



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Secretary

DATE: December 23, 2015 **TRANSMITTAL NO.:** P-15-12-0012

TO: Economic Self-Sufficiency Operations Managers
Economic Self-Sufficiency Program Offices

FROM: Dianna Laffey, Chief, Program Policy (**Signature on File**)

SUBJECT: Use of Information from the HUB for SSI-Related Medicaid

EFFECTIVE: Upon Receipt

This memorandum is to provide policy about the use of information from the Federal Data Services Hub (FDSH/HUB) as verification for Community and Long-Term Care SSI-Related Medicaid Programs.

Current Policy

When an applicant applies for Family-Related and some SSI-Related Medicaid Programs using the Self-Service Portal (SSP), the Department sends a data request to the HUB. When available, the HUB provides demographic and financial data which is displayed on the ACCESS Summary, for use in determining Family-Related Medicaid eligibility only.

Data requests are not sent to the HUB when an individual only requests coverage under a Long-Term Care Program (Institutional Care Program, Home and Community Based Services or Hospice) or any of the Medicare Savings Programs (MSP). No data from the HUB is displayed on the ACCESS Summary for these programs.

New Policy

Based on the sources used by the HUB, staff may use verification received from the HUB to determine eligibility for Community SSI-Related Medicaid, and combination Medicaid cases that may include Long-Term Care Programs and MSP, for the following technical factors as verified by the Social Security Administration (SSA) or Department of Homeland Security (DHS), as appropriate:

- *Citizenship/noncitizen status*
- *Identity*
- *Social Security Number*
- *Incarceration Status*
- *Death*

When no data is available via the HUB, or the data is questionable, staff must continue to use other verification methods already established per policy.

When an individual reports a change that will result in a change from Family-Related Medicaid to SSI-Related Medicaid coverage, do not re-verify previously verified demographic data from the HUB.

If there are policy questions, Region offices may contact Dorthene Baker at Dorthene.Baker@myflfamilies.com.

cc: Assistant Secretary for Economic Self-Sufficiency (Jennifer Lange)
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