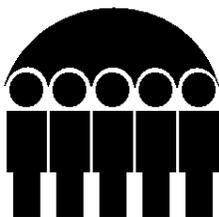


August 24, 2007

Employees' Manual
Title 14
Chapter B(10)

IOWACARE CASE ACTIONS



Iowa
Department
of
Human Services

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OVERVIEW

The purpose of this chapter is to provide the worker with instructions on the coding necessary for the Automated Benefit Calculation (ABC) system to process case-initiated IowaCare actions. See 8-O, [IowaCare](#), for a description of this coverage group.

The first section of this chapter covers case-initiated actions. The information is in a chart with three columns. The first column lists the case actions in alphabetical order. The second column lists the screen fields requiring an entry. The third column consists of specific instructions.

Other Resources Available

Many systems can provide information for you to consider before creating IowaCare-related case actions on ABC. The ABC system may interface with these systems directly or indirectly or may allow access between those systems and ABC. Access to additional systems may be provided through CICS or the Intranet.

The ABC system creates links to some data screens through the IOWA ABC SYSTEM MENU (TD00) or the LINK MENU. The TD00 menu screen allows access to data from the Iowa Central Employment Registry (ICER) by the option BINC=Beginning Income Screen or from the IVER menu. See 14-B(4), [IABC SCREENS](#), for a screen descriptions.

The LINK MENU allows access to other systems. Options displayed on LINK that you may consider viewing for IowaCare-related case actions are:

- ◆ SSNI, Medicaid Eligibility File. See 14-C, [SSNI = Medicaid Eligibility File](#).
- ◆ IEVS, Income Eligibility Verification System. See 14-G, [EXCHANGE OF DATA WITH OTHER AGENCIES](#).
- ◆ SDXD, State Data Exchange. See 14-E, [SSI STATE DATA EXCHANGE](#).
- ◆ ICAR, Child Support Recovery. See also XIV-D, [IOWA COLLECTION AND REPORTING SYSTEM](#).
- ◆ SSBI, Buy-In Information. See 14-C, [SSBI = Buy-In System](#).
- ◆ OVPY, Overpayment Recoupment. See also 6-G, [OVERPAYMENT RECOVERY SYSTEM](#).

The CICS system allows viewing access to Iowa Workforce Development (IWD) screens. Access to the Eligibility Tracking System (ETS) and Vehicle Registration and Titling (VRT) screens is available through the DHS Intranet.

Eligibility Determination

Workers must determine the nonfinancial eligibility factors (such as citizenship and residency) for IowaCare.

Time Limits

The Medicaid eligibility file (SSNI screens) shows data two years back from the current system month. ELVS (the audio-response eligibility verification system) has data six months back.

CASE-INITIATED ACTIONS

When instructions for TD03 read “Complete any needed demographic information,” check the following screen fields and make entries if applicable: (See 14-B-Appendix, [TD03](#).)

STATE ID	CIT	SSN
FIRST NAME	US	SSN CLAIM NO
LAST NAME	ID	MP
TI	MAR	UNB
BIRTH	REL	UNB/DUE
ST	QLFY	NWBN
SEX	H W B A I N	HEALTH
DSTR	ID GEN	
PER	RB	

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Aid Type Change	TD01 ENT RSN	Enter H.
	TD01 AID MED AID	Enter the correct AID and MED AID code. For valid aid types, see 14-B-Appendix, TD01 AID and MED AID .
	TD01 AID CHG DT MED CHG DT	<p>Enter the first day of the next system month.</p> <p>Change aid types for previous Medicaid eligibility with form 470-0397, <i>Request for Special Update</i>, only if the client will get more Medicaid eligibility than with the previous aid type. Example:</p> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <p>The member gets “more” eligibility if the new aid type is a Medicaid coverage group.</p> </div> <p>Otherwise, retroactive changing of aid types has no reliable effect on Medicaid eligibility or funding.</p>
Adding a Person to a Case for an Active Program		<p>To add a newborn child to a case, see Newborn Children of IowaCare-Eligible Mothers for coding.</p> <p>See Making a Considered Person Active on an Ongoing Case for more instructions.</p> <p>If adding a person to a case will cause the number of people associated with that case to be more than 16, close the original FBU and open a new FBU with only the active current and new household members.</p> <p>If there are more than 16 active members, contact DHS SPIRS Help Desk for assistance.</p>

CASE-INITIATED ACTIONS

Adding a Person to a Case...

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>Addng a Person to a Case for an Active Program (Cont.)</p>	<p>TD05 ENTRY RSN</p> <p>STATUS</p> <p>RSN 2</p> <p>TD05 ENTRY RSN</p> <p>STATUS</p> <p>RSN 1</p> <p>POS DT</p> <p>LAST REV</p>	<p>Do not add a person to IowaCare at the same time you make entries to cancel another person on the case from IowaCare.</p> <p>Note: People cannot be pended on the individual line for a program that is currently active.</p> <p>When adding a person to an active program, remember to review the program data (TD01, TD05, and RSCM), to see if changes are needed.</p> <p>Income and deductions displayed follow the state ID number (even from another case) unless they are removed or replaced.</p> <p>If changing the codes will cause a recalculation of current month's eligibility, make the TD05 and RSCM changes in one step. Make the rest of the entries in this case action in a second step.</p> <p><u>Step 1</u></p> <p>Enter G.</p> <p>Enter N.</p> <p>Enter 283 update transactions.</p> <p><u>Step 2</u></p> <p>Enter C.</p> <p>Enter C.</p> <p>Enter 422.</p> <p>Enter POS DT.</p> <p>Enter LAST REV date.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Addng a Person to a Case for an Active Program (Cont.)	TD03	Complete appropriate TD03 and BCW2 entries for the household.
	TD03 ENTRY RSN	Enter the data for the new person, including state ID information, any needed demographic information, and any codes applicable to the IowaCare program. See 14-B-Appendix, TD03 , for valid codes. Enter information on people who are not eligible but who are considered.
	TD03 STATE ID	Enter A.
	TD03 FIRST NAME	Enter the person's state ID number. Assign an ID number, if necessary. See State ID Numbers: Assigning State IDs .
	TD03 LAST NAME	Enter the person's first name, without punctuation. See 14-B-Appendix, TD03 FIRST NAME .
	TD03 TI	Enter the person's last name, with no punctuation or spaces. See 14-B-Appendix, TD03 LAST NAME .
	TD03 BIRTH	Enter the person's title, without punctuation. See 14-B-Appendix, TD03 TI .
	TD03 ST	Enter the person's eight-digit date of birth. Enter in MMDDCCYY format.
	TD03 SEX	For children only, enter the two-letter abbreviation for the state where the child was born. See 14-B-Appendix, TD03 ST .
	TD03 PER	Enter F or M.
		Enter the person number that indicates the person's case identification. For codes, see 14-B-Appendix, TD03 PER .

CASE-INITIATED ACTIONS

Adding a Person to a Case...

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Addng a Person to a Case for an Active Program (Cont.)	TD03 CIT	Enter the code that identifies the person’s citizenship. See the field help screen or 14-B-Appendix, TD03 CIT .
	TD03 US	If applicable for the program, enter the person’s verification documentation code for citizenship. See 14-B-Appendix, TD03 US .
	TD03 ID	If applicable for the program, enter the person’s verification documentation code for identify. See 14-B-Appendix, TD03 ID .
	TD03 MAR	Enter the code that identifies the person’s marital status. See the field help screen or 14-B-Appendix, TD03 MAR .
	TD03 REL	Enter the code that identifies the person’s relationship to the case name. See the field help screen or 14-B-Appendix, TD03 REL .
	TD03 H TD03 W TD03 B TD03 A TD03 I TD03 N	Enter a “Y” in the field for each race and ethnicity chosen by the client. For field explanations, see the field help screen or 14-B-Appendix, TD03 H W B A I N .
	TD03 RB	An entry is required if the person’s social security number (SSN) is all zeros, either: Y Due to religious beliefs, or N Not due to religious beliefs.
	TD03 SSN	Enter the person’s social security number. If the person does not have a social security number but has applied for one, enter all nines. Enter all zeros only when an application for a number has not been made or is not required.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to a Case for an Active Program (Cont.)	TD03 SSN CLAIM NO	Railroad Retirement claim numbers begin with the first space of the SSN field and continue into the SSN CLAIM NO field.
	TD03 MP	See 14-B-Appendix, TD03 SSN and TD03 SSN CLAIM NO , for instructions.
	TD03 MED ST	For a Medicare-eligible person, indicate if the person is paying a Medicare premium: Y Yes N No
	TD03 MED DATE	Enter A.
	TD03 MED DATE	Do not add a person with a date earlier than the last program positive date.
	TD03 FUND	The fund code is required for all IowaCare eligible or considered people. You must enter a code unless the correct fund code already appears on the master screen. See 14-B-Appendix, TD03 FUND , for codes.
	TD03 UNB	Enter the unborn code for any pregnant woman on initial and subsequent approvals. For codes, see 14-B-Appendix, TD03 UNB .
	TD03 UNB/DUE	Enter the due date for the unborn child.
	TD03 NWBN	If applicable, enter a code for each child. See 14-B-Appendix, TD03 NWBN .
TD03 HEALTH	Enter the applicable code in the fourth position if the supplemental coverage is Medicare. For codes, see 14-B-Appendix, TD03 HEALTH .	

CASE-INITIATED ACTIONS

Approving an Application

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application	TD01	<p>If this is a new case, see Case Numbering for information. You may use a closed case and change the aid type to 60-E or 60-P. Do not add 60-E or 60-P to an active FA or FIP case. IowaCare cases are identified with an FBU of 88.</p> <p>If both husband and wife have applied or would be a considered person, create only one case.</p> <p>See Sanctions, Excluded Persons, or Ineligible Aliens for specialized case actions.</p> <p>If this is not a new case but it was not previously pended, enter changes to the existing case in the applicable fields.</p> <p>If the case was previously pended, do not reenter the MED APP DT.</p> <p>The MED status rolls to any person previously coded pending for IowaCare on TD03.</p>
	TD01 ENT RSN	Enter A or H.
	TD01 CO/WKR	Enter the two-digit county number. Enter the four-character worker number. For more information, see 14-B-Appendix, TD01 CO and TD01 WKR .
	TD01 INFO	Enter information pertaining to the case.
	TD01 ENT RSN	Enter A.
	TD01 AID MED AID	Enter a valid aid type. See 14-B-Appendix, TD01 AID and TD01 MED AID , for codes.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD01 AID CHG DT MED CHG DT	If the AID or MED AID field is changed, enter the date in MM01YY format.
	TD01 CO RES	Enter the two-digit number for the county where the applicant resides.
	TD01 PHONE	Enter the three-digit area code and the seven-digit phone number.
	TD01 EN RSN	Enter A.
	TD01 CASE: LAST	Enter the case last name without or let the system enter it from the CNID entry. Do not include punctuation or leave spaces. See 14-B-Appendix, TD01 CASE: LAST .
	TD01 CASE: FIRST	Enter the case first name or let the system enter it from the CNID entry. Do not include punctuation. See 14-B-Appendix, TD01 CASE: FIRST .
	TD01 CASE: INIT	Enter the case name person's middle initial. Do not include punctuation. See 14-B-Appendix, TD01 CASE: INIT .
	TD01 CASE: TITLE	If applicable, enter the title abbreviation, or let the system enter it from the CNID entry. Do not include punctuation. See 14-B-Appendix, TD01 CASE: TITLE .
	TD01 PAYEE/ADDR	Enter the name of the person to whom the payment is made on the household's behalf. Do not include punctuation
	TD01 PAYEE/MOD	If required for the application, enter the payee modifier code. See 14-B-Appendix, TD01 PAYEE/MOD . If the code is displayed on the screen but is no longer valid, remove it. (See Removing Data .)

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Approving an Application

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD01 CNID	Enter the state ID number of the “case name” person. This entry must be a household member who is active for IowaCare. Entry in this field updates the case name fields. See Case Name ID and 14-B-Appendix, TD01 CNID .
	TD01 ADDRESS1	If the PAYEE/MOD field is used, enter the CASE NAME. If the PAYEE/MOD is not used, enter the first line of the client’s address, with no punctuation. See 14-B-Appendix, TD01 ADDRESS1 .
	TD01 ADDRESS2	Enter the street address, with no punctuation. See 14-B-Appendix, TD01 ADDRESS2 .
	TD01 CITY	Enter the name of the city, with no punctuation.
	TD01 STATE	Enter the abbreviation for the state.
	TD01 ZIP	Enter the five-digit zip code.
	TD05 MED	Complete these fields if the case was not previously pended. If the case was previously pended, you don’t need to reenter the MED APP DT. The MED STATUS rolls to any person previously coded pending for IowaCare on TD03. See Responsible Relatives for additional information. Complete all other coding on TD05 and TD03 for IowaCare. See 14-B-Appendix, TD05 MED and TD03 , for valid codes.
	TD05 MED ENTRY RSN	Enter A.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD05 MED STATUS	Enter A.
	TD05 MED APP DT	Enter the date that the IowaCare initial application or reapplication was received in the local office. This must be a current or prior date in MMDDYY format.
	TD05 MED POS DT	Enter the date that the applicant becomes eligible for IowaCare, in MMDDYY format.
	TD05 MED AD	Entry is required when entering an "A" MED STATUS. Use code "A" for applications processed by the 30 th day. For applications processed after the 30 th day, enter the reason for the delay.
	RSCM	Enter RSCM screens from the month of the MED positive date forward. The months entered must include the next system month. They cannot be further in the future than the next system month.
	RSCM BENEFIT MONTH	Select the applicable RSCM screen by entering the month. Use MMY format.
	RSCM CASH ON HAND CHECKING ACCT SAVINGS ACCT STOCKS/BONDS/ CERTIFICATES REAL ESTATE COUNTABLE VEHICLE AMT LIFE INSURANCE CONTRACTS TOOLS OTHER	Enter the countable amount for each specific type of resource listed. If the countable resources are zero, enter zeroes in the fields for at least one of the types.

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	RSCM APPLICANT/ PARTICIPANT OVERRIDE	Enter a code to change the decision the system makes on which resource limit to use. Valid codes are: A Applicant P Participant
	TD03	Enter any needed demographic information. See 14-B-Appendix, TD03 for codes. Complete all TD03 coding applicable to IowaCare.
	TD03 ENTRY RSN	Enter A.
	TD03 STATE ID	Enter the person's state ID number. Assign an ID number if necessary. See State ID Numbers: Assigning State IDs .
	TD03 FIRST NAME	Enter the person's first name. Do not include punctuation. See 14-B-Appendix, TD03 FIRST NAME .
	TD03 LAST NAME	Enter the person's last name. Do not enter punctuation or leave spaces in the name. See 14-B-Appendix, TD03 LAST NAME .
	TD03 TI	Enter the person's title, with no punctuation. See 14-B-Appendix, TD03 TI .
	TD03 BIRTH	Enter the person's eight-digit date of birth (MMDDCCYY format).
	TD03 ST	Complete this field for children only. Enter the two-letter abbreviation for the state in which the child was born. See 14-B-Appendix, TD03 ST .
	TD03 SEX	Enter "F" for female or "M" for male.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD03 PER	Enter the person number for the person's case identification. See 14-B-Appendix, TD03 PER , for valid codes.
	TD03 CIT	Enter the code that identifies the person's citizenship. See the field help screen or 14-B-Appendix, TD03 CIT .
	TD03 US	Enter the person's verification documentation code for citizenship. See 14-B-Appendix, TD03 US .
	TD03 ID	Enter the person's verification documentation code for identify. See 14-B-Appendix, TD03 ID .
	TD03 MAR	Enter the code that identifies the person's marital status. See 14-B-Appendix, TD03 MAR .
	TD03 REL	Enter the code that identifies the person's relationship to the case name. See the field help screen or 14-B-Appendix, TD03 REL .
	TD03 H TD03 W TD03 B TD03 A TD03 I TD03 N	Enter a "Y" in the field for each race and ethnicity chosen by the client. For field explanations, see the field help screen or 14-B-Appendix, TD03 H W B A I N .
	TD03 RB	An entry is required if the person's social security number (SSN) is all zeros, either: Y Due to religious beliefs, or N Not due to religious beliefs.

CASE-INITIATED ACTIONS
Approving an Application
 August 24, 2007

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving and Application (Cont.)	TD03 SSN	Enter the person's nine-digit social security number. If the person does not have a number but has applied for one, enter all nines. Enter all zeros only when application has not been made or is not required.
	TD03 SSN CLAIM NO	Railroad Retirement claim numbers begin with the first space of the field and continue into the SSN CLAIM NO field. For instructions, see 14-B-Appendix, TD03 SSN CLAIM NO .
	TD03 MP	If the person is eligible for Medicare, enter the code that tells whether the person is paying a Medicare premium. When the state begins to pay the premium, the buy-in process changes the code. Codes are: Y Yes N No
	TD03 MED ST	If the program was not pended before approval, enter the status for: <ul style="list-style-type: none"> ◆ Each person included in the IowaCare approval. ◆ Each ineligible person whose income is considered for the program. ◆ Any person being denied. ◆ Any excluded person. (Enter F.) ◆ Any sanctioned person. (Enter I.) See 14-B-Appendix, TD03 MED ST , for valid codes. Denials may be recorded for individuals on TD03 when IowaCare is approved for other individuals.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD03 MED RSN	Enter notice reasons for any IowaCare denials of individuals. See 14-B-Appendix, NOTICE CODES . The system-generated program approval covers all individuals approved.
	TD03 FUND	The fund code must be entered unless the correct fund code already appears on the master. See 14-B-Appendix, TD03 FUND , for valid codes. Note: Enter “S” for excluded or sanctioned persons and ineligible aliens. See Excluded Persons , Ineligible Aliens , or Sanctions for specialized case actions for these people.
	TD03 MED DIS	For sanctioned individuals, enter 00.
	TD03 UNB	Enter the unborn code for any pregnant woman on initial and subsequent approvals. Use the number of unborn children that should be considered in the household size. See 14-B-Appendix, TD03 UNB .
	TD03 UNB/DUE	Enter the due date for the unborn child.
	TD03 NWBN	If applicable, enter a code for each child. See 14-B-Appendix, TD03 NWBN .
	TD03 HEALTH	Enter code for the applicable supplemental coverage. For list of valid codes, see 14-B-Appendix, TD03 HEALTH .
	BCW2	Make BCW2 entries for each month of the application process for any person in or considered for the eligible group. Income for each month must be the same.

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Approving an Application

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	BCW2	Enter "C" in the program indicator field. Enter "A" in the E/B fields. See Entering Income for more information.
	BCW2 CASE, PREP WKR, PREP DT, SEQ, CO/WKR, OVERRIDE, STATUS	On ABC-calculated programs, the system completes the eligibility determination. If the system determines program ineligibility, it overrides the worker's status entry and generates a notice.
	BCW2 STATE ID	System-generated.
	BCW2 ENTRY RSN	Enter the state identification number of the person who has income.
	BCW2 BENEFIT MO	Enter H.
	BCW2 THRU MO	Enter the month associated with the IowaCare income and deductions, in MMY format.
	BCW2 PI	Enter the last month in date range to generate multiple identical BCW2s.
	BCW2 E/B	Enter C.
	BCW2 EARNED 1-5	Enter A.
	BCW2 OTHER EI	Enter the earned income amounts.
	BCW2 SR	Enter the total amount of monthly net self-employment income.
	BCW2 UNEARNED 1-4	Enter code "1" for self-employed.
	BCW2 OTHER UI	Enter unearned income amounts.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	BCW2 SR (1-4)	Enter unearned income source code. See 14-B-Appendix, BCW2 SR(1-4) .
	BCW2 DEDUCT 5	Enter amount of <i>hawk-i</i> premium.
	BCW2 DEDUCT 6	Enter the amount of unpaid medical bills for pregnant woman.
Issuing IowaCare Renewal Application		<p>When IowaCare is active at ABC cutoff, the ABC system automatically generates <i>IowaCare Renewal Applications</i> on the day after timely notice of the month before the next review date and prints the applicable messages.</p> <p>When you need to generate an <i>IowaCare Renewal Application</i>, coding is as follows:</p> <p>TD01 ENT RSN Enter code H.</p> <p>TD01 MR DEMAND 1 OR 2 MO Enter the processing month for the <i>IowaCare Renewal Application</i>.</p> <p>TD01 MR DEMAND 1 OR 2 CD Enter an “I” for <i>IowaCare Renewal Application</i> requested.</p> <p>TD01 MR DEMAND 1 OR 2 DT Enter the date the <i>IowaCare Renewal Application</i> is due from the household.</p> <p>You must track <i>IowaCare Renewal Application</i> with due dates for timely return from the client. You can use ticklers to track due dates. See 14-B(4), LF01, for information on entering ticklers.</p>

CASE-INITIATED ACTIONS
Canceling Ongoing Eligibility
 Revised August 29, 2008

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Canceling Ongoing Eligibility		
Program	TD05 MED ENTRY RSN	Enter G.
	TD05 MED STATUS	Enter N.
	TD05 MED RSN2	Enter the applicable code. Do not use notice reason code 613 (reported death).
Due to Death		
Program	TD05 MED ENTRY RSN	Enter M.
	TD05 MED STATUS	Enter N.
	TD05 MED RSN2	Enter notice reason code 613.
	TD05 MED DATE	Enter the date of death. If the person is associated with more than one case, the system: <ul style="list-style-type: none"> ◆ Removes the person from all cases with the person in an active status. ◆ Recalculates benefits. ◆ Sends notices, when appropriate. ◆ Issues message reason 970 to you.
Individual		Note: If the case consists of one person, you can use the program entries only.
	TD03 ENTRY RSN	Enter M.
	TD03 MED ST	Enter N.
	TD03 MED RSN	Enter notice reason code 613.
	TD03 MED DATE	Enter the date of death. The system recalculates benefits and sends a notice when appropriate.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Individual (Cont.)	TD01	If the case remains open and the deceased person's state ID number was in the CNID field, TD01 entries to change the CNID to an active member are required.
	TD01 ENTRY RSN	Enter H.
	TD01 CNID	Enter a new case name ID. This updates the case name fields. See Case Name ID and 14-B-Appendix, TD01 CNID .
Due to Non-Payment of Premium		If the member fails to pay the premium or declare hardship by the date the premium is due, the system will cancel benefits after the 60-day grace period, effective the last day of the next calendar month.
Individuals		Do not cancel individuals from IowaCare at the same time you make entries to add other individuals to Medicaid on the case. Note: See Sanctions or Excluded Persons for specialized case actions.
	TD01	If the person's state ID number was the case name ID on the TD01 CNID field, TD01 entries to change the CNID to an active member are required.
	TD01 ENTRY RSN	Enter H.
	TD01 CNID	Enter the state ID number of the new "case name" person. This entry updates the case name fields. See Case Name ID and 14-B-Appendix, TD01 CNID .
	TD03 ENTRY RSN	Enter G or H.
	TD03 MED ST	Enter N. See Sanctions or Excluded Persons for specialized case actions.
	TD03 MED RSN	Enter code for notice. See 14-B-Appendix, NOTICE CODES .

CASE-INITIATED ACTIONS
Canceling Ongoing Eligibility
 Revised December 10, 2010

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Issuing Another Notice Regarding New Information	TD05 MED ENTRY RSN TD05 MED RSN1 TD05 MED RSN2	Use these instructions when a case has been canceled for one reason but ineligibility exists for another reason, and you can give timely notice of the new reason for cancellation. Enter “R” (send notice only). When “R” is used, no other entries are allowed on that case in that day’s processing. Enter reason code 171. Enter the applicable code. See 14-B-Appendix, NOTICE CODES .
Case Name ID	TD01 CNID	All cases require a CNID entry. The CNID is the state identification number of the “case name” person, who must be a household member who is active for IowaCare. If appropriate, you can change the CNID by entering a new state identification number in the field. This entry will change the case name to reflect this person.
Case Numbering		Use ST01 to search for a case number with which a person’s state identification number is associated. Case numbers with all programs in an inactive status can be re-used. If a case number cannot be found, assign a new case number. If state identification numbers need to be assigned, see State ID Numbers for instructions.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Assigning Case Numbers	TD00	<p>On the main menu screen, enter “TD01” for OPTION and the literal “NEW” for CASE #. The system assigns (left to right) a six-digit serial number, an FBU, a MULT, and a check digit.</p> <p>On a new case, the entry reasons must all be “A,” except on TD01, where the system changes a new case’s entry reason to “A” if another valid code is entered.</p>
Establishing FBUs	TD01 PREP WKR	<p>Enter the worker number of the person making the entries. PREP WORKER needs to be entered only on a new case.</p> <p>Depending on the action being taken, see Pending an Application, Approving an Application, or Denying an Application, to complete the case coding.</p> <p>It may be necessary to establish a separate case for various eligible groups in a household.</p> <p>The FBU portion of an existing case number can be changed to assign a case number that is identical to the first six-digits of the other cases for the household.</p> <p>There is no connection between cases with the same first six-digits; the numbering is only for worker convenience.</p>
	TD01 CASE NUMBER	<p>To establish an additional FBU, enter the case number consisting of the original six-digit serial number, the new FBU, and zero in the ninth position. The system will assign the check digit (tenth position).</p> <p>Enter other data as in any other new case.</p>

CASE-INITIATED ACTIONS

Case Numbering

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Other Case Number Information		For information on cases dropped from the system see 14-B(4), DROPPED CASES ON-LINE DISPLAY .
<p>Change Premium</p> <p>Decrease</p> <p>Using MIPC</p>	<p>BCW2</p> <p>MIPC</p> <p>MIPC STATE ID</p>	<p>A BCW2 may be entered to cause a calculation to decrease the premium for the “next” system month.</p> <p>Make changes on the MIPC screen to increase or decrease the premium for a current or prior month</p> <p>Manually issue an NOD.</p> <p>Note: If the B/U field on the MIPC screen displays a “B” for a “blocked” month, the person has chosen to have no eligibility for this prior month. No change can be made to the premium unless the B/U field is “unblocked.”</p> <p>To decrease a premium on the current month or a prior month, enter the lower premium amount in the NEW PREM field. Make entries in the UNEARNED INCOME, EARNED INCOME, and PCT POV fields.</p> <p>To increase a premium amount on the current month or a prior month, first add a block to the months that need to be changed. Make the following entries:</p> <p>Day 1:</p> <p>Enter the state identification number and press the ENTER key.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Using MIPC (Cont.)	MIPC ELIG MONTH	Place the cursor on the line of the month that requires a change.
	MIPC B/U	Enter a “B” to “block” the month and press the ENTER key. Day 2:
	MIPC STATE ID	Enter the state identification number and press the ENTER key.
	MIPC ELIG MONTH	Place the cursor on the line of the month that requires a change.
	MIPC NEW PREM	Enter the new three-digit premium amount, with a leading zero if necessary.
	MIPC B/U	Enter a “U” to “unblock” the months.
	MIPC UNEARNED INCOME EARNED INCOME PCT POV	Note: If an amount is entered on the wrong line, space out the amount using the spacebar key. Do not use zeros.
	MIPC UNEARNED INCOME	Enter the eight-digit amount of unearned income. Include any leading zeros required, the dollar amount, a decimal point, and any cent amount (e.g., if income is \$333.33, the entry would be 00333.33).
	MIPC EARNED INCOME	Enter the eight-digit amount of earned income. Include any leading zeros required, the dollar amount, a decimal point, and any cent amount (e.g., if income is \$333.33, the entry would be 00333.33).
	MIPC PCT POV	Enter the three-digit percentage of poverty. If the percentage of poverty is only two digits, insert a leading zero. Press the ENTER key.

CASE-INITIATED ACTIONS
Continuing Assistance When a Timely...
 Revised August 29, 2008

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Continuing Assistance When a Timely Appeal Is Filed	TD05 RSCM TD03 TD01 CNID BCW SCREENS	When a timely appeal is filed on an adverse action that was entered on the system, make entries to return the program or people to the status that existed before the action. Enter the state ID number associated to the case name if it is missing. Change the income or deductions to cause continuation of assistance as appropriate.
Denying an Application	TD05 MED ENTRY RSN TD05 MED STATUS TD05 MED RSN2 TD05 MED APP DT TD03	Enter A. Enter M. Enter the applicable reason. Do not use notice reason code 613 (death). See 14-B-Appendix, NOTICE CODES . If the program was not pended, enter the date the initial application or reapplication was received, in MMDDYY format. If the program and individuals were pended upon receipt of the application, the denial rolls to TD03. If the application was not pended, TD03 entries must be made on at least one household member. Denials may be recorded for individuals on TD03 when the program approval is coded for the case. However, do not enter retroactive Medicaid on TD05 and deny a person on TD03 in the same day's entries. First, deny the person. On the next day, enter the retroactive eligibility as instructed at Retroactive IowaCare Eligibility .

CASE-INITIATED ACTIONS
Entering Income
 Revised August 29, 2008

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Application (Cont.)	BCW2 THRU MO	Enter the last month in the date range to generate multiple identical BCW2s.
	BCW2 PI	Enter C.
	BCW2 E/B	Enter the codes for the budgeting procedures required for the case situation: E Eligibility calculation A All (both) calculations
Earned Income	BCW2 EARNED 1-5	Enter the projected amount of each paycheck, beginning with the first earned income field, or enter the projected monthly income in the first earned income field.
	BCW2 OTHER EI	Enter the total amount of monthly net self-employed income.
	BCW2 SR	Enter "1."
	BCW2 UNEARN 1-4	Enter the amount of the person's unearned income.
	BCW2 OTHER UI	Enter the amount of other unearned income.
	BCW2 SR(1-4)	Enter the code that indicates the source of the unearned income in the first position. See 14-B-Appendix, BCW2 SR(1-4) .
Social Security Income	BCW2 STATE ID BCW2 ENTRY RSN BCW2 BENEFIT MO BCW2 PI BCW2 E/B BCW2 UNEARN 1-4 BCW2 SR 1-4	Enter a social security amount for each person receiving social security income. Social security payment for a child or several children is usually sent to the parent in one check. Determine the benefit amount for each person and enter it with each person's state ID number.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Unearned Income: Combining Amounts	BCW2 UNEARN 1-4, OTHER UI	BCW2 has five fields for unearned income amounts and source codes. If a person has more than five sources of unearned income, two or more can be combined and entered in one amount field.
	BCW2 SR 1-4	Code the SR field "X."
Excluded Persons	TD03 ENTRY RSN	Enter A or C.
	TD03 MED ST	Enter F.
	TD03 FUND	Enter 7.
Ineligible Aliens Adding an Ineligible Alien	TD01 MED AID RSCM BCW2	When adding an ineligible alien to a case, be certain to review the MED AID type and the RSCM and BCW2 screens for the ineligible alien or household and update them, if needed. Note: Do not pend an ineligible alien. Do not make ineligible alien children "considered" persons in the household.
	TD03	Enter any demographic information needed. See 14-B-Appendix, TD03 , for valid codes.
	TD03 ENTRY RSN	Enter A.
	TD03 MED ST	Enter F.
	TD03 MED RSN	Enter the notice reason code. See 14-B-Appendix, NOTICE CODES .
TD03 FUND	Enter S.	

CASE-INITIATED ACTIONS

Ineligible Aliens

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving a Case with an Ineligible Alien	TD03	Enter any demographic information needed. See 14-B-Appendix, TD03 , for valid codes.
	TD03 ENTRY RSN	Enter A.
	TD03 MED ST	Enter F.
	TD03 MED RSN	Enter the notice reason code. See 14-B-Appendix, NOTICE CODES .
	TD03 FUND	Enter S.
Canceling an Ineligible Alien		<u>Individual</u>
	TD03	Enter any demographic information needed. See 14-B-Appendix, TD03 , for valid codes.
	TD03 ENTRY RSN	Enter G.
	TD03 MED ST	Enter N.
	TD03 MED RSN	Enter the notice reason code. See 14-B-Appendix, NOTICE CODES .
		Note: After these entries update, the MED ST code will update to F and the FUND code to 9.
		<u>Program</u>
	TD05 MED ENTRY	Enter G.
	TD05 MED STATUS	Enter N.
	TD05 RSN2	Enter the notice reason code. See 14-B-Appendix, NOTICE CODES .

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Changing Medical Status		Make sure the IowaCare aid type is correct.
		Update any demographic information needed for the person.
	TD03 ENTRY RSN	Enter A or C.
	TD03 MED ST	Enter A or C.
	TD03 MED RSN	When the person will remain a considered person, do not enter a notice reason. When the person is eligible for Medicaid, see Adding a Person to a Case for an Active Program or Making a Considered Person Active on an Ongoing Case .
	TD03 MED DATE	Enter the date the medical status changes.
Reopening an Ineligible Alien	TD03 FUND	Enter the appropriate fund code. See 14-B-Appendix, TD03 FUND .
	TD03 ENTRY RSN	Enter C.
	TD03 MED ST	Enter F.
	TD03 MED RSN	Re-enter the notice reason code. See 14-B-Appendix, NOTICE CODES .
	TD03 MED DATE	If only the ineligible alien is being reopened, enter the date.
TD03 FUND	Enter S.	

CASE-INITIATED ACTIONS

IowaCare Cards

Revised December 10, 2010

Iowa Department of Human Services

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
<p>IowaCare Cards</p> <p>Issuance</p> <p>Replacement</p>	<p>TD3 ENTRY RSN</p> <p>TD03 ID GEN</p>	<p>An IowaCare Card is automatically generated to eligible people for all months when the ABC system is used to determine eligibility.</p> <p>Cards may need to be replaced or duplicated. The person must be active on SSNI before the card can be issued. Make these entries:</p> <p>Enter H.</p> <p>Enter "C" to generate a replacement IowaCare card.</p>
<p>Making a Considered Person Active on an Ongoing Case</p>	<p>TD05 ENTRY RSN</p> <p>TD05 STATUS</p> <p>TD05 RSN 2</p> <p>TD05 ENTRY RSN</p> <p>TD05 STATUS</p> <p>TD05 RSN 1</p> <p>TD03 ENTRY</p>	<p><u>Step 1</u></p> <p>Enter G.</p> <p>Enter N.</p> <p>Enter 283 update transactions.</p> <p><u>Step 2</u></p> <p>Enter C.</p> <p>Enter C.</p> <p>Enter 422.</p> <p>Complete applicable TD03 and BCW2 entries for the household.</p> <p>Enter C.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Making a Considered Person Active on an Ongoing Case (Cont.)	TD03 MED ST	Enter C. If you need to make an entry to change an “I” or an “F” medical status, see Excluded Persons , Ineligible Aliens , or Sanctions for instructions.
	TD03 FUND	Enter a valid fund code. See 14-B-Appendix, TD03 FUND .
Newborn Children of IowaCare-Eligible Mothers	TD03	A child in “newborn status” remains eligible for 60 days after birth. Enter a tickler to cancel eligibility after 60 days. Assign a state ID to the newborn. See State ID Numbers: Assigning State IDs .
	TD03 ENTRY RSN	Enter A.
	TD03	Enter any demographic information needed. See 14-B-Appendix, TD03 , for valid codes.
	TD03 MED ST	Enter A.
	TD03 MED RSN	Enter notice reason code 933.
	TD03 MED DATE	The start date can be no earlier than the first day of the second prior system month. Do not add a person with a positive date earlier than the last program positive date.
	TD03 FUND	Enter C.
	TD03 LIMIT	The limit date must be equal to the birth date plus 60 days.
	TD03 UNB	A child in newborn status is not counted in the household size. Zero out the code on the IowaCare-eligible mother’s UNB field and zero out the UNB/DUE field on TD03 after the birth of the newborn.

CASE-INITIATED ACTIONS
Newborn Children of IowaCare-Eligible Mothers
 Revised December 10, 2010

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Newborn Children of IowaCare-Eligible Mothers (Cont.)	TD03 NWBN	Enter code “Y” for each child who is receiving IowaCare as a newborn child of a IowaCare-eligible mother. Enter code “N” for each child who is not receiving IowaCare as a newborn child.
Pending an Application	TD01 TD01 AID TD01 MED AID TD01 CO RES TD01 CNID TD01 ENTRY RSN TD01 AID CHG DT TD01 MED CHG DT TD05 MED ENTRY RSN TD05 MED STATUS TD05 MED APP DT TD03 ENTRY RSN TD03	For a new case, see Case Numbering: Assigning Case Numbers and Case Name ID to complete TD01 case identifying information. If you have an application with an excluded person or a sanctioned person, do not pend these individuals. See Excluded Persons or Sanctions for instructions. See 14-B-Appendix, TD01 Case Information and TD01: Section I, Identification , to complete screen. Enter A or H. If this is not a new case, see Aid Type Change . Enter A. Enter D. Enter the date the application was received in the local office. Enter A. Enter any demographic information needed. See 14-B-Appendix, TD03 , for valid codes.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Pending an Application (Cont.) Responsible Relatives	TD03 MED ST TD03 FUND TD03 TD03 MED ST TD03 FUND	Enter D. Enter the applicable code. See 14-B-Appendix, TD03 FUND , for codes. “Responsible” relatives (spouse, step-parent, self-supporting parents, dependent child, unborn child, and ineligible family members) can be pended. The TD03 coding in the pending process is the same as for members of the eligible group. However, take care at the time of approval to apply different MED ST codes and FUND codes to responsible relatives. Enter D. Enter S or 7. If the responsible relatives are already pended, you must enter the applicable status code when approving program. Note: If the appropriate status code is not entered, the approval coding will roll and activate the responsible relatives in error.
Renewal	TD05 MED ENTRY RSN TD05 MED RSN1 TD05 MED POS DT	If the program is active or there will not be a break in assistance when the IowaCare renewal application is approved, make these entries before cutoff of the last month of the current certification period. Enter H. Enter notice reason code 422. Enter the first day of the first month of the new certification period.

CASE-INITIATED ACTIONS**Renewal**

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Renewal (Cont.)	TD05 MED LAST REV BCW2 BCW2 PI BCW2 E/B	<p>Reenter the last month of current certification period.</p> <p>If any person in or considered for the eligible group has income, make BCW2 income and deduction entries for the positive date month and the next system month. See Entering Income for more information.</p> <p>Enter C.</p> <p>Enter A.</p> <p>The system completes the eligibility determination. If the system determines ineligibility, it overrides the worker's status entry and generates a notice.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Reopening After a Break in Assistance		See Approving an Application .
Reopening When Premium Is Paid	<p>TD05 MED ENTRY RSN</p> <p>TD05 MED STATUS</p> <p>TD05 POS DT</p> <p>TD03 ENTRY RSN</p> <p>TD03 MED ST</p> <p>TD03 FUND</p> <p>BCW2</p>	<p>Follow this procedure when payment is received no later than 60 days after the premium due date.</p> <p>Enter C.</p> <p>Enter C.</p> <p>Enter in MM/DD/YY format the first day of the month the program is reopened.</p> <p>Enter C.</p> <p>Enter C.</p> <p>Check that fund code is correct. See 14-B-Appendix, TD03 FUND.</p> <p>Repeat income entered on BCW2 unless income has decreased. If income decreases, enter lower income amount.</p>
Removing Data	<p>TD03 SSN</p>	<p>Use these instructions only when you must remove data without entering new data. In a field that allows any letter codes, use the space bar to remove the data. In a field that allows only numbers, use zeroes to remove other numbers.</p> <p>Exception: Enter zeroes if no application has been made for a social security number. Enter nines if application for a number has been made.</p>

CASE-INITIATED ACTIONS
Retroactive IowaCare Eligibility
 Revised December 10, 2010

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Retroactive IowaCare Eligibility	TD01 MED AID	The system calculates retroactive IowaCare eligibility if entered when application is processed. The retroactive month is determined from the APP DT
	TD05 MED ENTRY RSN	Enter "A" to process retroactive eligibility with an application.
	TD05 MED STATUS	Enter "A" on applications.
	TD05 RETRO	Enter the code for one prior of month retroactive eligibility. If retroactive eligibility is not approved when ongoing eligibility is approved because of delayed citizenship or identification verification, enter "Z" in the RETRO field.
	BCW2	<p>If there is income, you must enter a separate BCW2 for the retroactive month. Income must match the ongoing months.</p> <p>Use the THRU MO field to generate multiple, identical BCW2s. The system will generate BCW2s for each month from the date in the BEN MO field through the date in the THRU MO field.</p> <p>If the THRU MO field is blank or 00 00, the system will generate a single BCW2 for the month entered in the BEN MO field.</p> <p>If the case is approved, the system can determine the retroactive month. The system does not examine retroactive IowaCare when you deny the application.</p> <p>The system generates the notice and IowaCare card.</p>
	BCW2 ENTRY RSN	Enter H.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Retroactive IowaCare Eligibility (Cont.)	BCW2 BEN MO BCW2 THRU MO BCW2 PI BCW2 E/B BCW2 DEDUCT5 BCW2 DEDUCT6	Enter the applicable month in MMYYY format. Enter the last month in date range to generate multiple identical BCW2s. Enter C. All countable income must be entered with an E/B code of "A" for the retroactive month. Income entered must be the same for all months of the application process. Enter amount of <i>hawk-i</i> premium. Enter the amount of unpaid medical bills for pregnant women.
Sanctions Adding a Sanction on a Person	TD01 MED AID RSCM BCW2 TD01 CNID TD03 ENTRY RSN TD03 MED ST TD03 MED RSN TD03 FUND TD03 MED DIS	Sanction case actions apply to the following aid types: 37-7, 60-E, and 60-P. When adding a sanctioned person to a case, review the MED AID type, RSCM, and BCW2 screens for the sanctioned person or household and update, if appropriate. Note: Do not pend a sanctioned person. The sanctioned person's state identification number cannot be the CNID. Enter G. Enter I. Enter the notice reason code. See 14-B-Appendix, NOTICE CODES . Enter S. Enter 00.

CASE-INITIATED ACTIONS

Sanctions

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Sanction on a Case	TD05 MED ENTRY RSN	Enter G.
	TD05 MED ST	Enter I.
	TD05 RSN2	Enter the case notice reason code. See 14-B-Appendix, NOTICE CODES .
	TD05 MED NEG DT	When using the MED ST code of "I," you must enter the date IowaCare will cancel.
Approving an Application with a Sanctioned Person	TD03 ENTRY RSN	Enter A.
	TD03 MED ST	Enter I.
	TD03 MED RSN	Re-enter the existing sanction notice reason code.
	TD03 FUND	Enter S.
	TD03 MED DIS	Enter 00.
Canceling the Sanctioned Person	TD03 ENTRY RSN	Enter G.
	TD03 MED ST	Enter N.
	TD03 MED RSN	Enter the notice reason code. See 14-B-Appendix, NOTICE CODES . Note: After these entries update, the system will change the person's medical status to an "I" and the fund code to a "9."
Failure to Comply with Third-Party Liability		If a person fails to comply with instructions from the Third-Party Liability Unit, sanction that person's IowaCare eligibility. This action requires timely notice. See Sanctions for instructions.
	TD03 ENTRY RSN	Enter G.
	TD03 MED ST	Enter I.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Failure to Comply with Third-Party Liability (Cont.)	TD03 MED RSN	Enter notice reason code 960.
	TD03 FUND	Enter S.
	TD03 MED DIS	Enter 00. When there is only one person on the case, use these instructions to close the program line after the individual entries update. Then enter the following:
	TD05 MED ENTRY RSN	Enter G.
	TD05 MED STATUS	Enter N.
	TD05 MED RSN2	Enter 000. Do not enter notice reason code 960, since notice has been issued.
	Failure to Cooperate with Investigation	<u>Program</u>
TD05 MED ENTRY RSN		Enter G.
TD05 MED STATUS		Enter I.
TD05 MED RSN2		Enter notice reason code 203.
Failure to Cooperate with Quality Control	TD05 MED NEG DATE	Enter the date the case will cancel.
	TD05 MED ENTRY RSN	Enter G.
	TD05 MED STATUS	Enter I.
	TD05 MED RSN2	Enter notice reason code 203.
	TD05 MED NEG DATE	Enter the date the case will cancel.

CASE-INITIATED ACTIONS

Sanctions

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Lifting a Sanction	TD03	No entry is needed when the person will have considered person fund code "S."
	TD03 ENTRY RSN	Enter A or C.
	TD03 MED ST	Enter A or C.
	TD03 MED RSN	Enter the applicable notice reason code. See 14-B-Appendix, NOTICE CODES .
	TD03 MED DATE	Enter the date the person is eligible (the first day of the month that the person cooperated). If before the current system month, use the RETR screen. See 14-C .
	TD03 FUND	Enter the applicable fund code. See 14-B-Appendix, TD03 FUND .
Reinstating Person with an Existing Sanction	TD03 ENTRY RSN	Enter B.
	TD03 MED ST	Enter I.
	TD03 MED RSN	Re-enter the existing sanction notice reason code.
	TD03 FUND	Enter S.
	TD03 MED DIS	Enter 00.
Reopening a Person with an Existing Sanction	TD03 ENTRY RSN	Enter C.
	TD03 MED ST	Enter I.
	TD03 MED RSN	Re-enter the sanction notice reason code.
	TD03 MED DATE	Enter the date. Note: Do not enter a date if you are reopening an entire case.
	TD03 FUND	Enter S.
	TD03 MED DIS	Enter 00.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
State ID Numbers	<p>TD00 (or other screen)</p> <p>ST01</p>	<p>When processing application or adding a person to an existing case, check ST01 to see if a state ID exists for any applicant.</p> <p>Enter “ST01” for OPTION and “UNK” for the state identification number.</p> <p>Enter the person’s social security number, religious beliefs (RB) indicator (if the social security number is all zeroes), name, date of birth, and sex, and select OPTION 4 in the CD/SCRN area or use the PF4 key.</p> <p>The system searches first on social security number only and then on the other data. Match the information on the person with the information on the screen.</p> <p>If a match is made, use that state ID. If the information is close, investigate further. The person may have changed a last name or be using a nickname.</p> <p>If the search does not bring up a state ID, remove all but the last name, the first letter in the first name field, and search again.</p> <p>Be very careful not to assign duplicate state IDs. Check both the ABC and SRS information. The person may have been on SRS, but not ABC, or vice versa. If the person has been on either system, a state ID number has been assigned.</p> <p>The county number tells where a case file was most recently located. The person may have moved, so do not assign a new state ID number solely because the county is different.</p>

CASE-INITIATED ACTIONS**State ID Numbers**

August 24, 2007

Iowa Department of Human Services

Title 14 Management Information**Chapter B(10)** IowaCare Case Actions

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Assigning State IDs		<p>If there is no match, enter “NEW” in the STATE ID field, the social security number in the SSN field, a religious beliefs (RB) indicator (only if the social security number is all zeroes), full name, birth date, and sex. Press the ENTER key.</p> <p>To facilitate IEVS matches, the name must match the name on available Social Security Administration records. See 14-G, REQUIREMENT OF IEVS MATCHING, for additional information.</p> <p>Use the PF4 key to confirm the date. The system assigns a state ID number.</p>
Correcting State IDs		<p>If you make a mistake when assigning the state ID number, correct it by making an entry on the TD03 screen. Corrections made to the TD03 screen updates ST01.</p> <p>The person’s name, birth date, and sex can also be corrected. Social security numbers may be corrected if the number entered is not already on the system. Corrections to the RB field on TD03 also update ST01.</p>
Cross-Referencing State IDs		<p>If you find that a person has more than one state identification number, send e-mail or form 470-0271, <i>Quality Assurance Transmittal</i>, to Quality Assurance to remove the incorrect number. See 6-Appendix, Quality Assurance Transmittal, Form 470-0271.</p>

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Transferring Cases to Another County		When an office requests case transfer, the sending office makes the transfer entries. Complete the transfer entries as soon as possible. Do not transfer a case to an office staffed less than full time. Transfer it to the designated local office.
	TD01 ENTRY RSN	Enter H.
	TD01 CO	Enter the new county's number.
	TD01 WKR	Enter the new worker number. If you don't know the new worker number, enter zeroes in the third and fourth positions.
	TD01 INFO	Enter the number of the sending county in the first two positions of the field.
	TD01 RE	Enter TR.
	TD01 LOC	Enter the county number entered in CO.
	TD01 CO RES	Enter the two-digit code for the county where the household resides.
	TD01 ENT RSN	Enter "H" in the Name/Address section.
	TD01 CNID	Enter the state ID number of the "case name" person if it is missing.
	TD01 ADDRESS 1 & 2, CITY, ST, ZIP	Enter the address changes.
WAR1 AND WAR3	The worker receiving the case will get message 328 when these entries update. If the requesting county does not receive the case file within five working days, notify the area income maintenance administrator.	

SYSTEM-INITIATED ACTIONS

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SYSTEM-INITIATED ACTIONS

ACTION	EXPLANATION
Automatic Program Closings	<p>The IowaCare case will close at the end of the month that the certification period ends if a renewal application is not processed by ABC cutoff of the last month of the certification period.</p> <p>The IowaCare case will close if the premium has not been paid by the next ABC timely notice date following the 60th day after the premium was due.</p>