 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Family Support
	Chapter No./Name	00- Miscellaneous Issuances Manual
	Part No./Name	E- Executive Bulletins
	Section No./Name	E-2500 Executive Bulletins
	Document No./Name	E-2512-04 SNAP and DSNAP National Accuracy Clearinghouse (NAC)
	Effective Date	January 8, 2015

Please refer to [E-2512-02](#), SNAP and DSNAP National Accuracy Clearinghouse (NAC), effective September 25, 2014. This supplement is being issued to provide business processes for Louisiana NAC hits that are not included in the Clearance Summary (CS), but are on the Weekly NAC Duplicate Participation Report. Appropriate staff should take the following actions to clear Louisiana NAC hits.

I. Louisiana NAC Match Not Included in Clearance Summary

Timely action must be taken on all NAC matches listed on the report regardless of the match code combination within ten (10) calendar days of receipt of the report. Each hit identified as a Louisiana match must be reviewed to determine if the information provided indicates that there may be duplicate participation. Two individuals who have the same or similar name, date of birth, and/or SSNs are an indicator that these individuals may be the same person.

Use SOLQ to verify the correct SSN for each individual listed on the NAC Report.

- Enter the case Social Security Number (SSN) on the first page of the SOLQ screen and press Enter. All case members will be displayed.
- Enter an "S" to select the name of the case member being queried and press PF5.

SOLQ will display a code in the Verification Code field to verify if the SSN is valid. *(See chart in Section III below.)*


If the SSN is verified in SOLQ by Verification Code "V", clear the hit as invalid. Complete a virtual print of the SOLQ Standard Response Screen and save into OnBase for each individual to document the SSN was verified.

If the SSN is not verified in SOLQ by Verification Code "V", review the electronic case file and LAMI for other documentary evidence available to determine if dual participation exists.

If dual participation is suspected, refer the case to the Fraud and Recovery Unit by completing a Fraud Investigation Referral ([OFS 40](#)). Document actions taken to determine dual participation in Block 20 and attach a copy of the NAC hit to the [OFS 40](#). Enter a case note documenting the action taken on all cases involved.

II. Out of State NAC Match Not Included in Clearance Summary

Follow the instructions outlined in Section I of [E-2512-02](#).

 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Family Support
	Chapter No./Name	00- Miscellaneous Issuances Manual
	Part No./Name	E- Executive Bulletins
	Section No./Name	E-2500 Executive Bulletins
	Document No./Name	E-2512-04 SNAP and DSNAP National Accuracy Clearinghouse (NAC)
	Effective Date	January 8, 2015

III. Social Security Number Verification Codes

Social Security Number Verification Codes:	
Blank/.	Records failing initial edit checks and not making it as far as the verification process.
V	SSN verified.
1	SSN is not in file this response is theoretically possible, but has never been generated.
3	Surname matched, but DOB did not match NUMIDENT. The DOB on NUMIDENT will be displayed in the verified SSN Data field.
5	Surname does not match (e.g., SSN submitted for John Smith belongs to Pam Jones); DOB was checked.
F	SSN is verified (surname ignored).
M	SSN verified via MBR (Master Beneficiary Record) or SSR (Supplemental Security Record)
P	SSN verified via MBR or SSR.
R	SSN verified via MBR or SSR.
X	"Deceased Member, see Verified SSN Data for date of death."
Z	Verification code for records in which State submitted a claim account number (CAN) instead of an SSN. SSA found the CAN on the MBR, but did not verify the SSN with the NUMIDENT.
*	The input SSN was not verified. SSA located and verified the SSN shown in Verified SSN Data.
&	Multiple SSNs are provided in Verified SSN Data field, up to five. This response will immediately follow a response with an alpha verification code in about 1% of the cases. The multiple SSNs are ones which were previously issued to individuals. Benefits may or may not have been paid on the multiple SSNs.

Please contact your SNAP/CCAP Regional Program Consultant if you have any questions.