

BABY ADD (Process Help 3.1)

There are normally 3 ways newborns can be reported: Online change, calling and by Fiscal Agent

***STEPS TAKEN WHEN NEWBORNS ARE REPORTED VIA CALL CENTER

When a newborn's birth is reported, navigate to the Pregnancy page for the mother and enter the newborn's birth date in the Pregnancy End Date field to end the pregnancy. This ends the pregnancy and begins the pregnancy extension correctly. **Do not end date the pregnancy page at this time, doing so at this time causes the pregnancy extension to fail.** It is recommended to end date and delete this page at the next renewal.

The screenshot displays the 'Pregnancy' page in a software application. On the left is a 'Navigation Menu' with 'Pregnancy' selected. The main area contains the following fields:

- Effective Period:** Begin Month: 03 / 2020; End Month: MM / YY (circled in red with a callout: "Do not enter an End Month at this time."); Last Updated: 03/30/2020
- Additional Information:**
 - Individual: 30F PP
 - Pregnancy Verification: NQ - NOT QUESTIONABLE
 - Pregnancy Verification Date: 03 / 30 / 2020
 - Fetus Number: 1
 - Fetus Number Verification: NQ - NOT QUESTIONABLE
 - Due Date: 10 / 31 / 2020
 - Due Date Verification: NQ - NOT QUESTIONABLE
 - Third Trimester Begin Date: 08/08/2020
 - Pregnancy End Date: 11 / 01 / 2020 (circled in red with a callout: "Enter the birth date of the newborn here.")

Click **Next** to continue through the mini driver flow.

In some circumstances, the Treatment Needs Question (TNQ) page schedules in the driver flow after the Pregnancy End Date is entered on the Pregnancy page. Update the Begin Month to the month the newborn was born. The ?-Response Not Yet Provided auto-populates for the TNQ response. The response to this question is only required for a childless adult and will not cause eligibility for the pregnancy extension to pend or fail.

Continue the driver through to the Initiate Eligibility page.

Initiate Eligibility, and confirm the pregnancy extension on the Confirm Eligibility page in CWW.

Click the "Add Person" work flow option from the Case Summary page to initiate the driver flow. Enter the birth month of the newborn into the Enter Begin Month for New Data field, at the bottom of the page before clicking **Next**.

The **Household Members** page displays.

Enter the known information for the newborn on the Household Members page.

If the SSN is provided, enter the SSN in the SSN field with a C (Completed Requirements) verification code. If no SSN is provided leave the SSN field blank. An SSN is entered once it is provided.

Click **Next**.

The **Program Request** pages display. ******This is where you would start manually when the State already had partially added the baby to the case. Go to each program manually and update filing date with DOB**

Enter the newborn's birth month into the Begin Month field and their birth date into the Program Filing Date field. Update the Individual Request for the newborn on all of the Program Request pages. The "AE779 PERSON ADD-Update the 'Begin Month' and 'Program Filing Date' in order to run eligibility successfully" banner displays on each Program Request page.

Fiscal agent staff not to update any dates. IM workers must return to these pages and update the dates so that eligibility runs successfully.

Click **Next**.

The **Household Relationships** page displays.

Enter the correct relationships of each household member to one another and update the verification codes when appropriate.

Fiscal agent staff are trained to complete this step with the information available to them. IM workers must review the relationships for accuracy.

The **Relevance Results** page displays, review the newborn's information for accuracy and click Next and clearance and the relevance runs on the newborn.

The Individual Clearance Results page displays. The newborn is determined relevant.

Individual Clearance									
	First Name	MI	Last Name	Suffix	SSN	Birth Date	Gender	PIN	
Entered:							Female		
Result:	Pass								

Buttons: Add Case Comment, Previous, Next

Once the newborn is through clearance and relevance, CARES assigns an MCI and PIN number to the newborn. The MCI ID and PIN numbers are viewable on the Individual Summary page or the Case Member History page. This MCI ID number is the newborn's Member ID for claim billing purpose in Interchange. This member ID number is used for any manual certification within interchange.

Permanent Demographics page displays. Complete this page with the information known about the newborn. Pay special attention to the following fields.

US Citizenship MA Verification

This field on the Permanent Demographics page is important for health care and must be properly coded. CEN's are exempt from the citizenship verification requirement ([BCHB 4.2.2](#)) the "NB-Continuously Eligible Newborn" code must be entered in the US Citizenship MA Verification field for CENs. Not all newborns are CEN's. See [BC+HB 8.2](#) for CEN policy. If a birth query is available for a newborn that is not considered a CEN, enter the "BQ-Birth Query" verification code and enter the State File Number.

SSN Application Date:

Many hospitals provide the mother with an SSN application at the time of delivery. A copy of this form can be used to verify the SSN Application Date. See [FSHB 3.13.1.2](#). Complete the rest of the page and click Next.

SSN Override Verification:

If an SSN or the SSN application date isn't provided, enter a "?-Not Yet Provided" in the SSN Override Verification field. Eligibility doesn't pend MAGB for the SSN Override Verification until renewal.

Completed 1 of 2

Individual Demographic Information

Effective Period
Last Updated: 11/02/2020

Individual Details

* Individual: [REDACTED] OF DAU

* Language: E - ENGLISH

* Are you a US citizen: Yes

US Citizenship Verification: ? - NOT YET VERIFIED

US Citizenship MA Verification: NB - CONTINUOUSLY ELIGIBLE NEWBC

* Birth Place: [REDACTED]

Date Of Death: MM / DD / YYYY

Alert Flag 1: [REDACTED]

Alert Flag 2: [REDACTED]

SSN Information

SSN: Not Provided

SSN Exemption: [REDACTED]

W-2 Initial Exemption: [REDACTED]

SSN Application Date: MM / DD / YYYY

SSN Override Verification: ? - NOT YET PROVIDED

State File Number: [REDACTED] Birth Query

Source: [REDACTED]

* Refutation Due Date: [REDACTED]

For a CEN, enter the NB-Continuously Eligible Newborn code in the US Citizenship MA Verification field.

If an SSN or the SSN Application Date isn't provided, enter "?- Not Yet Provided" in the "SSN Override Verification" field. Eligibility doesn't pend MAGB for this verification until renewal.

CARES automatically populates the US Citizenship Verification and US Citizenship MA Verification fields with NX – CONTINUOUSLY ELIGIBLE NEWBC if an individual is confirmed eligible for BadgerCare Plus in CARES as a continuously eligible newborn with an assistance group type of 1.

Individual Demographic Information

Effective Period
Last Updated: 11/03/2020

Individual Details

* Individual: [REDACTED] OF DAU

* Language: E - ENGLISH

* Are you a US citizen: Yes

US Citizenship Verification: NX - CONTINUOUSLY ELIGIBLE NEWBC

US Citizenship MA Verification: NX - CONTINUOUSLY ELIGIBLE NEWBC

* Birth Place: [REDACTED]

Date Of Death: MM / DD / YYYY

Alert Flag 1: [REDACTED]

* Refutation Due Date: [REDACTED]

State File Number: [REDACTED] Birth Query

Source: [REDACTED]

Current Demographics page displays:

Complete this page with the newborn's information. Pay special attention to the following fields:

Effective Period:

Enter the newborn's birth month into the Begin Month field.

Identity Verification:

Enter a verification code in the Identity Verification field for non-Health Care programs based on program requirements. Entering a "?-Not Yet Verified code" in this field pends non-Health Care programs when identity verification is required.

Identity MA Verification:

The Identity MA Verification field is auto-populated with the verification code entered for the US Citizenship MA verification field on the Permanent Demographics page.

SSN Cooperation:

The SSN Cooperation field is required to be completed for all programs. This field must be updated appropriately according to each program policy.

Living Arrangement Information:

Enter the newborn's birth month in the Effective Period Begin Month field. Enter the Living arrangement code "01-Independent (HOME/APT/TRLR)".

Click **Next**.

The **Benefits Received** page displays. Answer the questions appropriately and click **Next**.

The **Individual Non-Financial Gatepost** page displays.

Answer **Yes** to the question "Is anyone in your household under age 13 months?" and click **Next**. This schedules the **Newborn** page.

The **Newborn** page displays.

When entering Newborn details, it is important to answer the question "Was the child's mother eligible for any non-CARES MA at the time of the child's birth?" correctly.

Answer **Yes** if the mother received non-CARES MA such as:

- Emergency Services Medicaid or
- Katie Becket or
- SSI Medicaid or
- Foster Care Medicaid or
- Adoption Assistance Medicaid or
- Wisconsin Well Woman Medicaid.
- BadgerCare Plus Prenatal Program (as a non-qualifying immigrant)

Answer **No** if the mother is open for BadgerCare Plus or Medicaid in CARES when the **baby** is born.

Click **Next**.

The screenshot shows the 'Newborn' page in a software application. The page has a navigation menu on the left with 'Newborn' selected. The main content area is titled 'Newborn' and contains an 'Effective Period' section with 'Begin Month' set to 11/2020 and 'End Month' as MM/YYYY. Below this is a 'Details' section with an 'Individual' dropdown set to 'DAU'. Two callout boxes provide instructions: one points to the 'Begin Month' field stating 'The Begin Month must be the month of the newborn's birth.', and another points to the 'Was this child's mother eligible for CARES MA...' question, stating 'This field is defaulted to Y-Yes and cannot be changed.'

The **Absent Parent** page displays when one or both parents of the newborn are not living in the household. CARES determines whether or not there is an absent parent from information entered on the household relationships page. For information about how to complete the Absent Parent page, [SEE PH 65.0 ABSENT PARENT](#). Update the Absent Parent page with any information provided regarding the absent parent's information.

Workers must take the following steps to update the Absent Parent page when adding a newborn to the case.

1. Select the Pencil Icon
2. Click the "Delete" box
3. Enter "LB-Live Birth" for the Delete Reason
4. Select Update.
5. Select the Newborn from the "Individual" drop down
6. Select the Legal Parentage Status
7. Select Add.

W-2 Refusal to Participate
 Room and Board Paid
 Youth Exiting Out-of-Home Care
Absent Parent
 Child Support Non-Cooperation Instance Tracking
 Other Health Care Programs
 Asset Information
 Employment Queues
 Employment
 Unearned Income
 BC+ Tax Deductions

Absent Parent Address

Number Unit Direction St / Rural Rt / Box Number Suffix Quadrant Apt

Additional Address Info

City State ZIP Phone

Absent Parent Additional Information

Absent Parent KIDS PIN:

* Absence Begin Date: 03 / 01 / 2020 * Absence Reason: NM - NEVER MARRIED

* Refer to IV-D? Yes Reason for Not Referring:

Maiden Name: Marriage Date: MM / DD / YYYY

Children of this Absent Parent / If Child is Unborn, Enter Child's Mother.

Individual	Legal Parentage Status	Delete	Delete Reason
30F PP	M - Maternity indicator for non-m:	<input checked="" type="checkbox"/>	LB - LIVE BIRTH

Reset Update

Individual	Legal Parentage Status	Delete Reason
30F PP	M - MATERNITY INDICATOR FOR NON-MARRIED PREGNANT WOMAN	LB - LIVE BIRTH

Question
 Health Survey
 Drug Felon
 CC IPV Penalty
 FS IPV Sanction
 W-2 IPV Penalty
 W-2 Refusal to Participate
 Room and Board Paid
 Youth Exiting Out-of-Home Care
Absent Parent
 Child Support Non-Cooperation Instance Tracking
 Other Health Care Programs
 Asset Information

*First Name MI *Last Name Suffix *Gender SSN Birth Date

M - MALE

Absent Parent Address

Number Unit Direction St / Rural Rt / Box Number Suffix Quadrant Apt

Additional Address Info

City State ZIP Phone

Absent Parent Additional Information

Absent Parent KIDS PIN:

* Absence Begin Date: 03 / 01 / 2020 * Absence Reason: NM - NEVER MARRIED

* Refer to IV-D? Yes Reason for Not Referring:

Maiden Name: Marriage Date: MM / DD / YYYY

Children of this Absent Parent / If Child is Unborn, Enter Child's Mother.

Individual	Legal Parentage Status	Delete	Delete Reason
0F DAU	N - Paternity not established for t	<input type="checkbox"/>	

Reset Add

Individual	Legal Parentage Status	Delete Reason
30F PP	M - MATERNITY INDICATOR FOR NON-MARRIED PREGNANT WOMAN	LB - LIVE BIRTH

1. The **Employment, Unearned Income Expense BC+ Tax Deduction, and Medical Gatepost** pages are scheduled in the person add driver flow. Update these pages with any information provided. Click **Next**.
2. The **Tax Filing Details** page displays. Update this page based on the information the member provides about their tax filing circumstances.
3. The **Generate Summary** page displays. Update the "What would you like to do" field to NA-Do Not Generate and click **Next**. Refer to [PH 1.6.1.8](#) about when a summary must be generated.
4. **Initiate Eligibility** page displays.
5. Run eligibility with dates beginning with the month of the newborn's birth. After the eligibility results are reviewed and determined correct (MAGB for a CEN eligible newborn) confirm on the Confirm Eligibility page in CWW.

1. Return to the Initiate Eligibility page and run eligibility for recurring months of eligibility. When eligibility is correct (MAGB for a CEN eligible newborn), confirm on the Confirm Eligibility page in CWW.
2. Supplement FoodShare and Caretaker Supplement benefits as appropriate

*****STEPS COMPLETED BY FISCAL AGENT (Forward Health)**

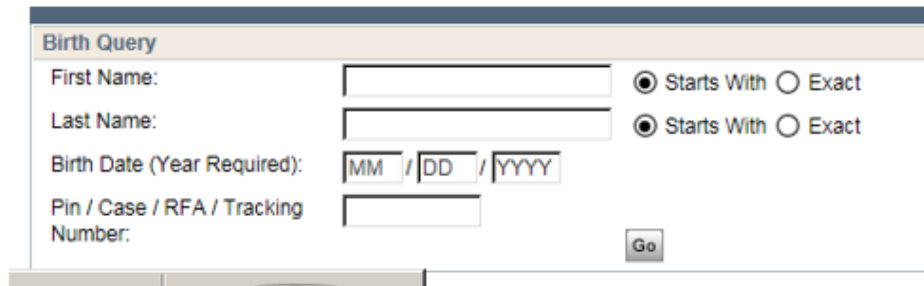
- Report of baby's birth received centrally and newborn added to CWW and run through clearance to obtain MCI ID
- Newborn added to household member's page and household relationships are updated.
- Worker receives an alert to run eligibility

Start the process with updating all program filing dates with newborn's date of birth.

IMPORTANT THINGS TO DO:

- Check birth query (this will verify who is listed on certificate) to know what HH relationship codes should be.**if father is not listed, relationship should be 'claimed father'
- End pregnancy on pregnancy page
- Add newborn page
- AP page will need to be updated and referral made if paternity has not been determined

HINTS FOR USING THE BQ



The image shows a screenshot of a web form titled "Birth Query". The form has a light blue header bar with the title. Below the header, there are four rows of input fields. The first row is "First Name:" with a text input box and radio buttons for "Starts With" (selected) and "Exact". The second row is "Last Name:" with a text input box and radio buttons for "Starts With" (selected) and "Exact". The third row is "Birth Date (Year Required):" with three separate input boxes for "MM", "DD", and "YYYY". The fourth row is "Pin / Case / RFA / Tracking Number:" with a text input box. A "Go" button is located to the right of the fourth row.

- Always select “Starts With”
- Exact DOB not needed – just search by the year of birth
- First name not needed – try searching by just last name
- Try using multiple last names – check AP’s last name, other siblings’ last names, etc