See §0904.13.01 (Verification - MA/GAMC) for MA and GAMC verifications.