

## 2. Income Eligibility Verification System (IEVS)

The Income Eligibility Verification System (IEVS) is mandated by federal law and is a computerized system that matches the applicant/beneficiary information to other databases in order to ensure factors affecting eligibility are known to the county. When an applicant/beneficiary name and/or Social Security Number (SSN) produces a match, the system returns information through an interface with CalWIN. IEVS information may also be available through an on-line query of the MEDS system.

IEVS is divided into two separate systems, which are:

System Name	Operated By
Applicant System	Department of Health Services (DHS)
Recipient System	Department of Social Services (DSS)

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### 2.1 Applicant System

#### 2.1.1 Frequency of Matches

The "Applicant System" provides information in the following situations:

- Applications (including Add a Program)
- A person with a SSN is added to an active case, or
- A SSN is entered/changed for a person in an active case.

Within three to five calendar days, the information is available on-line in CalWIN. [Refer to Interfaces - "Search for IEVS Applicant Reports" in the CalWIN OLUM for instructions on how to access these reports.]

#### 2.1.2 Current Matches

Under the Applicant System, current matches are made against:

- State welfare information files
- California State Employment Development Department (EDD) wages, Unemployment Insurance Benefits (UIB) and Disability Insurance Benefits (DIB) and New Hire Registry (NHR) files
- California State Franchise Tax Board (FTB) interest and dividend files
- CalWORKs/CalFresh disqualification and overpayment/overissuance files

- Social Security Administration Title II, Title XVI and Medicare benefit files, 40-Quarter Work History files, Social Security Number Validation files and Nationwide Prisoner files
- Federal Employer Identification Number (FEIN) information.

### 2.1.3 Abstracts

An electronic abstract is generated for each individual who provided a SSN. The information on the abstract is confidential and adequate precautions must be taken to ensure the information remains confidential.

The EW assigned to the task must review the "IEVS Applicant Report Abstract" to ensure the county submitted correct case and person data to DHS for the IEVS Applicant match. The abstract displays the person's name, sex, DOB, SSN and the SSN Verification Status. If applicant information is correct, the EW must review the match result columns to see which of the inquires resulted in a match. The columns displaying after "SSN Verification" are the match columns. "Yes" or "No" is displayed in each column for each individual to signify whether there was a match or not. If the name, SSN, date of birth and sex are correct, then the information reported is pertinent to the particular individual.

If the name, SSN, date of birth, or sex are incorrect for any applicant, a new IEVS inquiry must be submitted for that person through the CalWIN interface with MEDS. Remember to correct the incorrect data in CalWIN first before requesting a new IEVS abstract. [Refer to "Send a Forced Add Transaction to MEDS" in the CalWIN OLUM for instructions on how to generate an IEVS abstract.]

### 2.1.4 Wire to Wire Third Party Query System (WTPY)

Wire to Wire Third Party Query System (WTPY) is a computer match with Social Security incorporated into the Applicant IEVS System. It provides Social Security information on RSDI and SSI/SSP Benefits, Medicare Parts A and B, Forty Quarter data and validates SSNs.

### 2.1.5 Federal Employer Identification Number (FEIN)

The Federal Employer Identification Number (FEIN) is shown on IEVS employer abstracts. In the rare case where the employer information is missing on the IEVS Reports, the worker can contact the IEVS Unit to obtain this information.

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## 2.2 Recipient System

The "Recipient System" provides income information at various times during the year, depending upon the match type. Various tolerance levels and/or threshold levels are used to ensure only information, if unreported, could be expected to impact eligibility or share of cost is sent to counties.

The IEVS Recipient System consists of the following subsystems:

- Beneficiary Earnings Exchange Record (BEER) System
- California Youth Authority (CYA) System
- Deceased Persons Match (DPM)
- Fleeing Felon Match (FFM)
- Franchise Tax Board (FTB) Asset Match System
- Integrated Fraud Detection/Earnings Clearance System (IFD-ECS)
- Internal Revenue Service (IRS) Asset Match System
- Jail Reporting System (JRS)
- Nationwide Prisoner Match (NPM)
- New Hire Registry (NHR)
- Payment Verification System (PVS)
- Asset Verification Program (AVP)

[Refer to “IEVS Recipient System,” page 5-1]]

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## 2.3 Confidentiality

Federal and State laws and regulations provide, those agencies receiving Income and Eligibility Verification Information, or information provided by other agencies through IEVS, must protect the confidentiality of the information. Any unauthorized disclosure may subject the County to sanctions by the State.

### 2.3.1 IEVS Regulations

All information pertinent to IEVS MUST be handled in a confidential manner as follows:

- The information must only be used to administer aid programs.
- The EW assigned to the task must not use the information for any purpose other than to determine eligibility and benefit level.
- IEVS information must be stored in a place physically secure from access by unauthorized persons.
- Precautions must be taken to ensure only authorized personnel are given access to on-line files.
- The county must instruct all personnel with access to IEVS information regarding the confidential nature of the data and the sanctions against unauthorized disclosure specified in State statutes.

- All IEVS forms are confidential. Hard copies of IEVS reports received or printed from the CalWIN system cannot be discarded in the trash. They must be scanned into the IDM system and/or put in a "burn bag" as appropriate.
- Other information received NOT applicable to our client on hard copies of IEVS abstracts must be blacked out. After the "altered" IEVS abstract is scanned into the IDM system, it is then to be discarded in a "burn bag".
- Hard copies of the BEER and IRS Asset Match abstracts must be kept in a locked file in the IEVS Unit. These abstracts are not available to the EW. However, this information may be shared with EWs by the IEVS Units when deemed necessary.

### 2.3.2 Federal Tax Information

Per Internal Revenue Services (IRS) standards, the handling of all federal tax information (FTI) must follow specific protocol in order to ensure adherence to all laws governing FTI.

#### Email

- FTI should not be transmitted outside the agency in either the body of an unencrypted email or as an attachment.
- The file containing FTI must be attached and encrypted.
- Ensure all messages are sent to the proper address.

#### Fax

- When sending FTI documents via fax, the fax machine must be in a secure area
- A separate notification must be sent to the recipient to notify him/her of the FTI document faxed.
- A cover sheet must be included on all fax transmissions that provides notification of the sensitivity and need for protection of the data.

#### Identification

All documents containing FTI must be clearly labeled with "Federal Tax Information" on the document.

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## 2.4 Informing Requirements

### 2.4.1 Informing Regulations

All cash aid, CalFresh and Medi-Cal applicants must be informed verbally and in writing that:

- All persons applying for and requesting assistance must apply for and/or provide a Social Security Number, unless specifically exempted by regulations
- SSNs will be compared with records from the Social Security Administration
- SSNs will be used in computer matches to check income and assets with records of tax, welfare, employment, and other agencies
- Differences between information provided by the individual and in the computer matches will be reviewed. All discrepancies MUST be resolved as information may have an impact on eligibility or share of cost.

### 2.4.2 "Notice of Use of Computer Systems" (SCD 1504)

The "Notice Of Use Of Computer Systems" (SCD 1504) is used to notify clients about the IEVS System process and suffices the State's requirement to verbally inform clients about IEVS. The EW must review the SCD 1504 with the client and document that the SCD 1504 was reviewed.

An SCD 1504 is included in each intake packet. During the annual redetermination, the EW assigned to the task must give/send the client the SCD 1504 and inform the client of IEVS and its use in verifying continuing eligibility.



#### Exception:

An SCD 1504 is not required for Medi-Cal RV packets.

### 2.4.3 SSN Not Provided

If the SSN of any excluded individual is not provided or is not available for the IEVS/PVS match, the eligibility of the assistance unit CANNOT be affected. Document the circumstances in the case record.



#### Example:

An undocumented noncitizen is applying for Medi-Cal only and qualifies for restricted benefits.

## 2.5 IEVS as a Verification

### 2.5.1 Primary Source Verification

IEVS information may be used as a verification. If the client disagrees with the information provided by IEVS, additional verification is required. The chart below identifies what IEVS information can be used as verification for each program.

**Table 2-1:**

SOURCE:	Cash Aid <sup>a</sup>	CalFresh	MEDI-CAL
SSN	YES	YES	YES
Social Security Benefits	YES	YES	YES
SSI	YES	YES	YES
UIB/DIB	YES	YES	YES
Out of State Cash Benefits	NO	NO	NO

a. Cash Aid includes TANF, CalWORKs, Cash Assistance Program for Immigrants (CAPI), General Assistance (GA), Foster Care and Refugee Cash Assistance.