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POLICY BULLETIN #11-63-OPE

BIRTH VERIFICATION INDICATOR (BVI) PROCESS

Date: July 1, 2011	Subtopic(s): Citizenship
🖳 This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform Job Center staff about the Birth Verification Indicator (BVI) process, and the Failed Match report. The BVI process was implemented to provide an alternative for U.S. born citizens with a validated Social Security number (SSN), to avoid having to present original documentation to verify their citizenship status for Medicaid (MA) purposes. In the BVI process, the Welfare Management System (WMS) matches Cash Assistance (CA)/MA and MA-only cases against the Social Security Administration (SSA) database and the State Verification and Exchange System (SVES). Upon completion of the match process, a BVI indicator will be displayed in the BVI fields in both WMS and the Paperless Office System (POS).
Refer to the [Temporary Assistance Source Book](#), Chapter 24, Section E, for information on U.S. citizenship documentation.	Data obtained from the BVI match process can be used to verify U.S. citizenship for MA eligibility, but <u>cannot</u> be used to document U.S. citizenship for CA eligibility purposes. JOS/Workers evaluating CA eligibility must still obtain acceptable proof of U.S. citizenship or immigration status.
Birth verification match process	Individuals with any of the criteria below undergo the BVI process through the weekly systems match with SVES:

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: *(917) 639-0298*

Distribution: X

- Active for MA
- Alien Citizenship Indicator (ACI) = **C** (Citizen)
- SSN Validation Code = **7** (SSN Assigned by SSA) or **8** (SSN Validated by SSA)
- BVI (Birth Verification Indicator) field = **BLANK**
- Alien Number field = **BLANK**
- SSI indicator does not = **1** (Active) or **4** (Deemed Eligible)

Note: The BVI match process does not run on Non Cash Assistance (NCA) Food Stamps (FS) cases or on FS-only individuals on CA cases.

BVI Fields

See Attachment A for screen shot examples.

The BVI indicator fields are located in the Pending Individual Data (**NQCP03**) and the Client Information (**NQIN2A**) screens in WMS, and on the WMS Clearance Report – SSN screens (**NQN10A** and **NQN10B**). The Turn-Around Document (TAD) has been updated to include the BVI indicator field next to the Birth Date field.

BVI Codes

The valid BVI codes are as follows:

Refer to PD #10-39-SYS for a detailed description of the BVI codes.

A "**Blank**" BVI field indicates that citizenship is not verified.

See Worker's Guide to Codes.

- **1** – Verified (System Generated)
- **2** – Verified through automated newborn process (System Generated)
- **3** – Verified by a Worker (Data enterable)
- **4** – Verified via EDITS/POS (System Generated)
- **5** – Deemed Verified (System Generated)
- **B** – Verified but not consistent with SSA data (System Generated)
- **C** – Verified but deceased (System Generated)
- **D** – Verified but deceased and not consistent with SSA data (System Generated)

All BVI values (except blank) are valid only when the ACI=**C** and the MA status is active (**AC**).

Cases that successfully pass through the BVI match process are assigned Codes **1**, **B**, **C**, or **D**.

BVI Code **2** is automatically assigned to individuals when an Unborn/Newborn is added to an MA or CA/MA case. The citizenship status is considered verified based upon the Unborn/Newborn Match process.

JOS/Worker entry of BVI Code **3** See [PB #10-110-SYS](#).	JOS/Workers must enter Code **3** in the **BVI** field on the POS TAD if the household is applying for CA/MA and the individuals provide proof of U.S. citizenship. If Code **3** is not entered (**BLANK** BVI field), when the case becomes active, the household members with an ACI code of **C** will be matched against the SSA database. The result of the query will be entered in the BVI field automatically. If the applicant/participant is a natural born or naturalized U.S. Citizen, the JOS/Worker must enter Code **3** in the BVI field. **Note:** BVI Code **3** is the only BVI code JOS/Workers are allowed to input. It can only be entered if the current value is **B**, **C**, **D**, or **BLANK**. POS will <u>not</u> allow BVI Code **3** to be entered if the current value in the BVI field is **1**, **2**, **4**, or **5**. POS will enter Code **4** in the **BVI** field if citizenship is verified via the Eligibility Data and Image Transfer System (EDITS)/POS. Before posting codes **3** or **4**, POS will check WMS for any current BVI value associated with the chosen Client Identification Number (CIN). If there is already a value of **1**, **2**, or **5** in WMS for the CIN, the existing value will be used.
See [PB #11-56-SYS](#).	If there is no existing value of **1**, **2** or **5**, then POS will enter a value of **3** or **4** in the BVI field. Code **5** was systematically assigned to all active CA/MA and MA-only cases in preparation for the WMS Software Release 2010.3 migration on October 15, 2010. BVI code **5** cannot be overwritten.
Applicant/Participant is not a U.S. citizen	If the applicant is not a U.S. citizen or does not provide proof of his/her citizenship, the BVI field should be left **BLANK** and the ACI code should <u>not</u> be **C**. <u>Cases with a **B** in the BVI Field</u> Cases with a **B** in the BVI field are posted weekly on a BVI Report file in the BVI-Reports-CA folder on the HRA/Management Information Systems (MIS) server. These cases require manual review and follow-up.
BVI report file location	Designated staff must access the BVI Report file on the HRA/MIS server by entering "[\\Ftpprod15mtc\MAPAuto\BVI-REPORTS-CA](#)" in the Internet Explorer address bar.

For each case listed, designated staff must:

- Review the HRA OneViewer for documentation verifying the participant's citizenship or alien status, and if:

  - documentation verifies the participant's U.S. citizenship, enter BVI Code **3** in the BVI field on the TAD.
  - documentation indicates the participant is a Qualified Alien and not a U.S. citizen, change the ACI code from a **C** to the appropriate code and enter the correct Date of Status and Date of Entry as appropriate on the TAD.
  - the participant is not a U.S. Citizen or a Qualified Alien, then the participant is not eligible for CA/MA/FS and his/her line must be closed.
  - there is no documentation to support the participant's U.S. Citizenship or Alien status, but there is an indication that documents exist, send the participant a Notice to Report to Center (**M-3g**) form with an appointment date 10 days from the current date and a request for documentation of citizenship. If the participant keeps the appointment but is unable to present documentation at that time, the JOS/Worker must ensure that the participant is allowed 20 additional days to submit his/her documentation (a total of 30 days from the posting of BVI code **B**).

See [PB #09-105-SYS](#) for more information on Noncitizen ACI codes.

If no proof of citizenship has been provided 30 days after Code **B** is posted in the BVI indicator, the JOS/Worker must close the CA and MA case using the following closing codes:

Case-level closing code (HH=1)

H19 – Fail to Provide Proof of U.S. Citizenship/Identity SSA/BVI Match (HH=1)

Individual closing code (HH>1)

H14 – Fail to Provide Proof of U.S. Citizenship/Identity SSA/BVI Match (HH>1)

> **Note**: Closing code **H19** is also used for a multi-person household when all individuals on the case have a **B** in the BVI indicator.

Effective June 20, 2011

References:

GIS 11 TA/DC006
Temporary Assistance Source Book, Chapter 24, Section E

Related Items:

PB #11-56-SYS
PB #10-110-SYS
PD #10-39-SYS
PB #09-105-SYS
Fax Flash 10-32

Attachment:

Attachment A   Birth Verification Indicator (BVI) Field Screen Examples

Attachment A

BIRTH VERIFICATION INDICATOR (BVI) FIELD SCREEN EXAMPLES

Pending Individual Data Screen (NQCP03)

```
NQCP03 (T)              Pending Individual Data                    07/26/10
Case #: 020004684F
 ------------------------ Control Information ----------------------------
   Auth #  Trns -- Forwarding -- -Involved - - Form - Tx  Action M3E
          Typ  - Date - - Time - Org Rsp Ent Prepared St  Date  Ind Batch
  00000002 0107 07/26/10 13:11:34 501 599 A81 00/00/00 00 07/26/10    RDA03
 -----------------------Pending Transaction Data ----------------------
  Ln Sf Cin       First      M Last                Birthdate   DGC Sex EPI BVI    <  BVI FIELD
  01                                                 / /
     SSN      Val Cat. PA St Rsn Date     MA St Rsn Date    FS St Rsn Date
     - -                          / /             / /             / /
  ST/Fed  Date  Tasa  Emp  SSI  BCS  Card Cd  Student ID  CH  AD-EX    CHAP
        /                                                        / /
 Vet  Otm  ACI  DOS  / /    DEC  / /     M-St  Alien #         Rel
 CDC  Ed-St  Degree  Rel Moth  Afis Ind  TL-Ex  H: I: A: B: P: W:
 IPV  FAP  PID    MSP    DATES OF SERVICE   EXCEPTION     AVAILABLE AMOUNT
  Occ  PP  Provider    From     Thru    I  From    Amount  From
  01                        / /     / /       / /            / /
  02                        / /     / /       / /            / /
  HIC          MED Part A From  / /   MED Part B From  / /
 Coverage  |  Code     From  / /  To  / /   PA INFRACT  FS INFRACT
 Other Names |  Code First    M Last
```

Client Information Screen (NQIN2A)

```
NQIN2A (T)        Client Information as of 07/26/10              07/26/10
                                                      Page 01 of 01
 CIN      First Name M Last          Sex    SSN      Val SSN Date Birth Date
 ZX54724S CLIENT      ONE             F    - -          /     09/09/1999
 CHAP SSI BCS OTM EDC  WK-PROG  Vet RR    30-1-3-History Date     St/Fed Date
                                        Begin       End        00/00
 Stud ID          Stud ID Code 0 Tasa Ind   ACI   DOS  / /   DEC  / /
 Alien#             CDC    SSF       Mar Stat    Ed Stat    High Degree
 Afis Ind      EPI   CH  AD-EX  / /    BVI    H 0 I 0 A 0 B 0 P  W      BVI FIELD
 Sel  Case No.   LN    ---Dispositions--- ---Last Txn-- CAT  S/F ---Employ---
 Hist Ctr Cat FAP Rel   Sf St Rsn   Date  Auth No. Type Code Chrg Code  Date
     020004684F  01 PA 01 NA    06/24/10 00000000                / /
     599 MA       MA 01 AP    06/24/10      / /                / /
                 FS 00 NA    06/24/10  Rel Moth 00  TL-Ex       / /
                 PA          / /                            / /
                 MA          / /        / /                 / /
                 FS          / /    Rel Moth 00  TL-Ex       / /
                 PA          / /                            / /
                 MA          / /        / /                 / /
                 FS          / /    Rel Moth 00  TL-Ex       / /
 Select History Date Range :   / /  to   / /      IPV   MSP  TPHI  DGC
 To view a Case,enter Case #:       Suf:    Date: 07/26/10
 Next Date: 07/26/10  Cin:         or  Case #:          Ln:       CMD
```

Attachment A

WMS Clearance Report – Possible (NQN10A)

```
NQN10A (P)           WMS Clearance Report - Possible                    04/13/11
Center 098           Unit/Worker 00000                       Page 01 of MM          ┌──────────────┐
Reg/Case # 000000001F    Suffix 01              Clearance Date 03/28/11             │  BVI FIELD   │
                                                                                    └──────────────┘
LN First Name M  Sex SSN          DOB BV CIN        REG#/CASE# Case
   Last                               Re/Ex                    Type
01 FRANCESCA      F  111-11-1111 10/13 XA21681G 00000001F FS
   BANKS                            1986
                                                                    STATUS   SCR
 Possible Matches:                                                  PA MA FS
05 FRANCESCA  G   F    -  -        10/13 XX00000R 029838265G MA   SF NA CL NA101
   BANKS                            1986                     IND NA CL NA
03 FRANCES        F    -  -        05/01 VR70255U 003493425H FA   SF RJ RJ RJ   32
   BANKS                            1939                     IND NA NA RJ
01 FRANCES        F 000-00-7748 02/21 VS48203R 003399963C SNCA SF CL CL CL   13
   BANKS                            1951                     IND CL CL CL
01 FRANCIS        F 082-28-5251 11/08 XA37361C 021494716A MA   SF NA AC NA   13
   BAKS                             1934                     IND NA AC NA
01 FRANC          F 082-28-5251 11/08 XA37361C 029427246D MSSI SF NA CL NA   13
   BANKS                            1934                     IND NA CL NA
01 FRANCES        F 109-12-1711 05/23 XQ46916P 007527556A MA   SF NA CL NA   13
   BANKS                            1907                     IND NA DD NA
                                                                    CMD
```

WMS Clearance Report – SSN (NQN10B)

```
NQN10B (P)           WMS Clearance Report - SSN                         04/08/11
Center 098           Unit/Worker 00072                       Page 01 of 01          ┌──────────────┐
Reg/Case # 000000070A    Suffix 01              Clearance Date 03/15/11             │  BVI FIELD   │
                                                                                    └──────────────┘
LN First Name M Sex SSN          DOB BV  CIN    REG#/CASE# Case
   Last                              Re/Ex                 Type
01 JAY            F  999-99-999 08/18  VT50099R 000192160A SNNC
   REW                            1975   C
                                                                    STATUS   SCR
 SSN Matches:                                                       PA MA FS
01 JAY            F 999-99-999 08/18 VT00099R 000100000A SNNC SF AC AC AC 106
   REW

                    1975    C                               IND AC AC AC
14 JAY            F 999-99-9999 08/18 VT00009R 00200000D FA   SF CL CL CL 106
   REW

                    1975    C                               IND CL CL CL
01 JAMINA         F 999-99-9999 08/18 VT00009R 003000000G MA   SF NA CL NA 106
   RHYNE

                    1975    C                               IND NA CL NA
08 JAMINA         F 999-99-9999 08/18 YZ00007Y 004000000D FA   SF CL CL CL 104
   RHYNE                          1987                     IND CL NA NA
                    -  -      /                               SF
                                                             IND
                    -  -      /                               SF
```

2

Paperless Office System (POS) Turn-Around Document (TAD) Screen