
US CITIZENSHIP REQUIREMENTS

MA-2506 US CITIZENSHIP REQUIREMENTS

ISSUED 07/01/10 – CHANGE NO. 10-10

I. INTRODUCTION

Each applicant/recipient (a/r) must provide or cooperate in obtaining proof of U.S. citizenship. Once documented in the case record, no further requests are made unless the documents become questionable. The purpose of this section is to provide instructions for determining U.S. citizenship and identity.

The Deficit Reduction Act of 2005 (P.L. 109-171) mandated requirements that affect all Medicaid applicants and recipients claiming to be citizens of the United States. The Children's Health Insurance Program Reauthorization Act of 2009 (CHIPRA or P.L. 111-3) extended those requirements to North Carolina Health Choice applicants and recipients.

CHIPRA (P.L. 111-3) requires that Tribal enrollment or membership documents issued from a federally recognized Indian Tribe must be accepted as verification of citizenship. No further citizenship/identity documents are required. Additionally, newborn babies who are born in the United States and whose mother is covered by Medicaid for the delivery are exempt from having to provide further verification of citizenship and identity.

II. PRINCIPLE

To be eligible for full Medicaid or North Carolina Health Choice (NCHC), an individual must be a U.S. citizen or an alien admitted to the United States by USCIS under a specific immigration status. See MA-2504, Alien Requirements. Immigrants who do not meet this requirement or citizens for whom citizenship and identity are questionable are eligible for Medicaid for emergency medical services only.

III. UNITED STATES CITIZEN

A. U.S. citizens may receive full Medicaid or North Carolina Health Choice (NCHC) benefits provided all other eligibility requirements are met. All applicants and recipients claiming U.S. citizenship, must provide or cooperate in obtaining proof of citizenship and identity. Below is a list of individuals who are U.S. citizens but it is not an all inclusive list. Refer to IV.D. and V.C. for exceptions to proving citizenship and identity.

**US CITIZENSHIP REQUIREMENTS
ISSUED 07/01/10 – CHANGE NO. 10-10**

(III.)

B. A U.S. citizen is:

1. Any person born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, Virgin Islands, Northern Mariana Islands, American Samoa, Swain's Island, or
2. Any person born outside the U.S. to a U.S. citizen, or
3. A person born outside the U.S. who has been approved by USCIS as a naturalized citizen, or
4. A person born outside of the U.S. who was under the age of 18 on February 27, 2001, and who meets all of the following criteria:
 - a. Had at least one U.S. citizen parent (by birth or naturalization), and
 - b. While under the age of 18 he resided permanently in the U.S. in the legal and physical custody of the U.S. citizen parent, and
 - c. Was a lawful permanent resident before age 18.

Citizenship begins no earlier than February 27, 2001.

NOTE: 4 a. – c. also applies to an adopted child who meets the requirements applicable to adopted children under immigration law.

Individuals who meet this criteria are not automatically issued proof of citizenship by USCIS. The parent may apply for a certificate of citizenship for his child with the USCIS and/or for a passport for his child with the Department of State.

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IV. CITIZENSHIP AND IDENTITY REQUIREMENTS AT APPLICATION

Each applicant or recipient claiming U.S. citizenship must provide or cooperate in obtaining acceptable proof of both citizenship and identity.

A. Procedures to Document Citizenship and Identity at Application

1. The preferred method of citizenship/identity verification for applicants stating they are a US Citizen is a SSA Citizenship/Identity data match. See MA-2505, Citizenship/Identity SSA Data Match, for procedures.

US CITIZENSHIP REQUIREMENTS

REVISED 11/01/11 – CHANGE NO. 17-11

(IV.A.)

2. If unable to verify citizenship/identity through a SSA data match, follow the procedures outlined below. The [DMA-5178, US Citizenship Documentation Desk Reference](#), is a guide/worksheet to assist in this process. This is for county DSS use only and is not to be sent to the a/r.

The [DMA-5177, Documentation of Identity and Citizenship for US Citizens](#), is a desk reference only and is not all inclusive.

NOTE: The following procedures include instances in which SSA cannot document citizenship and identity due to a hyphen or embedded spaces in the spelling of the name, individuals with no SSN, newborns not entitled to auto newborn coverage, individuals who previously received the 90 day reasonable opportunity period, and recipients at redetermination. See MA-2504, Alien Requirements, for individuals who are qualified aliens.

3. Review the case record and all county records, including other program records, for citizenship and/or identity evidence the agency may have on file.
4. If evidence is located, make a copy of the evidence documentation for the Medicaid file and clearly document:
 - a. Where the evidence was located,
 - b. The date the documentation was provided to the county, and
 - c. What hierarchy code it falls in.

If the date of receipt by the county is unknown, note the date the worker located the document.

5. If the evidence is not on file, discuss with the applicant what documents may be available and who can obtain those documents. If the applicant cannot obtain the necessary documents, requests help, or has special needs demonstrating a need for assistance and lacks someone who can act on his behalf, the county must assist the applicant/recipient in acquiring the documents, including cost involved. See [MA-2303, Verification Requirements for Applications](#). Send or give the individual the Request for Information (DMA-5097) advising what items can be used to verify citizenship and identity.
6. If possible in your county, establish citizenship through electronic data matching with the local register of deeds. Screen print the data. The county may also go to the register of deeds and locate the birth record. Document the birth record observed and the location at the register of deeds. **Place documentation and complete the [DMA-5177, Documentation of Identity and Citizenship for US Citizens](#), in the CID subfolder in the recipient's permanent record.**

US CITIZENSHIP REQUIREMENTS

REVISED 11/01/11 – CHANGE NO. 17-11

(IV.A.)

7. When the a/r requests assistance in obtaining citizenship documentation, use the [DMA-5176, US Citizenship Documentation Birth Certificate Request](#), to send to the county register of deeds or State Vital Records to request a birth certificate. For the county to make a request for a birth certificate, the applicant, a parent or legal guardian must sign an authorization. A copy of the guardianship/custody papers must accompany the request.

Unless grandparents are legal guardians, they cannot authorize the release of the certified birth certificate to the county. However, the grandparent can request and obtain a birth certificate from the county register of deeds or State Vital Records.

Instructions on obtaining a North Carolina certified birth record/certificate are also on the North Carolina Vital Records web site at <http://vitalrecords.dhhs.state.nc.us>. Links to other state's Vital Records web sites are at <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>.

8. To establish identity, a document must show evidence that provides identifying information that relates to the person named on the document.
9. Conduct an SOLQ social security number inquiry for each applicant. The SSN given by the a/r when applying must match the information on the SOLQ. If the inquiry returns a validated social security number match, print the screen and complete the [DMA-5177, Documentation of Identity and Citizenship for US Citizens](#). If the social security number does not validate, pursue another form of identity.
10. If any documentation no matter the level is provided within 45/90 days, process the application. See [MA-2304](#), Processing the Application.

B. Reasonable Opportunity to Provide Documentation of Citizenship/Identity at Application

If all other eligibility factors are met except for citizenship/identity documentation, an individual may receive Medicaid or NCHC while securing the documentation, known as the reasonable opportunity period. The reasonable opportunity to provide documentation is a one (lifetime) 90 day period.

1. Applicants who state they are a US Citizen are allowed one (lifetime) 90 day reasonable opportunity period to provide documentation of citizenship if all other eligibility factors are met. The 90 day reasonable opportunity starts the date the first Request for Information ([DMA-5097](#)) is sent to the individual.
2. Applications can include a request for retroactive and/or ongoing Medicaid and are treated as separate applications. The one (lifetime) 90 day reasonable opportunity period to provide documentation of citizenship applies whether the application is retroactive and/or ongoing. See [MA-2304](#), Processing the Application, for procedures.

US CITIZENSHIP REQUIREMENTS

REVISED 11/01/11 – CHANGE NO. 17-11

(IV.B.)

3. The preferred method of citizenship/identity verification for applicants stating they are a US Citizen is a SSA Citizenship/Identity data match. See MA-2505, Citizenship/Identity SSA Data Match for procedures.
4. Instances in which SSA cannot document citizenship/identity due to a hyphen or embedded spaces in the spelling of the name, individuals with no SSN, and newborns not entitled to auto newborn coverage, who state they are a US Citizen, are provided one (lifetime) 90 day reasonable opportunity period to provide documentation of citizenship if all other eligibility factors are met.
5. Send the individual the Request for Information form (DMA-5097) advising what items can be used to verify citizenship and identity.
6. Complete the 8125 approving the application and authorize with the appropriate certification period using C/I code 97. The date entered is the date the first Request for Information (DMA-5097) is sent to the individual.
7. Allow the individual 12 days and, if the requested information is not received, a second DMA-5097 is required.

NOTE: The 90 days remain the same. Do not give an additional 90 days from the date the second DMA-5097 is sent.

Complete the [DMA-5177, Documentation of Identity and Citizenship for US Citizens](#), in the CID subfolder with a C/I code 97. The date is the date the first Request for Information (DMA-5097) is sent.

8. Although the individual is authorized, citizenship and identity have not been verified, and the information must be requested from the individual. The individual is allowed 90 days from the date the first Request for Information form (DMA-5097) is sent to provide acceptable documentation of citizenship and identity. The individual appears on the Case Management Report under special message “RESOLVE CITIZENSHIP ISSUE DUE” until the individual is terminated, or the C/I code is changed to another code.

NOTE: It is important to key the date the first DMA-5097 is sent when entering C/I code 97 on the 8125. EIS automatically calculates the 90 days from the date entered for the Case Management report.

9. The caseworker must verify citizenship within 90 days. If unable to verify, send a timely notice, DSS-8110, on the 91st day or the next workday following the 90th day to terminate the individual or case.
10. The individual is allowed only one (lifetime) 90 day reasonable opportunity period to provide documentation of citizenship/identity. If he reapplies, citizenship documentation must be provided before approval of benefits.

US CITIZENSHIP REQUIREMENTS

REISSUED 11/01/11 – CHANGE NO. 17-11

(IV.)

C. Pending the Application up to 6 Months for Citizenship/Identity Documentation

1. Pend the application up to 6 months with a “CID” entry on the Date Screen in EIS when:
 - a. The individual has an existing CID code 97 and has previously received his 90 day reasonable opportunity period to secure citizenship documentation, and
 - b. The applicant is making a good faith effort to provide the documentation, or
 - c. The county has not received verification from an inquiry, and
 - d. All other eligibility requirements are met except for those items listed in MA-2304, Processing the Application.
2. If additional items in MA-2304, Processing the Application, are also needed prior to processing the application, pend the application with the item most likely to take the most time to obtain. Process the application when all information is received.
3. Deny the application after pending 6 months when documentation is not received or necessary information to seek the evidence is unavailable. At the end of the 6 months, if the county knows of emergency services the applicant incurred, evaluate for emergency Medicaid. Do an administrative application using as the application date the first day of the month of the emergency service.
4. During the 6 month pending period, if all eligibility requirements are met except for citizenship/identity before the 90 day reasonable opportunity period ends, and the individual has not previously been approved with a C/I code 97, complete the 8125 approving the application and authorize with the appropriate certification period using C/I code 97. The date entered is the date the first Request for Information (DMA-5097) is sent to the individual. If documentation is requested from a third party source such as Vital Records, note on the DMA-5097 that the request was sent to the third party source. See 5. below for examples.
 - a. The 90 day reasonable opportunity period starts with the first notice (DMA-5097) even if the individual is not otherwise eligible at the time the first notice is sent. An individual pending 6 months for citizenship documentation and additional items in MA-3215 has been sent a Request for Information (DMA-5097) and a Your Application for Medicaid is Pending (DMA- 5098). It is not necessary to resend either request/form.

US CITIZENSHIP REQUIREMENTS

REISSUED 11/01/11 - CHANGE NO. 17-11

(IV.C.4.)

- b. Although the individual is authorized, citizenship and identity have not been verified, and the information must be requested from the individual and/or third party source. The individual is allowed 90 days from the date the first Request for Information form (DMA-5097) is sent to provide acceptable documentation of citizenship and identity. The individual appears on the Case Management Report under special message “RESOLVE CITIZENSHIP ISSUE DUE” until the individual is terminated, or the C/I code is changed to another code.

NOTE: It is important to key the date the first DMA-5097 is sent when entering C/I code 97 on the 8125. EIS automatically calculates the 90 days from the date entered for the Case Management report.

- c. The caseworker must verify citizenship within 90 days. If unable to verify, send a timely notice, DSS-8110, on the 91st day or the next workday following the 90th day to terminate the individual or case.
- d. During the 6 month pending period if all eligibility requirements are met except for citizenship/identity after the 90 day reasonable opportunity period, or the individual has previously been approved with a C/I code 97, continue to pend the application for 6 months. Deny the application after pending 6 months when documentation is not received. At the end of the 6 months, if the county knows of emergency services the applicant incurred, evaluate for emergency Medicaid. Do an administrative application using as the application date the first day of the month of the emergency service.

5. Examples

- a. Application received 4/10/10 and Request for Information (DMA-5097) sent to individual 4/12/10 requesting documentation of citizenship and medical bills to meet a deductible. The 90 day reasonable opportunity period starts with the first notice (4/12/10) and the 90th day is 7/9/10. The individual does not respond and a DMA-5098 is sent. The Date Screen is completed in EIS and the application is put into 6 month pending.

US CITIZENSHIP REQUIREMENTS

REVISED 11/01/11 - CHANGE NO. 17-11

(IV.C.5.)

The deductible is met on the 60th day (6/9/10). Authorize the individual because he became otherwise eligible prior to the 90th day (7/9/10), and the individual has not prior received his 90 day reasonable opportunity period to secure citizenship documentation. Authorize effective the date the deductible is met (6/9/10) for certification period 4/1/10 – 10/31/10. Key the 8125 entering C/I code 97 and the date the first notice was sent (4/12/10). EIS automatically calculates the 90 days from the date entered and the individual appears on the Case Management Report under special message “RESOLVE CITIZENSHIP ISSUE DUE” until the individual is terminated, or the C/I code is changed to another code. The individual has until the 90th day (7/9/10) to provide documentation of citizenship. If the documentation is not provided by or on the 90th day (7/9/10), send a timely notice on the 91st day or next workday following the 90th day to terminate.

- b. Application received 4/10/10 and Request for Information (DMA-5097) sent to individual 4/12/10 requesting documentation of citizenship and medical bills to meet a deductible. The 90 day reasonable opportunity period starts with the first notice (4/12/10) and the 90th day is 7/9/10. The individual does not respond and a DMA-5098 is sent. The Date Screen is completed in EIS and the application is put into 6 month pending.

The deductible is met on the 100th day (7/19/10). Do not authorize the individual because he became otherwise eligible beyond the 90 day reasonable opportunity period (7/9/10). The individual would remain pending until the end of the 6 month pending period or until all information is received. Deny the application after pending 6 months if information/documentation is not received.

D. Exceptions to Providing Proof at Application

Do not require further citizen/identity documentation of the following individuals:

1. Title IV-E and Title IV-B children are excluded from citizenship/identity documentation requirements. They are exempt as the social worker must verify citizenship/identity.
2. **Children born in the United States whose mother was covered by Medicaid for the birth of the child. See Hierarchy Charts in VII below.**
3. A current or former SSI recipient. Use OLV to access the SDX to prove current or former SSI status.
4. A current or former Social Security Disability Insurance (SSDI) recipient, or Medicare recipient. Use OLV to access SOLQ to prove current or former Medicare and SSDI status.

US CITIZENSHIP REQUIREMENTS

ISSUED 07/01/10 – CHANGE NO. 10-10

(IV.D.)

5. Print the screen with the information and put in the Citizenship/Identity Documentation sub-folder in the recipient's permanent record.

V. CITIZENSHIP AND IDENTITY REQUIREMENTS AT REDETERMINATION

Citizenship and identity documentation is required at application and does not need to be re-established at redetermination. Conduct an SOLQ social security number inquiry for each recipient at re-enrollment.

There are a few exceptions when the case record may not contain citizenship documentation at redetermination.

A. North Carolina Health Choice Children

1. The citizenship/identity documentation requirement does not apply to North Carolina Health Choice (NCHC) recipients who applied prior to January 1, 2010. NCHC recipients who applied prior to January 1, 2010 and did not provide documentation of citizenship have a C/I code 98 in EIS. At redetermination, citizenship does not have to be established for these individuals who continue to be NCHC eligible. Complete the redetermination and continue to use C/I code 98.

Note: If the individual terminates, at reapplication citizenship documentation is required.

2. If a NCHC recipient who applied prior to January 1, 2010 and has a C/I code of 98 changes from NCHC to Medicaid at redetermination, citizenship/identity documentation must be provided. Contact the recipient using the DMA-5097, Request for Information.
 - a. If the recipient has the documents to provide citizenship and/or identity evidence, obtain them. Make copies, document the record, and complete the re-determination. Return the original documents to the recipient.
 - b. If the recipient states he does not have documentation and is making a good faith effort to obtain the needed documents, document the record. If all other eligibility requirements are met, complete the redetermination and authorize with the appropriate certification period. Retain the C/I code 98 and use Special Review Code "Z" on the DSS 8125 to follow up on the status of obtaining the documents. Use the third month of the new certification period for the date. A message will show on the Case Management Report to remind the worker citizenship and/or identity documentation is needed. (See EIS 4000, Codes Appendix.)

US CITIZENSHIP REQUIREMENTS

ISSUED 07/01/10 -CHANGE NO. 10-10

(V.A.2.)

- c. Contact the third party source or the recipient to determine status of obtaining the documents.
- d. Continue to use Special Review Code “Z” for another 3 months. Continue to contact the recipient every 3 months or until the end of the certification period, provided:
 - (1) The recipient has not yet provided documents but continues to make a good faith effort to obtain the documents, or
 - (2) The county has not received documentation or a response from an inquiry made to assist the client.
 - (3) Terminate at any time when a response is received indicating that no documentation confirming citizenship/identity is found or the recipient is not continuing a good faith effort to obtain the documents or provide the county with information needed to assist in obtaining documentation.
3. If documentation confirming citizenship/identity is not provided by or at the end of the certification period, complete the DSS 8125, update the C/I code to C/I code 97 with the date the first DMA-5097 was sent requesting the documentation. Terminate the case effective the last day of the current certification period. The individual has received reasonable opportunity to provide documentation of citizenship/identity and must provide documentation confirming citizenship/identity at reapplication.
4. If the recipient cannot obtain the necessary documents, requests help, or has special needs demonstrating a need for assistance and lacks someone who can act on his behalf, the county must assist the recipient in acquiring the documents including cost involved. See IV.A. above to establish citizenship through electronic data matching with the local register of deeds.

B. Ex Parte

1. Use OLV to document citizenship and identity for current or former SSI and Medicare recipients. Use OLV to access the SDX to document citizenship and identity for former SSI recipients. Use OLV to access the SOLQ to document citizenship and identity for current or former SSDI and Medicare recipients. Continue to use C/I code 50.
2. If the individual is changing programs and an 8124 is required, a SSA data match is completed.

US CITIZENSHIP REQUIREMENTS

REISSUED 11/01/11 – CHANGE NO. 17-11

(V.)

C. Exceptions to Providing Proof at Redetermination

Do not require further citizenship/ identity documentation at redetermination for the following:

1. Title IV-E and Title IV-B children. See MA-3230, Eligibility of Individuals Under Age 21, and MA-2320, Re-Enrollment, for procedures to obtain the necessary documentation of Title IV-B or Title IV-E status at redetermination.
2. Children born in the United States whose mother was covered by Medicaid for the birth of the child.
3. Current or former SSI recipient. Use OLV to access the SDX to prove current or former SSI status.
4. Current or former Social Security Disability Insurance (SSDI) recipient, or Medicare recipient. Use OLV to access SOLQ to prove current or former Medicare and SSDI status.
5. Print the screen with the information and put it in the Citizenship/Identity Documentation sub-folder in the recipient's permanent record.

VI. CITIZENSHIP AND IDENTITY DOCUMENTATION

A. Citizenship/Identity Documentation Criteria

1. To establish U.S. citizenship the document must show:
 - a. A U.S. place of birth, or
 - b. That the person is a U.S. citizen.

Note: Children born in the U.S. to foreign sovereigns or diplomatic officers are not U.S. citizens. However, children born to U.S. citizens in a foreign country have U.S. citizenship as well as citizenship in the foreign country. The parents or child chooses his citizenship.

- c. Puerto Rico born citizens must provide birth certificates issued or reissued on or after July 1, 2010 by the Puerto Rican Vital Statistics Record office. All birth certificates issued before July 1, 2010 are invalid. Citizens born in Puerto Rico may obtain a new birth certificate by filling out a Birth Certificate Application form at <http://www.salud.gov.pr/Programas/RegistroDemografico/Pages/InformacionsobrenuevosCertificadosdeNacimiento.aspx>.

US CITIZENSHIP REQUIREMENTS

REVISED 11/01/11 – CHANGE NO. 17-11

(VI.A.1.c.)

- (1) Applicants residing outside of Puerto Rico may mail the completed and signed application to the following address:

Puerto Rico Vital Statistics Record Office
(Registro Demografico)
P.O. Box 11854
San Juan, PR 00910
- (2) Include a photocopy of a valid government issued photo identification document (A passport or drivers license may be used). All other forms of government issued photo ID will be subject to approval.
- (3) Include a \$5.00 Money Order payable to the Secretary of the Treasury of Puerto Rico (If multiple copies are requested with one application, all additional copies after the first will cost \$4. Fees will be waived for all veterans and persons over the age of 60.)
- (4) Include a self-addressed envelope with paid postage.

2. Document:

SEE HIERARCHY CHART (Refer to VII below): Acceptable Documentation of Citizenship and Identity.

- a. The type of document used;
- b. How it was obtained (e.g. applicant, located in data match, etc.);
- c. The date it was provided, and
- d. Any other information the worker feels pertinent.

If a screen print is used, document the source of the evidence. Once citizenship and identity documentation is obtained, do not request documentation again unless you learn the previous document is questionable. Ensure any future reviewers or workers can find this file.

3. Citizenship documents must be either originals or copies certified by the issuing agency. Do not accept notarized copies. However, once you have seen the original or certified copy, document the record and make a copy of that document. In some situations, such as a mail-in application or redetermination, a copy of the original document is accepted. Do not ask the a/r to mail original documents such as driver's licenses. Ask the a/r to mail you a copy of the original document or come to the agency, if possible, so a copy can be made. A mother's copy of a birth certificate is not acceptable.

US CITIZENSHIP REQUIREMENTS

REVISED 11/01/11 – CHANGE NO. 17-11

(VI.A.)

4. Place copies of the original documents, certified copies, or data match screen prints used to document citizenship and identity in a sub-folder or file in the a/r's permanent record labeled "Citizenship/Identity Documentation". [Complete the DMA-5177, Documentation of Identity and Citizenship for US Citizens](#), with the appropriate C/I code.
5. Use the following Citizenship/Identity (C/I) codes to document the appropriate hierarchy level. See [EIS 4000](#), Codes Appendix.
 - a. 10 is a document from Chart 1 (no further identity verification needed).
 - b. 11 is a document from Chart 1 (the allegation of citizenship is consistent with SSA data and no further identity verification needed). Code 11 is automatically entered by EIS.
 - c. 12 is a document from Chart 1 (the allegation of citizenship is consistent with SSA data and no further identity verification needed). Code 12 is used when manually entered by the IMC.
 - d. 25 is a document from Chart 2 and a document from Chart 5.
 - e. 35 is a document from Chart 3 and a document from Chart 5.
 - f. 45 is a document from Chart 4 and a document from Chart 5.
 - g. 50 shows permanently exempt, SSI, Medicare, Social Security Disability Insurance (SSDI), Title IV-B child, and Title IV-E (IAS) recipients of foster care maintenance or adoption assistance payments.
 - h. 51 shows Lawful Permanent Resident (LPR) status other than Afghan/Iraqi Special Immigrants. See 6. below.
 - i. 97 is used for individuals with an inconsistent C/I SSA match, and who are allowed 90 days to provide verification of citizenship/identity.
 - j. 98 is used for individuals who were receiving or applied for NCHC prior to 1/1/10. Individuals with a C/I code 98 and special review code Z must provide citizenship/identity verification by the next redetermination.
 - k. 99 is used for children in county custody at application if verification is unavailable.

US CITIZENSHIP REQUIREMENTS

REISSUED 11/01/11– CHANGE NO. 17-11

(VI.A.5.)

Note: Children in the custody of a private adoption agency are required to provide documentation of US citizenship and identity. Follow the charts below for acceptable documentation. For example, CID code 35 can be used if an extract of hospital record on hospital letterhead is provided documenting US citizenship (3), and an affidavit attesting to child's identity is provided from the private adoption agency (5).

6. For Citizenship/Identity codes for Refugees or other Immigrants refer to, EIS 4000, Codes Appendix.

Note: The only individuals who are not required to have a C/I code are undocumented aliens and case heads who do not receive benefits.

B. Procedures When No Documentation or Information is Provided or Obtained

1. Individuals who meet this criteria are not automatically issued proof of citizenship by USCIS. The parent may apply for a certificate of citizenship for his child with the USCIS and/or for a passport for his child with the Department of State.
2. If documentation confirming citizenship and/or proof of identity is not provided at the end of the 6 month pending period for an application, evaluate for coverage under emergency Medicaid. Open an administrative application using the first of the month of the date of emergency services as the application date.
3. If an applicant is a naturalized citizen and cannot provide evidence or documentation of citizenship, refer the applicant to the address below:

United States Citizenship and Immigration Services
Charlotte Sub Office
6130 Tyvola Centre Dr.
Charlotte, NC 28217
Telephone (800) 375-5283

Treat this individual as a non-qualified alien until verification is provided. See MA-2504, Alien Requirements.

US CITIZENSHIP REQUIREMENTS

ISSUED 11/01/11– CHANGE NO. 17-11

VII. HIERARCHY CHARTS: ACCEPTABLE DOCUMENTATION OF CITIZENSHIP AND IDENTITY

The following charts list acceptable evidence of U.S. citizenship and/or identity in a hierarchy of reliability. Always try to obtain documents from the highest tier of hierarchy available. However, pursue any document to establish citizenship within the time period available. If a lower level is used, process the application or reenrollment. Continue to pursue documentation from at least Chart 2, if possible. Pursue documents from Chart 1 first. If the a/r presents documents from Chart 1, Primary Documents, no other information is required.

If the a/r does not have documents from Chart 1, then pursue documents from Chart 2 and so forth until the highest verification documentation is obtained. If the a/r presents documents from Charts 2-4, Secondary, Third Level, and Fourth Level Documents, then an identity document from Chart Five, Documents to Establish Identity, must also be presented. If the county is waiting to receive documentation from a higher level but can easily obtain documentation from a lower level, pursue the lower level documentation so the application will not pend or not pend any longer than necessary.

Approve if all other information has been provided. Continue to pursue the higher level of documentation. For example, a birth certificate is requested from Vital Records and the a/r has a hospital record indicating citizenship per Chart 3. Approve the application if identity and all other information has been provided with C/I code of 35. Change the C/I code level when the higher documentation is received.

A. Primary Documents

Primary documents are of the highest reliability and conclusively establish both citizenship and identity of the a/r.

Chart 1 (Code 10)

U.S. Passport	Does not have to be currently valid. Do not accept as evidence of U.S. citizenship when it was issued with a limitation. However, such a passport may be used as proof of identity.
Certificate of Naturalization (N-550 or N-570)	
Certificate of Citizenship (N-560 or N-561)	
Born in the United States to a mother who was covered by Medicaid for the delivery. Verify that mother was authorized for Medicaid for the birth of the child.	Screen print from Eligibility Information System (EIS), Individual Eligibility (IE) screen of the mother at time of birth or obtain verification from DSS agency verifying Medicaid covered the delivery of the child.

US CITIZENSHIP REQUIREMENTS

ISSUED 11/01/11– CHANGE NO. 17-11

(VII.A)

Chart 1 (Code 10) Continued

<p>Documents issued by a Federally recognized Indian Tribe such as:</p> <ul style="list-style-type: none"> • Tribal enrollment & membership card • Certificate of degree of Indian blood issued by Bureau of Indian Affairs (BIA) • Tribal census documentation • Documentation issued by Tribe indicating individual affiliation • American Indian card I-872 with KIC classification 	<p>Document must identify the Federally recognized Indian Tribe which issued it, identify the individual by name, and confirm the individual’s membership, enrollment in, or affiliation with that Tribe. No further identity documentation is required.</p> <p>Verification of Federally recognized Indian Tribes can be found at the National Congress of American Indians website: http://www.ncai.org/Tribal-Directory.3.0.html</p>
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Chart 1 (Code 11)

<p>A data match with SSA</p>	<p>No further verification of citizenship or identity is needed. Allegation of citizenship consistent with SSA data. Automatically entered by EIS.</p>
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Chart 1 (Code 12)

<p>A data match with SSA.</p>	<p>No further verification of citizenship or identity is needed. Allegation of citizenship consistent with SSA data. Use when manually entering C/I code.</p>
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B. Secondary Documents to Establish U.S. Citizenship

Accept any of the documents listed in Chart 2 as secondary evidence of U.S. citizenship if the document meets the listed criteria and there is nothing indicating the person is not a U.S. citizen (e.g., lost U.S. citizenship). Require an additional document from Chart 5 to prove identity.

US CITIZENSHIP REQUIREMENTS

ISSUED 11/01/11– CHANGE NO. 17-11

(VII.B)

Chart 2 (Code 25)

<p>A U.S. public birth record showing birth in:</p> <ul style="list-style-type: none"> • One of the 50 U.S. States; • District of Columbia; • American Samoa (if born after November 4, 1986 (NMI local time)); 	<p>A data match with the local register of deeds or State Vital Records or a copy of a certified birth certificate is acceptable. Do not accept a souvenir “birth certificate” issued by the hospital.</p>
<ul style="list-style-type: none"> • Swain’s Island (if born after November 4, 1986 (NMI local time)); • *Puerto Rico (if born on or after January 13, 1941); • *Virgin Islands of the U.S. (if born on or after January 17, 1917); • *Northern Mariana Islands (if born after November 4, 1986 (NMI local time)); or • Guam 	<p>The birth record document may be recorded by the State, Commonwealth, territory or local jurisdiction. It must have been recorded before the person was 5 years of age.</p> <p>A delayed birth record document that is recorded at or after 5 years of age is considered fourth level evidence of citizenship. If recorded before 5 years of age, it is considered second level evidence.</p> <p>Note: if the document shows the individual was born in Puerto Rico, the Virgin Islands of the U.S., or the Northern Mariana Islands before these areas became part of the U.S., the individual may be a collectively naturalized citizen. *Refer to VIII below, for additional requirements for Collective Naturalization.</p> <p>NOTE: Only birth record documents that are issued or reissued on or after July 1, 2010 that show the individual was born in Puerto Rico are acceptable. See MA-2506/3332 VI.A.</p>

US CITIZENSHIP REQUIREMENTS

ISSUED 11/01/11– CHANGE NO. 17-11

(VII. B)

Chart 2 (Code 25) Continued

Data Match with other state or federal agency’s database that is known to verify citizenship	Screen print the pertinent page and place in the file.
Certification of Report of Birth (DS-1350)	
Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240)	
Certification of Birth Abroad (FS-545)	
United States Citizen Identification Card (I-197 or I-179)	
Northern Mariana Card (I-873)	
Child adopted outside the U.S. (IR-3) Child coming to the U.S. to be adopted (IR-4)	Adopted or biological children born outside the U.S. may establish citizenship obtained automatically under the Child Citizenship Act.
Final adoption decree	Must show the child’s name and U.S. place of birth. In situations where an adoption is not finalized and the State in which the child was born will not release a birth certificate prior to final adoption, a statement from a State approved adoption agency that shows the child’s name and U.S. place of birth is acceptable. The adoption agency must state in the certification that the source of the place of birth information is an original birth certificate.
Evidence of civil service employment by the U.S. government	Must show employment by the U.S. government before June 1, 1976.
Official military record of service	Must show a U.S. place of birth.
DOHS Systematic Alien Verification for Entitlement (SAVE) program	May be used to verify citizenship of naturalized citizens.

US CITIZENSHIP REQUIREMENTS

ISSUED 11/01/11– CHANGE NO. 17-11

(VII)

C. Third Level Documents to Establish U.S. Citizenship

If the county is waiting to receive primary or secondary evidence or it cannot be obtained **and** the a/r alleges being born in the U.S., use the third level of evidence. Also use third level evidence when documents from level one or two are unavailable or do not exist. The place of birth on the non-government document and the application must agree. Require an additional document from Chart 5 to prove identity.

Chart 3 (Code 35)

<p>Extract of hospital record on hospital letterhead established at the time of the person’s birth and created at least 5 years before the initial application date, and indicates a U.S. place of birth.</p>	<p>Do not accept a souvenir “birth certificate” issued by the hospital.</p>
<p>Children under 16 only Extract of hospital record on hospital letterhead created near the time of birth or 5 years before the initial date of application and indicates a U.S. place of birth.</p>	<p>Do not accept a souvenir “birth certificate” issued by the hospital.</p>
<p>Life or health or other insurance record showing a U.S. place of birth and was created at least 5 years before the initial application date.</p>	<p>Life or health insurance records may show biographical information for the person including place of birth. The record can be used to establish U.S. citizenship when it shows a U.S. place of birth.</p>
<p>Early school records showing a U.S. place of birth.</p>	<p>The school record must show the name of the child, the date of admission to the school, the date of birth, a U.S. place of birth, and the name(s) and place(s) of birth of the applicant’s parents.</p>
<p>Religious records recorded in the U.S. within 3 months of birth.</p>	<p>The record must show that the birth occurred in the U.S. and either the date of the birth or the individual’s age at the time the record was made. The record must be an official record recorded with the religious organization. Entries in a family bible are not considered recorded religious records.</p>

US CITIZENSHIP REQUIREMENTS

ISSUED 11/01/11– CHANGE NO. 17-11

(VII)

D. Fourth Level Documents to Establish U.S. Citizenship

Use fourth level evidence in the rarest of circumstances. If the county is waiting to receive primary, secondary or third level evidence or it cannot be obtained **and** the a/r alleges being born in the U.S., use the fourth level of evidence. Also use fourth level evidence when documents from levels one, two or three are unavailable or do not exist. The place of birth on the non-government document and the application must agree. Require an additional document from Chart 5 to prove identity.

Chart 4 (Code 45)

Federal or State census record showing U.S. citizenship or a U.S. place of birth (Generally for persons born 1900 through 1950)	The census record must also show the applicant’s age. Note: Census records from 1900-1950 contain certain citizenship information. To secure this information the a/r or DSS should complete a Form BC-600, Application for Search of Census Records for Proof of Age. Add in the remarks portion “U.S. citizenship data requested.” Also add that the purpose is for Medicaid eligibility. This form requires a fee.
One of the following documents that shows a U.S. place of birth provided it was created at least 5 years before the application for Medicaid.	<ul style="list-style-type: none"> • U.S. State Vital Statistics official notification of birth registration. • A delayed U.S. public birth record that is amended more than 5 years after the person’s birth. • Statement signed by the physician or midwife who was in attendance at the time of birth.
Institutional admission papers, created at least five years before the initial application date, from a nursing facility, skilled care facility or other institution	Admission papers generally show biographical information for the person including place of birth. The record can be used to establish U.S. citizenship when it shows a U.S. place of birth.
Medical (clinic, doctor, or hospital) record created at least 5 years before the initial application date that indicates a U.S. place of birth.	Medical records generally show biographical information for the person including place of birth. The record can be used to establish U.S. citizenship when it shows a U.S. place of birth. Note: An immunization record is not considered a medical record for purposes of establishing U.S. citizenship.
Children under 16 only: Medical (clinic, doctor, or hospital) record created near the time of birth or 5 years prior to the Medicaid date of application.	Medical records generally show biographical information for the person including place of birth. The record can be used to establish U.S. citizenship when it shows a U.S. place of birth. Note: An immunization record is not considered a medical record for purposes of establishing U.S. citizenship.

US CITIZENSHIP REQUIREMENTS

ISSUED 11/01/11– CHANGE NO. 17-11

(VII)

Chart 4 (Code 45) Continued

<p>Written Affidavit attesting to citizenship or naturalization:</p>	<p>Use only when the DSS is unable to secure evidence of citizenship listed in any other Chart.</p> <p>There must be at least two affidavits by two individuals who have personal knowledge of the event(s) establishing the a/r’s claim of citizenship. At least one of the individuals making the affidavit cannot be related to the a/r. Neither of the two individuals can be the a/r.</p> <p>The person(s) making the affidavit must be able to provide proof of his/her own citizenship and identity for the affidavit. If the affiant has information which explains why documentary evidence establishing the a/r’s claim of citizenship does not exist or cannot be readily obtained, the affidavit should contain this information as well.</p> <p>A separate affidavit from the a/r or other knowledgeable individual (guardian or representative) explaining why the evidence does not exist or cannot be obtained must be provided.</p> <p>The affidavits must also be signed under penalty of perjury by the person making the affidavit.</p>
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E. Evidence of Identity

When a document from charts 2-4 is presented, a document from chart 5 is also required.

Chart 5 (Code 25, 35, 45)

<p>SOLQ Social Security number inquiry</p>	<p>Must have a “Social Security number verified” statement returned from the inquiry. Screen print the pertinent evidence for the file.</p>
<p>Data Match with other state agency’s data systems</p>	<p>The data match must indicate that an identity has been verified. Screen print the pertinent evidence for the file.</p>
<p>Driver’s license</p>	<p>Must have a photograph of the a/r or other identifying information of the individual such as name, age, sex, race, height, weight or eye color. Does not need to be current.</p> <p>A copy of a driver’s license is acceptable with mail-in applications.</p>
<p>U.S. military card or draft record</p>	
<p>School identification card</p>	<p>Must have a photograph of the individual</p>

US CITIZENSHIP REQUIREMENTS

ISSUED 11/01/11– CHANGE NO. 17-11

(VII. E)

Chart 5 (Code 25, 35, 45) Continued

<p>For disabled individuals in residential care facilities only:</p>	<p>If none of the above documents for identity are available, the disabled individual may have their identity attested to by the facility director or administrator. The affidavit must be signed under penalty of perjury.</p>
<p>Identification card issued by the Federal, State, or local government with the same information included on driver's licenses.</p>	
<p>Military dependent's identification card</p>	
<p>U.S. Coast Guard Merchant Mariner card</p>	
<p>For children under 16 only: School, clinic, doctor, or hospital records.</p>	<p>School records include nursery or daycare records, and report cards. School records must be verified with the issuing school.</p>
<p>For children under 16 only:</p>	<p>If none of the above documents for identity are available, an affidavit may be used. An affidavit is only acceptable if it is signed under penalty of perjury by a parent, guardian, or caretaker relative and states the date and place of birth. It cannot be used if an affidavit for citizenship was used.</p>
<p>Three or more corroborating documents, that together reasonably corroborate the identity of an individual provided such documents have not been used to establish the individual's citizenship and the individual submitted second or third tier evidence of citizenship. You must ensure that no other identity evidence is available.</p>	<p>Such documents must at a minimum contain the individual's name, plus any additional information establishing the individual's identity. All documents used must contain consistent identifying information. Such documents as high school and college diplomas from accredited institutions, marriage certificates, divorce decrees, property deeds/titles, and employee ID cards may be used if the individual submitted a second or third tier citizenship document, but not if they submitted a fourth tier citizenship document.</p>

US CITIZENSHIP REQUIREMENTS

ISSUED 11/01/11– CHANGE NO. 17-11

VIII. COLLECTIVE NATURALIZATION

The following will establish U.S. citizenship for collectively naturalized individuals:

A. Puerto Rico

1. Evidence of birth in Puerto Rico on or after April 11, 1899, and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
2. Evidence that the applicant was a Puerto Rico citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917, and that he or she did not take an oath of allegiance to Spain.
3. Only birth record documents issued or reissued on or after July 1, 2010 are acceptable evidence.

B. U.S. Virgin Islands

1. Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
2. The applicant's statement indicating residence in the U.S. Virgin Islands as a Danish citizen on January 17, 1917, and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
3. Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

C. Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

1. Evidence in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986, (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986, (NMI local time);
2. Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981, (NMI local time), voter registration prior to January 1, 1975, and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986, (NMI local time); or

US CITIZENSHIP REQUIREMENTS

ISSUED 11/01/11– CHANGE NO. 17-11

(VIII. C)

3. Evidence of continuous domicile in the NMI since January 1, 1974, and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986, (NMI local time).

Note: If a person entered the NMI as a non-immigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen.