
DEPARTMENT POLICY

All Programs

Michigan Department of Health and Human Services (MDHHS) matches recipient data with other public and private agencies through computer data exchanges. Data exchanges assist in the verification of eligibility factors. The acknowledgment section on the MDHHS application informs the clients. of the data matching processes.

OVERVIEW

The State Master Death File is received daily, and Bridges uses the data from these files to automatically update cases. The Federal Death File is received monthly, and Bridges uses the data from these files to automatically update cases.

DECEASED RECIPIENT MATCH

Bridges will use a matching point system to determine if MDHHS recipients will have full or potential matches.

Full Match

A full match means that Bridges determined there was enough information by using the point system to determine the client is deceased. If a full match is found, Bridges will update the date of death on each recipient and trigger a mass update. No alert will be sent to the specialist.

Federal Death File

FIP, SDA, RCA and FAP

If a full match is found, the date of death will be updated by the interface and a verification type of Federal Death Match file from SSA will be entered. This action will generate, a MDHHS- 5983, Social Security Administration (SSA) Death Match Client Notice, that will be sent to the group to verify if the group member is deceased, before member removal or case closure can be completed, if appropriate. FIP, SDA, RCA and FAP will pend for 10 days. A task and reminder will be sent to the specialist after the 10 days. If verification is received, update the verification received date

and run EDBC. Eligibility will then be re-determined for FIP, SDA, RCA and FAP.

FIP, SDA and RCA

If the verification is not returned, the system will create a mass update trigger for all cases where the client is active. Eligibility will then be re-determined for all programs on the cases where the client is active.

FAP Only

Change reporting FAP groups that do not respond to the SSA Death Match notice, will have their case closed following negative action rules.

If a simplified reporting group does not respond to the SSA Death Match notice by the due date listed on the notice, the individual on the match will be removed from the group following negative action rules.

- If the individual on the SSA Death Match is the only adult in the group, FAP will close.
- If the individual on the SSA Death Match is the head of household (HOH), the specialist will designate another adult in the FAP group as the HOH.
- If the individual on the SSA Death Match is the only individual in the group, FAP will close.

Note: For FAP, if the match was for the head of household and there are other adults in the group, the specialist will need to determine a new HOH, if the group did not designate one.

State Death File

FIP, SDA, RCA and FAP

If a full match is found, the date of death will be updated by the interface and a verification type of State Death Match File from Vital Statistics will be entered. This action will generate, a MDHHS-6016, State of Michigan Death Match Client Notice, that will be sent to the group to verify if the group member is deceased, before member removal or case closure can be completed, if appropriate. FIP, SDA, RCA and FAP will pend for 10 days. If verification is received,

update the verification received date and run EDBC. Eligibility will then be re-determined for FIP, SDA, RCA and FAP.

FIP, SDA and RCA

If the verification is not returned, the system will create a mass update trigger for all cases where the client is active. Eligibility will then be re-determined for all programs on the cases where the client is active.

FAP Only

Change reporting FAP groups that do not respond to the State of Michigan Death Match notice, will have their case closed following Negative action rules.

If a simplified reporting group does not respond to the State of Michigan Death Match notice by the due date listed on the notice, the individual on the match will be removed from the group following negative action rules.

- If the individual on the State Death Match is the only adult in the group, FAP will close.
- If the individual on the State Death Match is the head of household (HOH), the specialist will designate another adult in the FAP group as the HOH.
- If the individual on the State Death Match is the only individual in the group, FAP will close.

Note: For FAP, if the match was for the head of household and there are other adults in the group, the specialist will need to determine a new HOH, if the group did not designate one.

Potential Match

A potential match means Bridges did not have enough information to update the date of death on the recipient. If a potential match is found, Bridges generates a task/reminder stating Potential Death Match Found and produce report DM-304, Potential Death Match Report, which contains information about the potential match. Specialists must act on these matches within 45 days. The match will be escalated to the manager if the match is not acted on and disposed.

CASE ACTIONS

The DM-304 cannot be used as verification of death. Determine if the recipient is deceased. See the wizard for how to process the deceased recipient match.

If the recipient is deceased, record the date of death in Bridges to determine eligibility. Obtain a copy of the death certificate for the case record, if possible.

LEGAL BASE**FIP**

45 CFR 205.55 -205.58

MCL 400.83

MA

MCL 400.10, and 400.83

SDA

Annual Appropriations Act
Mich Admin Code, R 400.3151-400.3180

RCA

45 CFR 400.66

FAP

7 CFR 272.14

CDC

The Child Care and Development Block Grant (CCDBG) Act (42 USC § 9858 et seq.), as amended by the CCDBG Act of 2014 (Pub. L. 113-186).
45 CFR Parts 98 and 99.
Social Security Act, as amended 2016.