

DHB ADMINISTRATIVE LETTER NO: 09-25, SOCIAL SECURITY NUMBER VERIFICATION PROCEDURES FOR AUTO-NEWBORNS

DATE: July 1, 2025

SUBJECT: Social Security Number Verification Procedures for Auto-Newborns

DISTRIBUTION: County Departments of Social Services
Medicaid Supervisors
Medicaid Eligibility Staff

I. BACKGROUND

The Centers for Medicare and Medicaid Services (CMS) approved a NC Medicaid 1115 waiver request with specific requirements regarding procedures for newborn beneficiaries without a Social Security number. This letter provides policy and procedures for ensuring that requirements are met for obtaining the Social Security number for auto-newborn beneficiaries. The caseworker must follow the procedures when a Social Security number (SSN) is not provided.

II. AUTO-NEWBORNS WITHOUT SSN CASEWORKER RESPONSIBILITY

A. Assisting with Obtaining the SSN for an Auto-Newborn

1. The caseworker must offer assistance at the following times:
 - a. At initial enrollment (birth)
 - b. At age one
 - c. During the recertification process at age six
2. If the parent or caretaker requests assistance with applying for an SSN for their newborn, the caseworker is **required** to provide assistance.
3. The caseworker will provide information and guidance on how to apply for an SSN at the Social Security Administration (SSA) office.
4. The following are references from the SSA office:
 - SSA Handout Pamphlet: <https://www.ssa.gov/pubs/EN-05-10023.pdf>
 - Apply online: <https://www.ssa.gov/number-card/request-number-first-time>
 - SSA Office locator: <https://secure.ssa.gov/ICON/main.jsp>
 - SSA Office Contact: Toll-free at 1-800-772-1213

8 a.m. to 7 p.m., Monday through Friday

B. Requesting the SSN

1. If the child's SSN is not available at the following times, caseworkers must request the child's SSN on the DHB-5097, Request for Information:
 - a. Initial enrollment
 - b. The end of the ANB period (age one) when the beneficiary is on the NC FAST report: MAGI Auto Newborn SSN Details

The report is located here:

NC FAST>>>O&M Reports>>>MAGI>>>NFOMD030C-MAGI Auto Newborn SSN Details
 - c. Recertification at the end of the continuous eligibility period (age six)
2. Caseworkers are reminded to check all electronic sources and agency records prior to requesting the SSN from the parent/caretaker.
3. When an SSN is not provided prior to the end of the month of the first birthday for the newborn, the NC FAST system will continue the Medicaid eligibility through age six.

C. Auto-Newborns Continuous Medicaid Eligibility

1. Auto-newborn beneficiaries will continue Medicaid eligibility up to the age of six without interruption **except** for the following change in circumstances:
 - Moved to another state
 - Caretaker request to terminate Medicaid
 - Deceased
2. When these circumstances are reported to the local agency, the caseworker will refer to MA-3410, Change in Circumstance, Terminations, and Reopening policy for procedures.

III. AUTO-NEWBORNS ATTAINING THE AGE OF SIX

The caseworkers must follow the procedures during the ex-parte process for the child attaining the age of six:

A. When the Child Attains Age Six at the End of the Certification Period

1. Two months prior to the month the child turns age six, NC FAST will attempt to recertify ex-parte via the straight-through process (STP).
2. When the SSN is unavailable using electronic sources, the child's recertification will fall out of STP. The caseworker will:

- a. Determine the reason for the fall out
 - b. Update evidence if the SSN is available
 - c. Request verification if the SSN is unavailable
3. The child's SSN is required to continue to be eligible.
 4. If the SSN is not provided at the end of the certification period, the Medicaid benefits will terminate for the child.
 5. The caseworker will send a timely DSS/DHB-8110 notice.

B. 90-Day Re-Open

1. If the SSN is **provided** during the 90-day period from termination, the case must be re-opened. Refer to MA-3410, Change in Circumstance, Terminations, and Reopening policy.
2. If the SSN is **not provided** at the end of 90-day period from termination, the caretaker must complete an application for the child. An SSN will be required to determine eligibility.

IV. EFFECTIVE DATE OF CHANGE AND IMPLEMENTATION

The policy and procedures in this letter are effective as of the date of this letter.

If you have any questions regarding this information, please contact your Medicaid Operational Support Team representative.

DocuSigned by:



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Jay Ludlam

Deputy Secretary, NC Medicaid