TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
FAMILY INVESTMENT SUPERVISORS  

FROM: KEVIN MAHON, EXECUTIVE DIRECTOR FIA  

RE: SOCIAL SECURITY CLAIM NUMBER  

PROGRAM AFFECTED: QMB  

ORIGINATING OFFICE: OFFICE OF POLICY AND RESEARCH  

Background  
The CIS Testing Facility (CTF) has been notified by DHMH that eligibility workers are not properly entering the Social Security claim number on the UINC screen for QMB, SLMB, and MA Assistance Units. Although the Social Security claim number is not a mandatory requirement for CARES, it is a requirement for DHMH. This data entry field becomes mandatory on CARES for enrolling participants into the Medicare buy-in process.

Action Required  
Eligibility workers must enter the correct Social Security claim number on UINC in CARES to initiate the buy-in process. In order to verify that the Social Security number is correct, eligibility workers should use one of the following documents to verify:

1. Social Security Award Letter  
2. Client Medicare Claim card  
3. TPQY  

Thank you for your assistance in this matter. If you have any questions regarding this memo, please contact the DHR Help Desk at (410) 767-7002 or 1-800-347-1350.

cc: DHR Executive Staff  
     FIA Management Staff  
     CTF  
     DHR Help Desk  
     DHMH