



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY DIRECTIVE #05-17-OPE (This Policy Directive Replaces PD #00-53)

CLIENT IDENTIFICATION NUMBER (CIN) SELECTION

Date: May 5, 2005	Subtopic(s): CIN
AUDIENCE	The instructions in this policy directive are for all staff in the Job Centers and Non-Public Assistance (NPA) Food Stamp (FS) Offices, and serves as information only to all other staff.
POLICY	The Client Identification Number (CIN) is intended to be a unique identification number assigned by the Welfare Management System (WMS) to all individuals applying for public assistance, Medicaid and food stamps (PA/MA/FS). It is required for all eligibility determinations processed for a case or individual. When there is more than one CIN match, the hierarchy for CIN selection must be used to determine which is the appropriate CIN.
REVISIONS TO ORIGINAL DIRECTIVE	<p>This policy directive is being reissued to reflect the following:</p> <ul style="list-style-type: none"> • Detailed instructions on the process of assigning a CIN to an individual not known to the WMS; • Revisions to the process of selecting a CIN when more than one match or possible matches exist; and • Introduction of the new CIN Selection Desk Aide (W-126G).
BACKGROUND CIN purpose	<p>The purpose of assigning a CIN is to:</p> <ul style="list-style-type: none"> • Provide the Agency with an effective tool for monitoring actions taken on a particular individual; • Prevent duplicate assistance; and • Track an individual's time on cash assistance.

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

Enter the correct demographics at the time of application.

When an application is registered in WMS, the demographics of all applying household members are compared to individuals currently registered in the WMS data file in order to identify individuals that are known to the system. It is important that the correct demographics are entered in WMS at the time of application to ensure the appropriate CIN matches are retrieved and selected.

Clearance Report

The Clearance Report displays whether an individual is known to WMS. The quality of the information on this report is determined by the amount of detail and accuracy with which information is data entered for all individuals. The greater the accuracy of information entered into WMS, the greater the possibility of matches between the individual and applicants/participants on the WMS database.

A Clearance Report is printed for each applicant and every other name known for the applicant.

A Clearance Report is printed when:

- an application is registered;
- an Application Modification activity in the Paperless Office System (POS) is performed (or Application Maintenance is performed in WMS on the case demographics);
- a new Clearance Report is requested; and
- a new person is added to a case using the Case Member Addition activity in POS (or Worker Case Update in WMS).

It is important that the JOS/Worker provide enough information to generate the best clearance. Specifically, the accurate SSN or a previous CIN should be entered.

Maximum number of matches on Clearance Report

A maximum of 25 matches will print on the Clearance Report. If more than 100 matches are found, no matches will display on the Clearance Report. Instead, the following message will appear:

(FOUND/PRINTED). POSSIBLE 100+/0. POSSIBLE MATCHES
TOTAL MORE THAN 100, SUPPLY ADDITIONAL DATA.

The JOS/Worker must enter additional demographic information to narrow the search results and reduce the number of matches shown.

No matches on Clearance Report

If no matches are found, yet it is evident that the applicant has a history in WMS (e.g., applicant states history or presents previous benefit card), use the applicant's Social Security Number (SSN), CIN (when available) or the State Data Exchange (SDX) information to generate a new clearance.

Review Clearance Report

For every name entered in WMS, an internal Clearance Report is generated with possible CIN matches. The Clearance Report **must** be reviewed in order to make the correct CIN selection.

WMS gives a score to each match shown on the Clearance Report based on the degree to which the demographics match. The score ranges from 106 (high) to 10 (low). The higher the score, the closer the match. Always check the Clearance Report for the highest score.

CIN Scoring

The CIN Scoring System is as follows:

<u>SCORE</u>	<u>CRITERIA</u>
106 (exact match)	Last Name, First Name, Sex, DOB and SSN
104	Last Name, First Name, SSN
101	Last Name, First Name, Sex, DOB
70	Last Name, First Name, Sex, Birth Month, Birth Day
25	Last Name, First Name, Sex, Birth Month
10	Last Name, First Name, Sex

CIN Selection Process

When the application is registered in WMS, a new registry CIN is generated for each applying individual. Do not automatically select the registry CIN created by WMS. A thorough evaluation of all CIN matches must be completed to ensure the best CIN is selected.

When selecting a CIN:

One exact match

- When there is one exact (106) match the JOS/Worker must select that match.

Multiple exact matches

- When two or more exact (106) matches are displayed, WMS automatically reassigns one of the CINs to the applicant. The JOS/Worker must review each match and use the CIN Hierarchy criteria (see page 4) to determine the best CIN to select.

Multiple matches, no exact match

- When there are no exact (106) matches, but one or more possible matches (score is less than 106) the JOS/Worker must:
 - Ensure the applicant’s correct name, sex, date of birth (DOB) and SSN were entered in WMS. If an error exists, correct the demographics and generate a new report.
 - Select the match with the highest score;
 - Evaluate the case demographics to determine whether the individual identified from the match is the same as the applying individual;
 - Narrow the match results by eliminating matches for which the evaluation reveals that the individuals are not the same;
 - Select the CIN if only one best match remains; or
 - Use the CIN Hierarchy to select the best CIN if multiple matches remain; or
 - Use the registry CIN if none of the matches identify the applicant.

CIN Hierarchy
Criteria

When multiple matches are displayed on the Clearance Report, select the appropriate CIN using the following criteria after evaluating the CIN score. Select the CIN of an individual who is (in this order):

- Active on a public assistance (PA) case; or
- Active on a Food Stamp (FS) case; or
- Active on a Medicaid case; or
- Sanctioned, closed, or rejected on a PA case; or
- Sanctioned, closed, or rejected on a FS case; or
- Sanctioned, closed, or rejected on a Medicaid case.

Note: The JOS/Worker must look for the most recently active case for the individual by reviewing the case transaction history and individual history in WMS.

Using AFIS indicator

If the JOS/Worker is unable select a CIN because all of the matches are exactly the same (e.g., scores = 50, demographics and individual line statuses are the same) but one match has an Automated Finger Imaging System (AFIS) indicator of **1** (Finger Imaged), select the match with the AFIS indicator.

AFIS indicator should be associated with the CIN that has accurate demographics

However, if a CIN exists whose demographics are completely correct (exact 106 score) and the demographics associated with the CIN with an AFIS indicator are incorrect (score = 100), the Center Director’s Designee should contact the AFIS Help Desk at (718) 510-0596 to associate the AFIS indicator with the CIN whose demographics are completely correct, and that CIN should be selected.

Note: The Director’s Designee at NPA FS Offices must contact the NPA AFIS Help Desk at (212) 331-5626 to correct AFIS information.

Exception to the hierarchy rule

The CIN of an individual in receipt of both Medicaid and Supplemental Social Security Income (MSSI) takes precedence over any other active or inactive CIN. MSSI is Medicaid activated by the Federal government for an individual in receipt of SSI, and the demographics on the MSSI case cannot be changed by Family Independence Administration (FIA) staff.

If the demographics on the MSSI case are incorrect the individual should report the change to the Social Security Administration to be corrected.

If it is determined that an individual who is or was in receipt of MSSI is the same individual applying for PA or FS and the demographics on the MSSI case are correct, the demographics on the PA or NPA FS case must be changed to reflect the demographics on the MSSI case.

New CIN Hierarchy Desk Aid

In an effort to assist staff in determining the correct CIN, the CIN Hierarchy Desk Aid (**W-126G**) was created. Staff must use the **W-126G** as a guide in selecting and assigning the correct CIN.

Job Centers

To further assist Job Center staff in making the correct CIN selection, the POS **CIN Re-Use** window (shown below) has been modified. On the **CIN Re-Use** window, POS automatically suggests a CIN based on the score and CIN Hierarchy criteria. The suggested CIN is indicated by an arrow pointing to the selection. However, the JOS/Worker may select a better match based on the CIN score and Hierarchy criteria. The AFIS indicator has been added to this window to further aid in the CIN selection process.

Note: Recoupment indicators are also displayed in the revised **CIN Re-Use** window, but must not be used as criteria for CIN selection since recoupments are associated with a case and not with an individual.

Revised **CIN Re-Use** window

The screenshot shows a software window titled 'Request New Clearance' with a menu bar (File, Edit, Tools, Window, Help) and a toolbar. It contains two tables. The top table lists case information: Registry #, Application Date, Unit/Worker, Case #, Case Name, Suffix, and Case #. The bottom table lists individual information: Ln, Suf, First Name, MI, Last Name, Sex, SSN, DOB, AFIS, Ex, Ind, CIN, CNTR, Case/Reg #, Case Type, Case Stat, PAMA, FS Name, Oth, Re, co, Ind, Stat, PAMA, FS Score. Callouts point to specific columns: 'New column, Recoup, on POS CIN Re-Use window' points to the 'Re' column; 'New column, AFIS, on POS CIN Re-Use window' points to the 'AFIS' column; 'CIN score from WMS' points to the 'Score' column; 'Indicator arrow automatically suggests CIN' points to an arrow in the 'CIN' column; and 'After indicating the CIN selection, click Next.' points to the 'Next' button at the bottom.

NPA FS Offices

NPA FS Offices will retrieve the Clearance Report via a line printer. The only difference between the NPA FS Offices and Job Centers is that NPA FS Office staff will obtain a paper Clearance Report (see **Attachment A**). The scoring and hierarchy criteria are the same.

REQUIRED ACTION

Making a CIN Determination

To ensure that the appropriate CIN is used when processing an eligibility determination, the JOS/Worker must review the clearance results displayed on the **CIN Re-Use** window in POS and use the **W-126G** to determine the correct CIN.

Job Centers

Multiple individuals on the case

If multiple individuals are listed on the case, a separate **CIN Re-Use** window displays for each individual line. Review the match results for each individual and select the appropriate CIN as described above.

The JOS/Worker must review all of the match results to determine which CIN is correct.

One Exact Match

If there is only one exact (106) match, POS will suggest that CIN (see page 5) and the Worker must select a CIN from the Clearance Report by clicking on the appropriate row (see page 7). POS will not allow the JOS/Worker to select the registry CIN.

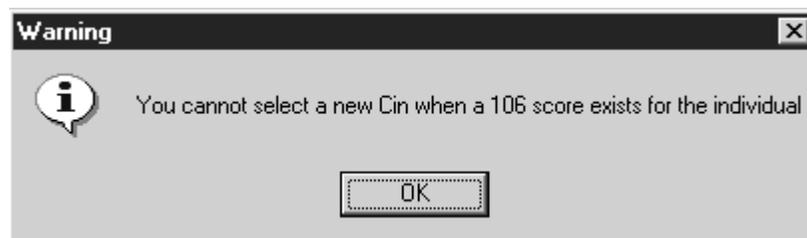
Example:

Myra Kurns is applying for PA/MA/FS at Center #40. The results of the initial clearance show a WMS history with a perfect match (106) for the individual on a closed Family Assistance case at Center #40.

In this instance, the JOS/Worker must respond to the question, **Do you wish to use a new CIN because there is no appropriate CIN in the clearance?**

- If “Yes” is indicated, a Warning message appears stating, YOU CANNOT SELECT A NEW CIN WHEN A 106 SCORE EXISTS FOR THE INDIVIDUAL.

The system will not allow the JOS/Worker to select “Yes.”



The JOS/Worker must:

- Click the OK button to remove the message; and
- Click “No” in response to the question at the bottom of the window.

- When “No” is selected, the JOS/Worker must:
 - Select the suggested CIN having the exact (106) match by clicking on the row; and
 - Click the Next button to continue the activity.

The screenshot shows a software window with a menu bar (File, Edit, Tools, Window, Help) and a toolbar. The main area contains a table with the following data:

Registry #	Application Date	Unit/Worker	Case #	Case Name	Suffix	Case Type	Request New Clearance
00007446802G	11/05/04	POSDP	00007446802G	FUCHS MYRA	1	SNCA	

Ln	Suf	First Name	Mi	Last Name	Sex	SSN	DOB	AFIS	Ex Ind	CIN	CNTR	Case/Reg #
01	1	MYRA		KURNS	F	635-71-4555	2/05/1948			TB62154N	040	00007446802G

Ln	Suf	Name	Sex	SSN	DOB	Affs	CIN	CNTR	Case/Reg #	Type	PAMA	FS	Name up	PAMA	FS	Score	
01	1	MYRA KURNS	F	635-71-4555	2/05/1948		TB62154N	040	007416434E	FA	CL	CL	CL	N	CL	CL	106

Below the table, there is a text box: "The suggested CIN match is indicated by the arrow. You may highlight the suggested CIN match or chose another appropriate CIN from the clearance". Below this is a radio button interface: "Do you wish to use a new CIN because there is no appropriate Cin match in the clearance" with "Yes" and "No" options. The "No" option is selected. Below the radio buttons are "Next" and "Previous" buttons.

Callouts in the image:

- Click on a row to highlight the selected CIN.
- Click next to continue
- Click "No" to select the suggested CIN.

Multiple Exact Matches

This can happen if multiple applications have been filed on behalf of an individual and a new CIN was selected each time

If there is more than one exact (106) match, the CIN Hierarchy criteria must be examined to determine which of the CINs is the best selection (refer to criteria on page 4). In instances where the Internal Clearance displays multiple perfect matches, WMS creates a registry CIN. The JOS/Worker must select one of the CINs displayed in the Clearance Report (see page 8). (Refer to the **W-126G** for assistance in determining the best CIN.)

POS will suggest which CIN to select, but the final decision is up to the JOS/Worker.

Example:

Beth Potter is applying for PA/MA/FS. The results of the initial clearance show a WMS history with four exact (106) matches for the individual – three closed Safety Net Cash Assistance (SNCA) cases and one active FS case.

The JOS/Worker must:

- Review each exact (106) match in the clearance results.
- Ask the applicant whether s/he received PA/MA/FS under any of the displayed CINs/case numbers.
- Refer to the CIN Hierarchy criteria to determine the correct CIN. The correct choice is the CIN on the active FS case. Notice in the screen shot below that POS suggests in this example the CIN associated with the active FS case. (See the indicator arrow to the right of the row of the active FS case.)
- Read the message below the match results, THE SUGGESTED CIN MATCH IS INDICATED BY THE ARROW. YOU MAY HIGHLIGHT THE SUGGESTED CIN MATCH OR CHOOSE ANOTHER APPROPRIATE CIN FROM THE CLEARANCE.
- Click on the row of the appropriate CIN to select it.
- Answer “No” to the question, **Do you wish to use a new CIN because there is no appropriate CIN in the clearance?**
- Click Next to continue with the interview activity.

Click on the scroll bar to view the additional CIN suggestions.

Registry #	Application Date	Unit	Worker	Case #	Case Name	Suffix	Case Type	Request New Clearance
00007448729J	12/02/04	OSTA3	00007448729J	POTTER BETH	1	SNCA		

Ln	Suf	First Name	Mi	Last Name	Sex	SSN	DOB	AFIS	Ex	Ind	CIN	CNTR	CaseReg #
01	1	BETH	V	POTTER	M	353-83-9393	3/04/1953	TB57423Z	040	007426846H	SNCA	CL CL CL	106
01	1	BETH	V	POTTER	M	353-83-9393	3/04/1953	TB57423Z	F40	007427797B	FS	NA NA AC	106
01	1	BETH	V	POTTER	M	353-83-9393	3/04/1953	TB57423Z	040	007448709B	SNCA	CL CL CL	106
01	1	BETH	V	POTTER	M	353-83-9393	3/04/1953	TB57423Z	040	007448711H	SNCA	CL CL CL	106
01	1	BETH	P	POTTER	F	353-83-9393	3/04/1953	TA95742G	040	007448712F	SNCA	CL CL CL	104
01	1	BETH	P	POTTY	F	353-83-9393	3/04/1953	TB01187U	040	007448717E	SNCA	CL CL CL	102
01	1	SINGLE		ISSUANCE	M	353-83-9393	3/04/1975	TB31462H	040	007425102G	SNNC	CL CL CL	13

The suggested CIN match is indicated by the arrow. You may highlight the suggested CIN match or chose another appropriate CIN from the clearance

Do you wish to use a new CIN because there is no appropriate Cin match in the clearance Yes No

Next Previous

Message below match results

An arrow at the end of a row indicates the CIN suggested by POS.

Error message

If the registry CIN is selected instead of one of the suggested CINs, **E1454 – RECIP-ID IS INVALID ENTRY** is displayed when the case is transmitted to WMS by a supervisor.

Multiple Matches, No Exact Match

Score is less than 106

If there is no exact (106) match but possible matches (score is less than 106) the JOS/Worker should refer to the **W-126G** and the instructions provided in the CIN Selection Process section for assistance in determining the best CIN. (See the screen shot below.)

Example:

Kim Cordona is applying for PA/MA/FS. The results of the initial clearance show a WMS history with two possible matches (both with a score of 104) for the individual – one closed Safety Net Non-Cash Assistance (SNNC) case and one SNNC case in applying status.

Choosing the registry CIN

The JOS/Worker must:

- Select the match in the clearance results with the highest score. In this case both matches have the same score.
- Review the case demographics to determine whether the applying individual is the same as in the match. This is a way to narrow down the possible matches. Use the CIN Hierarchy criteria to determine which CIN (if any) to select if multiple matches remain. The closed SNNC case is the best selection. Notice that POS suggests the CIN for the closed case. (See the indicator arrow at the end of the first row below.)

AFIS indicator

Click on a row to select a suggested match.

Registry #	Application Date	Unit/Worker	Case #	Case Name	Suffix	Case Type	Request New Clearance
00007452875D	3/09/05	POSDT	00007452875D	CORONA KEN	1	SNCA	

Ln	Suf	First Name	Mi	Last Name	Sex	SSN	DOB	AFIS	Ex	Ind	CIN	CNTR	Case/Reg #
01	1	KIM		CORDONA	F	718-62-2282	9/08/1975				TA96955M	040	00007452875D

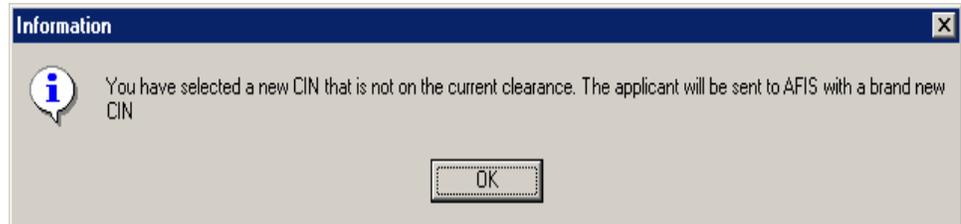
Ln	Suf	Name	Sex	SSN	DOB	AFIS	CIN	CNTR	Case/Reg #	Type	PAMMA	FS	Name up	PAMAFS	Score
01	1	KIM CORDONA	F	718-62-2282	9/08/1976	5	TB71993E	040	007418573H	SNNC	CL	CL	CL	N	CL CL CL 104
01	1	KIM CORDONA	M	718-62-2282	9/08/1976		TB28216B	040	007435296E	SNNC	AP	AP	AP	N	AP AP AP 104

The suggested CIN match is indicated by the arrow. You may highlight the suggested CIN match or chose another appropriate CIN from the clearance

Do you wish to use a new CIN because there is no appropriate Cin match in the clearance Yes No

Next Previous

- Enter a “No” response for the question, **Do you wish to use a new CIN because there is no appropriate CIN match in the clearance?** by clicking inside the appropriate radio button.
 - If “Yes” is indicated, the following message displays: YOU HAVE SELECTED A NEW CIN THAT IS NOT ON THE CURRENT CLEARANCE. THE APPLICANT WILL BE SENT TO AFIS WITH A BRAND NEW CIN. Click the OK button to remove the message and continue the interview.



Note: All possible matches must be explored before the CIN selection is made.

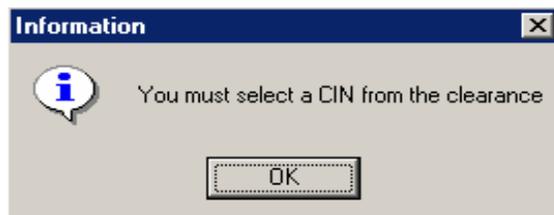
Match Exists, but None Selected

If the question, **Do you wish to use a new CIN because there is no appropriate CIN match in the clearance?** is answered “No” and a CIN has not been selected, the system displays the error message:

Error message

YOU MUST SELECT A CIN FROM THE CLEARANCE.

The system will return to the **CIN Re-Use** window and the JOS/Worker must select a CIN.



Error message when CIN selection question not answered

If the question, **Do you wish to use a new CIN because there is no appropriate CIN match in the clearance?** is left blank (not answered) and the JOS/Worker attempts to exit the window, the system will display the error message:

PLEASE ANSWER THE QUESTION, "DO YOU WISH TO USE A NEW CIN BECAUSE THERE IS NO APPROPRIATE CIN MATCH IN THE CLEARANCE?"



Click the OK button to exit the message. When the system returns to the **CIN Re-Use** window, the JOS/Worker must answer the question. Once a CIN has been selected and all questions answered, click Next to continue the interview activity.

Preventing Multiple Unborn CINs

Case is in applying (AP) status

When the clearance data indicates that an unborn was on a prior case with the applying mother (mother’s demographics from previous case will pull in demographics for the unborn), the JOS/Worker must highlight the row for the unborn and click the **Add** button on the **List ALL Individuals in the Household** window. As a result, an unborn line will be added to the application case, and the previous CIN will be retrieved from WMS and entered on the applying unborn’s line. This will ensure that the previous CIN will be displayed on the Clearance Report as a 106 match (see page 12). The CIN will then be displayed on the Turnaround Document (TAD [LDSS-3517]).

Click on the row to select the suggested CIN.

Click "No" when there is an appropriate CIN match.

The suggested CIN match is indicated by the arrow. You may highlight the suggested CIN match or chose another appropriate CIN from the clearance
 Do you wish to use a new CIN because there is no appropriate Cin match in the clearance Yes No

Next Previous

Prior to entering the CIN, a thorough review must be conducted to ensure that it is the same unborn and not an unborn as a result of a prior pregnancy.

Reviewing WMS for previous CINs

If in an open case, click the WMS Inquiry icon  to display the list of WMS Inquiry windows or use the WMS plug  to enter WMS and access the Inquiry screens. If a case is listed in the Case Manager or Supervisor’s Queue but is not open, access the WMS Inquiry screen by highlighting the case in the Queue and clicking the WMS button . Click the **Case** tab and double-click on option one for Client Information (**NQIN2A**) or option six for All Change Actions (**NQCS6A**) or click the **Individual** tab and double-click on option six for Client Infraction History (**NQIN22**).

Example:

Sara Doe is reapplying for PA/MA/FS. The prior application was rejected. After registering the case, the JOS/Worker will review the case demographics to determine if the unborn listed is from a previous pregnancy. If the unborn is the same, review the CIN match results and select the best match on the **CIN Re-Use** window.

If the unborn is not known to WMS, select the registry CIN on the **CIN Re-Use** window. Continue the application activity and when the TAD is displayed the registry CIN will be automatically entered.

Newborn CIN Matches

Case is in AP status

Ensure that the correct unborn is being associated with the applying newborn.

When a newborn is previously known to WMS as an unborn, the same CIN from the unborn line must be assigned to the applying newborn child. When the initial clearance is run, add the unborn line to the application case as described in the previous section (Preventing Multiple Unborn CINs) to enter the CIN from the unborn line onto the newborn line. This will pull the CIN onto the Clearance Report. However, due to the difference in the name (unborn versus actual first name) it will not be a perfect match. When making the eligibility determination, select the appropriate CIN on the **CIN Re-Use** window by clicking once on the row. Click Next to continue the activity. When the TAD is displayed, review it to ensure that the selected CIN (previous unborn CIN) is entered.

If the newborn is already active on the case and known to WMS as a result of the automated conversion of an unborn to a newborn, then the JOS/Worker must perform an Application Modification activity to update the name, date of birth, sex and SSN fields. The correct CIN should already be associated with the newborn line.

CIN Correction

When it is determined that an active individual on a PA or NPA FS case has an incorrect CIN and the individual's correct CIN (often associated with an AFIS indicator) is on a closed line. The closed line can be on the same or different case number. The JOS/Worker must perform the following actions:

Ensure that benefits are not affected when closing a line by reducing the household size.

- Using the Case Member Addition activity function, on Day 1, add the individual as a new line (in applying **[AP]** status) on the active case using the demographics and the CIN of the closed line from the existing case. A new Clearance Report will generate and the existing CIN will appear on the report.
- On Day 2, close the active line and activate the line with the previous CIN on the TAD and save a budget.
 - Change the status of the new line on the TAD from **AP** to active (**AC**) and enter the previous CIN (if not automatically generated as a result of a single 106 match).

Note: When closing and opening lines, JOS/Workers must refer to the Recurring Roll Deadline Schedule (**W-203**) to ensure the action occurs either before or after the benefit pull-down date, not during.

NPA FS Offices

When making an eligibility determination, NPA FS Office staff must:

- Review the Clearance Report for possible CIN matches.
- Determine the best CIN to select based on the CIN selection criteria (refer to **W-126G**).
- Enter the CIN in element **301** on the TAD and circle it in red.

One Exact Match

If there is only one exact match, WMS will automatically prefill element **301** of the TAD. The preprinted CIN must be circled in red as the selection.

Multiple Exact Matches

When there are multiple exact matches (score = 106) staff must check the clearance to determine which is the appropriate CIN to use according to the CIN hierarchy. Once the CIN selection is made, it must be annotated in element **301** of the TAD and circled in red.

Example:

Marlow Winter is applying for FS. The Clearance Report (see **Attachment A**) displays two exact matches:

- Closed PA case (score = 106)
- Rejected PA case (score = 106)

To determine the best CIN match, the Worker must:

- Review the demographics of each match to determine if the individual listed on the Clearance Report is the same as the applying individual. The exact 106 matches on the Clearance Report display the same first name, middle initial, last name, sex, SSN and DOB as the applying individual.
- Refer to the **W-126G** to use the CIN selection criteria and select the closed PA case since the case has an AFIS indicator of **1** (Finger Imaged). The first match listed is the best CIN match.
- Enter the CIN of the first match in element **301** of the TAD and circle it in red.

Multiple Matches, No Exact Match

When there are multiple possible matches (score is less than 106) staff must check the clearance to determine which is the appropriate CIN to use according to the CIN Selection criteria. Once the correct CIN is determined, it must be annotated in element **301** of the TAD and circled in red.

Example:

Lesley Baer is applying for FS. The Clearance Report (see **Attachment B**) displays five possible matches:

- Rejected SNNC case (score = 104)
- Closed SNNC case (score = 101)
- Closed MA case (score = 75)
- Closed SNCA case (score = 70)
- Closed FS case (score = 50)

To determine the best CIN match, the Worker must:

- Review the demographics of each match to determine if the individual listed on the Clearance Report is the same as the applying individual. The second match on the Clearance Report displays the same first name, middle initial, last name, sex and DOB as the applying individual.
- Refer to the **W-126G** and the CIN selection criteria and select the closed PA case. In this example, the second match on the report is the best CIN match.
- Enter the CIN of the second match in element **301** of the TAD and circle it in red.

Active FS and MSSSI
Cases

Multiple CIN Matches

When an active FS individual also has an active MSSSI case with a different CIN, it results in the individual having multiple CINs. Since there should only be one CIN, the MSSSI CIN must take precedence over the FS CIN. To assign the MSSSI CIN to the active FS individual, the Worker must follow the steps below.

Assigning the MSSSI CIN

Staff must complete the following actions to assign the MSSSI CIN:

Day 1:

- Through the Worker Case Update function, add the individual as a new line (in **AP** status) on the FS case using the demographics and the CIN of the MSSSI individual. A new Clearance Report will generate, displaying the MSSSI CIN.

Day 2:

- Change the individual's active FS status to close (**CL**) using FS closing code **Y99** and change the new line (which is in **AP** status) to **AC** on the TAD and save a new budget. Enter the MSSSI CIN (if not preprinted as the result of a single 106 match) and circle it in red.

Error message

If the registry CIN is selected instead of one of the printed CINs on the Clearance Report, error message **E1454 – RECIP-ID IS INVALID ENTRY** is displayed in WMS.

Incomplete SSN Match

If none of the demographics match but at least seven digits of the nine-digit Social Security number (SSN) of the applying individual match a SSN of an individual who is already known to WMS, the message POSSIBLE MATCHES = 0 prints on the Clearance Report. In this instance, check **Option 6** (Display Current Clearance) of the Individual Inquiry Menu screen (**NQIN00**), and for the applying individual enter:

- a CIN, or
- a Case Number and Line Number, or
- an SSN, or
- a name and sex.

Press the Enter key to display the WMS Clearance Report (**NQIN10**). At the bottom of the **NQIN10** screen, enter an **X** in the **Possible** field and press the Enter key to view these possible matches displayed on the WMS Clearance Report – Possible screen (**NQN10A**). To select another match, press the Enter key to return to the **NQIN10** screen.

In instances where the individual is identified among the possible matches, reenter the first and last name and enter the CIN of the identified match onto the individual's line through application maintenance. This will pull the CIN onto the Clearance Report and a new clearance will be generated. When the CIN appears on the report, annotate it in element **301** of the TAD and circle it in red.

Unborn CIN Matches

The Worker must check WMS to determine whether the unborn is already known to WMS. If so, the previous CIN must be entered on the unborn’s line to pull the CIN onto the Clearance Report (generated during application registration/maintenance or worker case update.) When a perfect CIN match (score = 106) appears on the Clearance Report, the CIN will then print on the TAD. Circle it in red upon making the eligibility determination.

If the unborn is not known to WMS, annotate the TAD with the registry CIN appearing on the top portion of the Clearance Report and circle it in red.

Newborn CIN Matches

In NPA FS Offices, the Worker must determine if the newborn was known on a previous case as an unborn, enter the best possible CIN match on the TAD, and circle it in red when making the eligibility determination.

**PROGRAM
IMPLICATIONS**

Paperless Office System (POS) Implications

The revised **CIN Re-Use** window mirrors the **Clearance Report** in WMS. It includes two new columns (shown on page 4), “AFIS EX IND” and “Recoup,” where AFIS and recoupment indicators are displayed.

POS no longer automatically selects the best CIN match for individuals on the case. The JOS/Worker must review the match results, demographics and AFIS indicator to determine the best match. Once determined, the JOS/Worker will select the row by clicking once on it to highlight it.

POS no longer displays the match results of multiple individuals on one screen, requiring the JOS/Worker to use the scroll bar to review data of all household members. If multiple individuals are listed on a case, a separate **CIN Re-Use** window displays for each individual line.

Food Stamp Implications

When there is a prior NPA FS case history on WMS, review the case demographics and use the CIN Hierarchy to determine the best CIN match.

Medicaid
Implications

When there is a prior MA case history on WMS, review the case demographics and use the CIN Hierarchy to determine the best CIN match. Incorrect demographics must be changed.

**LIMITED ENGLISH
SPEAKING
ABILITY (LESA)
IMPLICATIONS**

For Limited English Speaking Ability (LESA) applicants/participants, make sure to obtain appropriate interpreter services in accordance with Policy Directive #02-43-OPE.

**FAIR HEARING
IMPLICATIONS**

There are no Fair Hearing implications.

RELATED ITEM

PD #05-03-ELI

ATTACHMENTS

 Please use Print on Demand to obtain copies of forms.

W-126G

CIN Selection Desk Aid (5/5/05)

Attachment A

Sample Clearance Report – Multiple Exact 106 Matches

Attachment B

Sample Clearance Report – Multiple Possible Matches



CIN Selection Desk Aid

The following criteria must be used to determine the correct Client Identification Number (CIN). Do not use the registry CIN created by the Welfare Management System (WMS) until a thorough evaluation of all CIN matches is completed. Always look for the score on the Clearance Report. The higher the score, the better the match.

1. If only one exact (106) match, select that match.

A score of 106 is an exact match. If there is only one exact match, that CIN must be used. No other action to select the CIN is required.

2. For multiple exact (106) matches use the CIN Hierarchy criteria to determine the best CIN to select.

WMS automatically reassigns a match to the applicant when there are multiple exact (106) matches. Be sure to review each match and use the CIN Hierarchy in **step four** to select the best CIN from the clearance results.

3. For all possible matches (score is less than 106), perform a thorough evaluation of the case demographics.

Select the CIN with the highest score and evaluate the case demographics to determine whether the individual selected from the match results displayed is the same as the applying individual. Continue this process to select the CIN with the best demographic match to the applying individual and narrow the results. If there is only one best match remaining, select that CIN. No other action to select the CIN is required. If multiple matches remain, proceed to the CIN Hierarchy in **step four**.

4. Check the status of the individual line on case and select the CIN based on this order:

- CIN of individual who is active on a Public Assistance (PA) case
- CIN of individual who is active on a Food Stamp (FS) case
- CIN of individual who is active on a Medical Assistance (MA) case
- CIN of individual who is sanctioned, closed or rejected on a PA case
- CIN of individual who is sanctioned, closed or rejected on a FS case
- CIN of individual who is sanctioned, closed or rejected on an MA case

Note: A CIN associated with a Medicaid Supplemental Security Income (MSSI) case takes precedence over all other CINs. Staff must always select the MSSI CIN.

For multiple exact (106) matches where all individual line status and demographics are the same and only one CIN has an Automated Finger Imaging System (AFIS) indicator of **1** (Finger Imaged), select the CIN with the AFIS indicator.

5. Correct demographics, as needed.

When the selected CIN has a score less than 106, correct the demographics of the applicant.

Attachment A

CENTER F01

SAMPLE
CLEARANCE REPORT

05/05/05

REGISTRY #	APPLICATION DATE	UNIT/WORKER	CASE #	CASE NAME	SUFFIX	CASE TYPE	R	O	PAGE	1	S														
002134459W	4/07/05	TST01		WINTER MARLOW	01	SNCA	E	T			C														
							O	H			O														
							C	N			R														
							U	M	IND STAT	60	24														
LN	SUF	RE/EX	FIRST NAME	MI	LAST NAME	SEX	SSN	DOB	A	CIN	CNTR	CASE/REG #	CASE TYPE	CASE STAT	PA	MA	FS	P	E	PA	MA	FS	MO	MO	E
01	01		MARLOW	T	WINTER	M	123 30 1476	10/25/1955	F	HP45169D															

POSSIBLE MATCHES: TOTAL 2

01	01		MARLOW	T	WINTER	M	123 30 1476	10/25/1955	1	SA21458P	027	008541218P	SNCA	CL	CL	CL	N		RJ	RJ	RJ				106
01	01		MARLOW	T	WINTER	M	123 30 1476	10/25/1955		BL41297B	033	004412478Y	SNCA	RJ	RJ	RJ	N		CL	CL	CL				106

AFIS indicator

Using the CIN hierarchy and CIN selection criteria, the Worker will select CIN SA21458P (106 score) as the best match since the AFIS Indicator of 1 (Finger Imaged) is associated with the line, enter it in element 301 of the TAD and circle it in red.

Attachment B

CENTER F01

SAMPLE
CLEARANCE REPORT

05/05/05

																	PAGE 1		S				
																	C		O				
																	R		E				
																	T		H				
																	C		O				
																	O		N				
																	U		M				
																	P		E				
REGISTRY #	APPLICATION DATE		UNIT/WORKER		CASE #		CASE NAME			SUFFIX	CASE TYPE			IND STAT		60	24	E					
009558821K	4/04/05		TST01				BAER LESLEY			01	SNCA							R					
																			C				
																			O				
																			R				
																			E				
LN	SUF	EX	FIRST NAME	MI	LAST NAME	SEX	SSN	DOB	A	F	CIN	CNTR	CASE/REG #	CASE TYPE	CASE STAT	PA	MA	FS	IND STAT	60	24	E	
01	01		LESLEY	A	BAER	F	062 03 1511	11/15/1962			MY98854T												

POSSIBLE MATCHES: TOTAL 5

01	01		LESLEY	T	BAER	F	062 03 1511	05/11/1962			KB98765T	018	003245178L	SNNC	RJ	RJ	RJ	N		RJ	RJ	RJ	104
01	01		LESLEY	A	BAER	F	062 03 1551	11/15/1962			XZ25791K	018	009547842B	SNNC	CL	CL	CL	N		CL	CL	CL	101
01	01		LESLEY		BAER	F	091 22 1151	11/15/1954			CD26559R	561	005541963S	MA	NA	CL	NA	N		NA	CL	NA	75
01	01		LESLEY		BAER	F	11/15/1963	5			TY77654D	058	002214578P	SNCA	CL	CL	CL	N		CL	CL	CL	70
02	01		LESLIE	A	BAER	F	112 64 4829	01/15/1977	1		PL41998Y	F47	007749325G	FS	CL	CL	CL	Y	M	CL	CL	CL	50

Using the CIN hierarchy and CIN selection criteria, the Worker will select CIN XZ25791K (101 match) as the best match, enter the CIN in element 301 of the TAD, circle it in red and correct the SSN.