

Usable Case Number

A usable case number must only contain Medical program blocks and have an appropriate **Case Head** for the related application. There are four Medical program blocks: Medical, Presumptive Eligibility, AIDS Drug Assistance Program (ADAP), and State Supplemental Payment Program (SSPP).

The Foster Care and Adoption Medical programs have separate case numbers.

Presumptive Eligibility (PE) programs are always in a PE program block; however, they can share a case number with other Medical programs.

Medical cases have a single ADAP Program block, each additional request for ADAP will require a separate case.

A **Case Head** is the owner of the case. A **Case Head** is never removed; therefore, if the **Case Head** is not in the home, their case is not used for an incoming application. The **Case Head** is the person whose name displays in the banner at the top of the page while the user is in the context of a case, next to the **Case Name**.

NOTE: Not all companion cases are being set automatically when the **Case Head** is the same on two or more cases. Staff should utilize the **Person View** page to determine if the individual is associated with any additional cases.

To Determine if a Case Number is Usable:

1. Is the **Primary Applicant** a **Case Head** on an existing KEES case?
 - a. If yes, go to STEP 2.

- b. If *no*, go to STEP 3.
- 2. Is the consumer a **Case Head** on more than one Medical case number?
 - a. If *yes*, go to STEP 4.
 - b. If *no*, go to STEP 5.
- 3. Is the **Primary Applicant's** spouse a **Case Head** in an existing KEES case?
 - a. If *yes*, go to STEP 7.
 - b. If *no*, go to STEP 8.
- 4. Do any cases have an active Medical program block?
 - a. If *yes*, go to STEP 6.
 - b. If *no*, go to STEP 9.
- 5. Use the existing Medical case number and determine if the user has a usable program block.
- 6. If only one case number has an active program, add the program to that case number. If both case numbers have active program blocks, add the program to the case number with the most history. Proceed to **Usable Program Block**.
- 7. Is the consumer's spouse a **Case Head** on more than one Medical case number?
 - a. If *yes*, go to STEP 4.
 - b. If *no*, go to STEP 5.
- 8. Register a new case using the **Primary Applicant** as the **Case Head**. See **e-Application New Case Registration** or **Paper Application New Case Registration** for instruction about registering a new case.

9. Use the Medical case with the most recent history, then determine if the user has a **Usable Program Block**.

General Guidance:

- Long Term Care (LTC) recipients receive their own Medical program block and can share a case number with any other Medical program other than Prevention and Protection Services (PPS).
- Supplemental Security Income (SSI) recipients can share a Medical program block with other Family Medical programs.

