



Policy Directive 2019-05-01

Title: Changes to Equifax Web Portal

Date: 2019-05-07

From: Jerri Camargo, Family Medical Policy Manager

Program Impacted: All

Equifax has implemented changes on 4/15/2019 to their Web based portal for Income Verification. There are Two (2) required sections, "Usage Type" and "Pay Date Range," that will require specific options be selected when running a consumer through the Equifax system. Effective with the issuance of this directive, the instructions below will now be our default selections when using the Equifax Website.

The "Usage Type" will now display several drop downs for Medical and Non-Medical. It is required that going forward KDHE and Contract staff select the "Medicaid" option for this required field. The other options listed – EES, PPS IV-E, PPS SSA, Medical, CSS and RS - are for DCF **only** and should **not** be used for medical determinations.

The "Pay Date Range" is being updated with Five (5) options – 3 Full Months, 6 Full Months, 1 Full Year, 3 Full Years and Purchase All. For Medical eligibility purposes, staff shall enter the date of application and a range of "3 Full Months." This selection will ensure all eligibility periods, including the Prior Medical months, will be looked at. Staff should **NEVER** use the options of **6 Full Months, 1 Full Year, 3 Full Years, and Purchase All** for the pay date range even though these are listed. The usage of these options is costly to the state and are not necessary for eligibility determinations. Equifax will only return active employer records where a paycheck was received within the selected time frame. Pay dates listed with a pay amount of \$0.00 will not be returned. By limiting the results to only active employers, it will save staff from researching unnecessarily.

For questions or concerns related to this document, please contact one of the Medical program staff below.

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