

Department of Public Health
and Human Services

Section:
Application Processing

HEALTHY MONTANA KIDS

Subject:
Verification and Documentation

Supersedes: New to HMK Manual

General Rule – Non-financial and financial eligibility criteria must be verified and/or documented before a child can be enrolled in the Healthy Montana Kids (HMK) Plan. When a new or renewal application is received, the HMK Eligibility Specialist must query all available and applicable computer systems (e.g., SEARCHS (child support), MISTICS (wages and unemployment), SOLQ (Social Security, etc.) to establish the accuracy of information on the application. Verification or documentation of information not required to determine HMK eligibility cannot be requested (e.g., Social Security numbers for parents, proof of a parent's citizenship or alien status, etc).

NOTE: Applications close 45 days after receipt if the family does not provide HMK requested information.

Before a child can be enrolled in a HMK coverage group, certain information must be verified, such as:

1. The child's citizenship or alien status (see HMK 3.3 and HMK 3.4);
2. The child's identity (see HMK 3.5);
- ▶ **NOTE:** HMK will attempt to electronically verify a child's citizenship or alien status and identity whenever possible via SVES (State Verification and Exchange System), or will attempt to verify legal presence in the United States through SAVE (Systematic Alien Verification for Entitlement).
3. Health insurance information (see HMK 5.5); and
4. Income for all household members.

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