![Pennsylvania Department of Human Services logo]

**DATE:** January 30, 2018

**OPERATIONS MEMORANDUM #18-01-03**

**SUBJECT:** Manual Requests for Asset Verification through the Asset Verification System (AVS)

**TO:** Executive Directors

**FROM:** Inez Titus
Director
Bureau of Operations

**PURPOSE**

To provide background on the AVS and identify the populations subject to asset verification.

**BACKGROUND**

Section 1940 of the Social Security Act requires all states to implement an AVS. An AVS will allow the Department of Human Services (DHS) to request resource information from financial institutions that is needed to determine eligibility for Medical Assistance (MA) for the aged and disabled populations. The ability to retrieve resource information from financial institutions will improve the timeliness of eligibility decisions, improve program integrity, and deter fraud.

**DISCUSSION**

To implement the AVS for DHS, workers will have access to an online AVS portal. A user ID and password will be available for County Assistance Offices (CAOs) to manually access AVS information.

AVS will be used only to request resource information for aged and disabled applicants or recipients of MA benefits, including Long Term Care (LTC) and Home and Community-Based Services (HCBS). It will not be used to obtain information for those applying for or receiving only Modified Adjusted Gross Income (MAGI) MA, Supplemental Nutrition Assistance Program (SNAP), Low-Income Home Energy Assistance Program (LIHEAP), Family Planning, or Family Works.

Workers will submit asset verification requests at application and renewal for non-MAGI individuals who:
- Are aged 21-64 and disabled, or
- Are aged 65 or older.

More information on the AVS will be provided at a later date.

## NEXT STEPS

1. Review this Operations Memorandum with appropriate staff.

2. Direct questions regarding this Operations Memorandum to your Area Manager.

3. This Operations Memorandum will become obsolete when this information is incorporated into the MA and LTC Eligibility Handbooks.

4. Check "What's New" for additional enhancements added due to implementation of the AVS.