SSA INCARCERATION/SSA COMPOSITE ACTION GUIDE

INTERFACE INFORMATION

SSA Incarceration/SSA Composite verifies Social Security Administration (SSA) incarceration information.

SSA Incarceration should be checked at application, at RRR and any time a change is made on the case.

SSA Incarceration can be accessed through **Follow Up Activities** or the **Interfaces Summary** in the Interactive Interview Queue (II).

RESEARCHING THE ALERT/RESULT

Note Request status
- PR - Request and response has been received
- PE - Request is pending
- FL - Request has failed

- The request for incarceration information from SSA button is enabled when the initial Batch Request to SSA returns with a Pending or Failed status and a search is needed again.

Note Incarceration Information
- **Empty** - no incarceration found, no further action is needed
- **Populated information** - verify with the provided contact information the status of the individual

If an alert has been received from SSA for incarceration, and MA is being received, CBMS compares this information with the information in attributes and sends VCL for Felony Conviction information.

TAKING ACTION ON THE CASE

If verification/confirmation is received
- Update **Attributes** screen
- Update the **Conviction/Parole** screen to reflect received information - including date of conviction and the date of release if applicable

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