Issuance of identifying numbers to children prior to registration in the population registry – update

National Insurance Institute
Insurance and Collection Administration
Insurance and Health Department

29 Tammuz 5769
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Insurance Circular / 1305, Continued…

To:
Branch managers
Insurance and collection managers
Subsidiary branch managers

Re: **Issuance of identifying numbers to children prior to registration in the population registry – update**
Insurance Circular / 1305 – Continued from April 25, 2004.

General

This circular updates Insurance Circular 1305 "Issuance of Identifying Numbers According to Registration in the Population Registry", and concerns the monitoring of children who have received an identifying number and must get registered with the population registry.

Recall, Insurance Circular 1305 set out how to process children under 12 months of age who receive an identifying number through the expedited registration protocol, provided that one of the parents is a "resident".

With respect to children **over 12 months old**, when one of the parents is a "resident", no file should be opened in the system under the expedited registration protocol. In such cases, the officer must order an HDAM "Non-registration of child with Ministry of Interior" (Annex 1) notification **in the parent's file**, noting non-issuance of an identifying number.

Monitoring and residency revocation

Once an identifying number is issued to the child (under the expedited registration protocol for a child under 12 months and **subsequent to production of confirmation** that an application for registration has been filed with the Ministry of Interior for a child over 12 months), notice regarding the issuance of an identifying number and the obligation to register with the Ministry of Interior (Annex 2) will be sent to the child's parent automatically.

In order to monitor the status of children with identifying numbers at the Ministry of Interior, automatic protocols have been set up in the system – for a six-month period in cases of children over 12 months and for a period covering up to age 18 months for children who are under 12 months.

Of the following types:

a. If, by this time, the Ministry of Interior has not yet issued the child an identity [ID] card or an A/1, A/2, A/5 or A/4 visa for temporary residency, attached to an A/2, the automatic protocol will go into effect and the child's residency will be revoked as of the date on which notification was sent. The child's status field will show "non-resident, appealed" and a notice regarding revocation of residency under the National Insurance Law (Annex 3) will be sent to the parent automatically.

b. Failure to produce confirmation of status from the Ministry of Interior – resident (permanent) or an A/1, A/2, A/5 or A/4 visa for temporary residency, attached to an A/2, within 60 days will result in the permanent revocation of status.

Of the following types:

a. If, after notice regarding the issuance of an identifying number and the obligation to register with the Ministry of the Interior (Section 2, Step A) is sent, confirmation from the Ministry of Interior is produced, showing that the case is in processing, the officer must input the annotation "partial response received" in the Notice Follow-up Screen (Screen 161).
In such a case, the system will postpone the status revocation protocol for an additional 90-day period.

b. If, after notice regarding revocation of status under the National Insurance Law (Section 2, Step B) is sent, confirmation from the Ministry of Interior is produced, showing that the case is in processing, the officer must input the annotation "partial response received" in the Notice Follow-up Screen

(Screen 161).

In such a case, the automatic protocol from step B is cancelled and the system will issue a personal follow-up task for the officer.

Processing cases in which the child has been issued an ID card

A team from the head office control department routinely conducts searches to match new ID numbers issued by the Ministry of Interior to identifying numbers, and the identifying numbers are replaced with the ID numbers. In cases in which a child's parents present an ID card which includes the child's ID number, but for whatever reason, the identifying number has not been replaced with the ID number, the officer must input the annotation "ID number received" in the Notice Follow-up Screen (Screen 161). This entry cancels the automatic status revocation protocol. The officer must also send an internal memo to the head office general control department for the purpose of list uniformity.

Processing stock:

Insured persons who have received an identifying number prior to the issuance of this circular, will receive notification regarding the obligation to register with the Ministry of Interior within six months or before age 18 months, as detailed above. Notification of the obligation to register with the Ministry of Interior for an insured person under age 18 will be addressed to the parent (Annex 4) and notification to an insured person age 18 and up will be addressed to the insured person directly (Annex 5). In addition, notice of revocation of status under the National Insurance Law to an insured person under age 18 will be addressed to the parent (Annex 6) and to an insured person age 18 and up will be addressed to the insured person (Annex 7).

All staff must be informed of the content of this letter.

Sincerely,

Insurance and Collection Administration