

# Information Memorandum Transmittal Developmental Disabilities Services



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**Number:** APD-IM-19-103

**Issue date:** 12/13/2019

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** Social Security Cards and CMEU Applications

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                               | <input type="checkbox"/> County Mental Health Directors                                  |
| <input type="checkbox"/> Area Agencies on Aging: {Select type}           | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities              | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                       | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services           |
| <input checked="" type="checkbox"/> County DD program managers           | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU)                 |
| <input type="checkbox"/> Support Service Brokerage Directors             | <input type="checkbox"/> Other ( <i>please specify</i> ):                                |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services |  |
| <input checked="" type="checkbox"/> Child Welfare Programs               |  |

**Message:**

There are acceptable alternatives when a child's Social Security card cannot be located or obtained.

Social Security cards provide the fastest way to verify a child's Social Security number (SSN), which is a required part of the Children's Medical Eligibility Unit (CMEU) financial eligibility process for children referred to foster care, residential care, or Presumptive Medicaid Disability Determination Team (PMDDT). At times it can be difficult to obtain a child's Social Security card or replacement card. Alternative documents that verify a child's SSN are acceptable. CDDPs should not delay in submitting the child's CMEU application or referral. Instead, CDDPs can obtain and provide the following documents in lieu of the child's Social Security card:

1. Copy of parent/guardian's tax return including the child's name and SSN.
2. A letter from the Social Security Administration including the child's name and SSN.
3. A current or past Supplemental Security Income (SSI) award letter.

If neither the child's Social Security Card or other documentation is available, do not delay in submitting the application. Instead, please submit the application or referral packet as-is via secure email to CMEU and explain the situation in the body of your

email. Sometimes, CMEU is able to verify a child's SSN through other state databases. Your initial secure email should provide as much information as possible. CMEU will contact you if other questions arise or other documentation is needed.

*If you have any questions about this information, contact:*

Contact(s): Barbara Carroll	
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Email: Barbara.e.carroll@dhsosha.state.or.us	