WA448 CUBAN PAROLEES

The following Class of Admission (COA) codes represent Cuban/Haitian entrants. They do not have to meet the 5-year bar. In addition, they meet Refugee status and could qualify for Refugee Medical if not otherwise eligible for other Medicaid programs.

- CC
- CH
- CP
- PR
- CU

If an individual has any of the above mentioned COA codes – AND – has a Country of Birth of Cuba they are treated as Refugees. This includes their spouse and children, if they are also Cuban Nationals.

> **NOTE:** There is an exception. If an individual has a COA Code of CU7 this indicates they are NOT a Cuban National and are therefore ineligible. Currently KEES approves benefits for an individual with a COA Code of CU7. If this is the case please see Section B of this workaround.

Section A

KEES currently does not include the above mentioned COA codes in the Section Code drop-down list on the **Non-Citizenship** page. If a user receives one of the above mentioned COA Codes for an individual when completing an online Systematic Alien Verification for Entitlements (SAVE) verification or a Verify Lawful Presence Interface (VLP) query they need to complete the following workaround to approve benefits in KEES.

NOTE: This workaround assumes that all relevant Non-Financial and Financial Data Collection Pages, Requested Medical Types (RMT) and other pertinent case information needed to complete the EDBC determination has been entered.

1. Navigate to the **Non-Citizenship Status List** page.
2. Review the **Non-Citizenship Status List** page.
   a. If a **Non-Citizenship Record** does not exist for the individual click the **Add** button to add a new record.
   b. If a **Non-Citizenship Record** exists review the record by clicking on the Name hyperlink.
      i. If the record was created via Data Acceptance and is the original record then it can be edited. Click the **Edit** button and proceed to **STEP 3**.

ii. If the record is an existing Verified record and the Non-Citizenship status for the individual is being changed then the record should not be edited and the user should add a new record. Click the **Close** button and from the **Non-Citizenship Status List** page click the **Add** button and proceed to **STEP 3**. This allows the existing record to be effective dated.

3. Complete the following fields on the **Non-Citizenship Status Detail** page:
   a. **Name** (Only if Adding): Select the Individual's **name** from the drop-down list.
   b. **USCIS Document**: Select **I-151, I-551, Passport or I-94 Annotated with I-551 & Section Code** from the drop-down list.
   c. **Section Code**: Select **RE6** from the drop-down list.
   d. **Refugee Type**: Select **Refugee** from the drop-down list.
   e. **Country of Citizenship**: Select **Cuba** from the drop-down list.
   f. **Alien Number**: Enter the **Alien number** if known from the Immigration Document, received from online SAVE or VLP interface query. If unknown enter **9999999999**.
   g. **Date of Entry**: Enter the **Date of Entry** if known from the Immigration Document, received from online SAVE or VLP interface query. If unknown enter the 1st day of the application month.
   h. **Verified**: Select **Verified** from the drop-down list.
   i. **Initial SAVE Status**: Select **Refugee** from the drop-down list.
   j. **Begin Date**: Follow normal case processing rules for determining the correct **Begin Date** for the record.

4. Click the **Save and Return** button.
5. Log in the Journal Narrative the following: 'WA 448- Cuban Parolees was used to Code the Non-Citizenship record for <individual's name>.'
6. Continue with normal case processing.

Section B

Currently KEES approves benefits for an individual with a COA Code of CU7. If a user receives a COA Code of CU7 for an individual when completing an online Systematic Alien Verification for Entitlements (SAVE) verification or a Verify Lawful Presence Interface (VLP) query they need to complete the following workaround to deny benefits in KEES.

NOTE: This workaround assumes that all relevant Non-Financial and Financial Data Collection Pages, Requested Medical Types (RMT), other pertinent case information needed to complete the EDBC determination has been.

1. Navigate to the **Non-Citizenship Status List** page.
2. Review the **Non-Citizenship Status List** page.
   a. If a **Non-Citizenship Record** does not exist for the individual click the **Add** button to add a new record.

b. If a **Non-Citizenship Record** exists review the record by clicking on the Name hyperlink.
        i. If the record was created via Data Acceptance and is the original record then it can be edited. Click the **Edit** button and proceed to **STEP 3**.
        ii. If the record is an existing Verified record and the Non-Citizenship status' for the individual is being changed then the record should not be edited and the user should add a new record. Click the **Close** button and from the **Non-Citizenship Status List** page click the **Add** button then proceed to **STEP 3**. This allows for the existing record to be effective dated.
3. Complete the following fields on the **Non-Citizenship Status Detail** page:
   a. **Name** (Only if Adding): Select the Individual's **name** from the drop-down list.
   b. **USCIS Document**: Select **Undocumented** from the drop-down list.
   c. **Country of Citizenship**: Select **Cuba** from the drop-down list.
   d. **Verified**: Select **Verified** from the drop-down list.
   e. **Initial SAVE Status**: Select **Non-Immigrant** from the drop-down list.
   f. **Begin Date**: Follow normal case processing rules for determining the correct **Begin Date** for the record.
4. Click the **Save and Return** button.
5. Log in the Journal Narrative the following: 'WA 448- Cuban Parolees was used to Code the Non-Citizenship record for <individual's name>.'
6. Continue with normal case processing.

Document Change Log

Date	Version	Author	Change Description
06/02/2016	2.6	Jonathan A. Garcia	Original Document

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