
**DEPARTMENT
POLICY****MA Only**

Supplemental Security Income (SSI) is a cash benefit for needy individuals who are aged (at least 65), blind or disabled. The Social Security Administration (SSA) determines SSI eligibility.

In Michigan, DHS supplements federal SSI payments based on the client's living arrangement. Thus, in this item **SSI recipient** means a Michigan resident who receives the basic federal payment, the state supplement, or both.

To be **automatically** eligible for Medicaid (MA) an SSI recipient must both:

- Be a Michigan resident.
- Cooperate with third-party resource liability requirements.

DHS administers MA for SSI recipients, including a continued MA eligibility determination when SSI benefits end.

Ongoing MA eligibility begins the first day of the month of SSI entitlement. Some clients also qualify for **retroactive** (retro) MA coverage for up to three calendar months prior to SSI entitlement; see BAM 115.

The following individuals are considered SSI recipients for MA purposes even though they do **not** receive an SSI cash grant:

- Individuals appealing termination of SSI because SSA has determined they are no longer disabled or blind. DHS local offices are responsible for determining initial and continuing eligibility; see MA While Appealing Disability Termination in this item.
- 1619 Recipients - Certain blind or disabled SSI recipients who work and have too much income for an SSI cash grant may be eligible for continued MA coverage. SSA determines eligibility. These recipients are the same as other SSI recipients in Bridges.

DATA EXCHANGE SYSTEM

Central office receives SSI client information daily from SSA through the State Data Exchange (SDX), which lists SSI:

- Applications.
- Denials.
- Appeals.
- Openings and reopenings.
- Closures.
- Address and other changes.

This information is available in Bridges through the SDX Individual Inquiry, located under Interfaces in left navigation; see BAM 800, Data Exchanges.

MA-SSI OPENINGS/ TRANSFERS

Central Office SDX Actions

An automated process tries to match new SSI recipients on the SDX file with persons active in other programs on Bridges. What happens next depends on what type of match is found.

- Exact match found:
 - If the individual is receiving MA in Bridges, EDBC is run in mass update to close MA under the current case and open ongoing SSI under a new case number.
- Possible match found:
 - The case is reported to the SSI Coordination Unit for manual processing.
 - The SSI Coordination Unit completes the manual SSI opening and transfers the SSI case to the appropriate local office.
- No possible match:
 - Bridges opens a new SSI case and assigns it to a specialist in the appropriate local office based on the individual's residence.

LOCAL OFFICE TRANSITIONAL SSI OPENINGS

An SSI recipient may come to the local office asking for MA coverage before the SDX process opens SSI in Bridges. Local offices should open Transitional SSI (TSSI) when:

- The SSI recipient is **not** currently active for full coverage MA, **or**
- The SSI recipient is receiving MA under another Type of Assistance (TOA.)

See **Opening TSSI** in this item.

Note: It is the local office responsibility to complete the TSSI opening. The SSI Coordination Unit is unable to process manual SSI opening requests timely due to the limited resources available.

Opening TSSI

Do **all** of the following **before** opening TSSI for an SSI recipient:

- Obtain a signed DCH-1426 Application for Health Coverage & Help Paying Cost with all of the following minimum information:
 - Recipient's name.
 - Recipient's birth date.
 - Recipient's address (unless homeless).
 - Recipient's/authorized representative's signature.

Note: Do **not** require the completion of the entire DCH-1426. Only the DCH-1426 with all of the minimum information listed above is needed.

- If there are other family members receiving Medicaid in the SSI recipient's household and the applicant is a responsible relative (for example, spouse, parent) of the SSI Recipient, change the SSI Recipient's individual program status to requested to apply for MA on the family's case.
- If the SSI recipient is receiving other programs but not MA, use the Program Request screen in the existing case to apply for MA.

- If there are no active cases into which the SSI Recipient's MA request can be added, register an application for Medicaid in Bridges.
- Determine the SSI Recipient's state of residence. See BEM 220 if the SSI Recipient does **not** receive a state supplement from Michigan.
- Verify current receipt of SSI and/or state supplement and most recent entitlement date. Acceptable verification includes a current award letter from SSA (showing SSI eligibility for the current and ongoing month), information on a DHS-3471, DHS/SSA Referral, or contact with SSA.

Note: When an SSI EDG is open based on an individual SOLQ inquiry, nothing more should be needed.

To ensure transfer of TSSI to SSI:

- Copy the EDG Summary screen from Bridges Eligibility Results that displays the TSSI indicator for the SSI Recipient, and
- Current (within 30 days) verification of SSI eligibility using one of the following:
 - Copy of the award letter the client submitted
 - Copy of an SOLQ print from Bridges
 - DHS-3471, DHS/SSA Referral.

Send to:

Department of Human Services
SSI Coordination Unit
235 S Grand Ave, Suite 1402
PO Box 30037
Lansing, MI 48909

You may also fax to (517)335-7771,

email: SSI-Bridges-Coord@michigan.gov

or call (517)335-3627.

All communication with SSI Coordination must include:

- Client's name.
- Client's individual ID.

- Client's case number.
- Explanation of the issue or problem.
- Your name, title, location, and your telephone number or email address.

LOCAL OFFICE RESPONSIBILITIES

Central office does **not** automatically update Bridges when SSA reports an address and county code change. You must:

- Update Bridges and transfer the case; see BAM 305, **or**
- Notify SSA via DHS-3471 if the address and county code do **not** agree.

You also have the following case responsibilities based on information you receive from all sources:

- Update any address, residence county code, and residence district changes in Bridges.
- Send a copy of the current Bridges individual demographics screen and supporting documentation (for example, birth certificate, SSN card) to the SSI Coordination Unit when a name, date of birth or social security number is incorrect.
- Enter facility and living arrangement changes for LTC and waiver patients. Transfer the case, if necessary; see BAM 305.
- Notify SSA via DHS-3471 of changes or corrections to:
 - Name.
 - Birthdate.
 - Marital status.
 - Address.
 - County code.
 - Living arrangement.

SSA Follow-ups

If case information you sent to SSA does **not** appear on the HR-070 within **45 days**, send copies of the DHS-3471 and documentation to the SSI Coordination Unit; see LOCAL OFFICE TRANSITIONAL SSI OPENINGS. Clearly mark your request **Follow-up Report of Change**.

The SSI Coordinator contacts SSA and, after verifying that the information is acted on, responds to you.

Redeterminations

SSI recipients who are Michigan residents receive MA-SSI in Bridges for the duration of SSI eligibility. You do **not** have to conduct redeterminations. However, if SSI stops, you may have to determine continued MA eligibility; see SSI TERMINATIONS in this item.

ELIGIBILITY FOR OTHER SERVICES

SSI recipients may qualify for food benefits, state emergency relief or other benefits. Make referrals as appropriate.

Note: SSI recipients may apply for FAP at SSA **or** the DHS local office. BAM 116 explains joint application processing.

Categorically eligible FAP groups automatically meet FAP **asset and income** limits. See BEM 213 for a definition of categorically eligible FAP groups.

SSA may refer SSI recipients with prepaid funeral contracts to DHS. BAM 805 explains how to certify the contract as irrevocable.

SSI TERMINATIONS

When SSI benefits stop, central office evaluates the reason based on SSA's negative action code, then does one of the following:

- **SSI Closure.** MA-SSI is closed in Bridges **if** SSI stopped for a reason that prevents continued MA eligibility (for example, death, moved out of state). Bridges sends the recipient a DHS-1605.
- **Transfer to SSIT.** SSI cases **not** closed due to the policy above are transferred to the SSI Termination (SSIT) Type of Assistance. A redetermination date is set for the second month after transfer to allow for an ex parte review; see glossary.

Local Office Responsibilities for Cases Transferred to SSIT

Based on current circumstances, determine whether the client qualifies for MA under:

- **MA While Appealing Disability Termination** in this item, or
- Any other MA category; see BEM 105.

Note: An ex parte review (see glossary) is required before Medicaid closures when there is an actual or anticipated change, unless the change would result in closure due to ineligibility for all Medicaid. When possible, an ex parte review should begin at least 90 days before the anticipated change is expected to result in case closure. The review includes consideration of all MA categories; see BAM 115 and 220.

When an SSIT EDG is set in Bridges, the specialist will receive the following Task/Reminder (T/R): Send DCH-1426 to client as Medicaid Transitional SSI case newly Certified. The T/R has a 15 day due date. On or before the Task/Reminder due date the specialist should mail a redetermination packet to the client and authorized representative. The redetermination packet should include the DCH-1426 Application for Health Coverage & Help Paying Cost and the Word version of the DHS-3503 Verification Checklist. The specialist should mark the verifications required for Medicaid on the DHS-3503.

Process the application through Initiate Interview, Intake, in Bridges. Generate the appropriate disability forms Do **not** require an updated or new application form when you know eligibility exists under **MA While Appealing Disability Termination** in this item.

Complete the review during the second month of the SSIT. Document all factors in the case record, including disability and blindness.

If continued MA eligibility does **not** exist, use standard negative action procedures.

MA While Appealing Disability Termination

MA eligibility continues for an individual who:

- Has been terminated from SSI because he is no longer considered disabled or blind, and

Note: See BEM 260 about SSI denial codes.

- Has filed an appeal of the termination with SSA within SSA's 60-day time limit, and

Note: See BEM 260 for information about the SSA appeal process and appeal codes.

- Is a Michigan resident.

Other eligibility factors such as income, assets and third party resource liability are **not** an issue.

MA eligibility continues until the person:

- Exhausts his SSA appeal rights, or
- Fails to file an appeal at any step within SSA's 60-day time limit, or
- Is no longer a Michigan resident.

When you run EDBC, Bridges will determine whether the individual qualifies under other MA categories (BEM 105) when eligibility ends based on this policy.

Administrative Case Closures

SSI cases with **PAY STAT code N20** on SOLQ are closed due to administrative reasons and might reopen within three weeks. Consider this in deciding when to begin evaluating continued MA eligibility and watch for an SSI reopening during the evaluation process.

SSI Closures

E-mail or fax the SSI Coordination Unit to **close an SSI case** if the client is:

- Deceased.
- No longer a Michigan resident.

When reporting a death, include a copy of the client's death certificate, obituary or other proof the client is deceased with the e-mail or fax.

VERIFICATION REQUIREMENTS

Verify current receipt of SSI and/or state supplement and the most recent entitlement date before authorizing TSSI for an SSI recipient.

Verify the following for MA based on the **MA While Appealing Disability Termination** policy.

- SSI was terminated because the person was no longer considered disabled or blind.
- Timely appeal filed at SSA.

VERIFICATION SOURCES

Current Receipt of SSI

- Copy of a current SSI award letter from SSA.
 - DHS-3471, DHS/SSA Referral.
 - Contact with SSA.
 - SOLQ.
- Note:** See BEM 260 for a list of appropriate codes.

SSI Termination Reason

- SOLQ.
- Note:** See BEM 260 for a list of appropriate codes.
- Contact with SSA.
 - Copy of SSI Termination Notice.

Timely Appeal at SSA

- Note:** See BEM 260 for a list of appeal codes.
- SOLQ
 - Copy of the SSI appeal form (SSA-561 or HA-501).
 - Correspondence from SSA.
 - Legal document indicating appeal filed.

LEGAL BASE

MA

42 CFR 435.120,.230
MCL 400.106

**JOINT POLICY
DEVELOPMENT**

Medicaid, Adult Medical Program (AMP) also known as Adult Benefit Waiver (ABW), Transitional Medical Assistance (TMA/TMA-Plus), and Maternity Outpatient Medical Services (MOMS) policy has been developed jointly by the Department of Community Health (DCH) and the Department of Human Services (DHS).