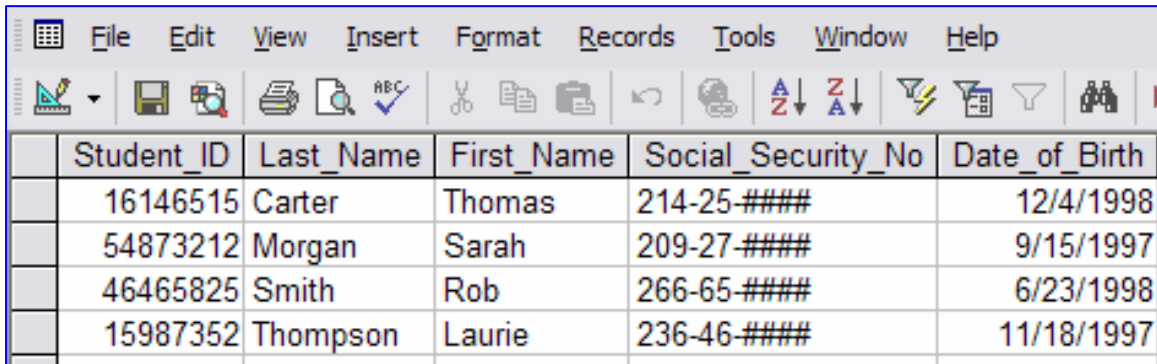


# PA Medicaid Eligibility Verification

In order to submit student data to Leader Services for PA Medicaid Eligibility Verification, your data should meet certain format requirements. These include data format, file format, and file name requirements. For instructions on uploading the file, please contact your Account Manager.

## Data Format

### Sample A. – Acceptable Data



The image shows a screenshot of a Microsoft Access database table. The table has six columns: Student\_ID, Last\_Name, First\_Name, Social\_Security\_No, and Date\_of\_Birth. The data is as follows:

Student_ID	Last_Name	First_Name	Social_Security_No	Date_of_Birth
16146515	Carter	Thomas	214-25-####	12/4/1998
54873212	Morgan	Sarah	209-27-####	9/15/1997
46465825	Smith	Rob	266-65-####	6/23/1998
15987352	Thompson	Laurie	236-46-####	11/18/1997

Sample A's data is in a Microsoft Access database table (although your school's data may be in a different type of database). You may choose to format your school's data in the database application or wait to format it until after you have exported it to an acceptable file format.

Middle initials, suffixes, periods, commas, double spaces, and special characters (e.g., asterisks) must be omitted. Social security numbers can contain dashes, but they are not required. The date format is *m/d/yyyy*. Column headers were placed in the header row and the data placed below those headers in the corresponding cells. Column headers are listed (in order, from L to R):

1. Student\_ID
2. Last\_Name (*required*)
3. First\_Name (*required*)
4. Social\_Security\_No or SSN
5. Date\_of\_Birth or DOB (*required*)

## File Formats

Acceptable file formats for submitting your school's data to Leader Services are as follows:

- .CSV – a comma separated (delimited) file.
- .TXT – a plain text (space or tab delimited) file.
- .XLS – a Microsoft Excel Workbook (Windows or Macintosh) file.

## File Names

Please use an explicit file name for each file that you submit. Some acceptable, sample file names are provided:

- Student\_Eligibility.csv
- Medicaid\_eligibility.csv
- EVS\_students.csv

**Note:** Variations of these file names are acceptable.