Baby Add Desk Aid

Reference Process Help 3.1

Baby Add from start to finish (not already added by EDS)

1. Select the *Add Person* radial button on the case summary screen and hit "next." This will begin the person add driver flow.
2. Update the *Household Members* page with the newborn's information.
3. On the Program Request pages, update the *Begin Months* and *Program Filing Dates* for **ALL** programs to the date of birth of the newborn.
4. Update the Household Relationships page as follows:
   a. If the father is in the home, check the Birth Record Query for the newborn. If the father is not yet listed on the Birth Query, the relationship for the potential father should be entered as **CLAIMED FATHER**. This counts all income from the potential father for FS but not for BC. ****Do not use Acknowledged Father****
      If paternity has been established, the relationship should be entered as **ADJUDICATED FATHER.**
5. Update *Permanent Demographic* and *Current Demographics* for the newborn as follows:
   a. Permanent Demographics- Verification codes for citizenship in this screen should read as:
      i. Verification: **?- Not Yet Verified**
      ii. US Citizenship MA Verification (if a CEN): **NB- Newborn (CEN)**
      iii. SSN Application Date: Enter the child's DOB and **PN- Not Yet Verified for W-2 or CC**

   b. Current Demographics- Verification codes for identity in this screen should read as:
      i. Identification Verification: **?-Not Yet Verified**
      ii. Identification MA Verification: **NB-Newborn**

6. Pregnancy Screen (the worker needs to go directly to this page as it is not scheduled in the Person Add driver flow)
   a. Update the begin month of the Pregnancy screen to the MM/YYYY of the child's DOB but do **NOT** enter an end month.
   b. Enter the child's DOB as the Pregnancy End Date.
7. Newborn Screen (the worker needs to go directly to this page as it is not scheduled in the Person Add driver flow)
   a. Build a newborn screen with the begin month as the MM/YYYY of the child's birth.
   b. Select the child's name under *Individual* and enter **NO** to "*Was this child's mother eligible for any non-CARES MA at the time of the child's birth?*" unless one of the following is true:
      i. If the mother was an immigrant open under BadgerCare Plus Prenatal (567) or Emergency MA because she does not meet the citizenship requirement, enter **YES** for this question and then select **CATEGORICALLY NEEDY**.
      ii. If the mother was eligible for non-CARES MA (Example: SSI-MA), enter **YES** for this question and then select **CATEGORICALLY NEEDY.**
8. If the father/mother is not in the home **or** paternity is not yet established, an Absent Parent screen must be built.
   a. Locate the Absent Parent page that was previously built for the pregnancy.
      i. **Refer to IV-D?** should indicate **YES**
      ii. Update the Maternity indicator to show as a delete reason of **LB- Live Birth**
      iii. Add a new line using the newborn's name and **N- Paternity Not Established for this Child**
9. Run and confirm eligibility beginning with the month of the child's birth and then for ongoing months.
10. Make case comments and issue FS Supplement, if needed.

1. On the Program Request pages, update the *Begin Months* and *Program Filing Dates* for **ALL** programs to the date of birth of the newborn.
2. Update the Household Relationships page accordingly (there should be no Q? verification codes entered)
   a. If the father is in the home, check the Birth Record Query for the newborn. If the father is not yet listed on the Birth Query, the relationship for the potential father should be entered as **CLAIMED FATHER**. This counts all income from the potential father for FS but not for BC. ****Do not use Acknowledged Father**
   If paternity has been established, the relationship should be entered as **ADJUDICATED FATHER.**
3. Update *Permanent Demographic* and *Current Demographics* for the newborn as follows:
   a. Permanent Demographics- Verification codes for citizenship in this screen should read as:
      i. Verification: **MB- Medicaid Birth Claim**
      ii. US Citizenship MA Verification (if a CEN): **MB- Medicaid Birth Claim**
      iii. SSN Application Date: Enter the child's DOB and **PN- Not Yet Verified for W-2 or CC**

   b. Current Demographics- Verification codes for identity in this screen should read as:
      i. Identification Verification: **MB-Medicaid Birth Claim**
      ii. Identification MA Verification: **NB-Newborn**

4. Pregnancy Screen (the worker needs to go directly to this page as it is not scheduled in the Person Add driver flow)
   a. Update the begin month of the Pregnancy screen to the MM/YYYY of the child's DOB but do **NOT** enter an end month.
   b. Enter the child's DOB as the Pregnancy End Date.
5. Newborn Screen (the worker needs to go directly to this page as it is not scheduled in the Person Add driver flow)
   a. Build a newborn screen with the begin month as the MM/YYYY of the child's birth.
   b. Select the child's name under *Individual* and enter **NO** to "*Was this child's mother eligible for any non-CARES MA at the time of the child's birth?*" unless one of the following is true:
      i. If the mother was an immigrant open under BadgerCare Plus Prenatal (567) or Emergency MA because she does not meet the citizenship requirement, enter **YES** for this question and then select **CATEGORICALLY NEEDY**.
      ii. If the mother was eligible for non-CARES MA (Example: SSI-MA), enter **YES** for this question and then select **CATEGORICALLY NEEDY.**
6. If the father/mother is not in the home or paternity is not yet established, an Absent Parent screen must be built for this child.
   a. Locate the Absent Parent page that was previously built for the pregnancy.
      i. **Refer to IV-D?** should indicate **YES**
      ii. Update the Maternity indicator to show as a delete reason of **LB- Live Birth**
      iii. Add a new line using the child's name and **N- Paternity Not Established for this Child**
7. Run and confirm eligibility beginning with the month of the child's birth and then for ongoing months.
8. Make case comments and issue FS Supplement, if needed.