

# **DMA ADMINISTRATIVE LETTER NO. 04-06**

## **FSCWS ADMINISTRATIVE LETTER NO. 02-06**

### **DAAS ADMINISTRATIVE LETTER NO. 06-06**

**DATE:** April 10, 2006

**SUBJECT:** Outreach To Tell Clients of Upcoming Change

**DISTRIBUTION:** County Directors of Social Services  
Medicaid Eligibility Staff  
Special Assistance Eligibility Staff  
Work First Eligibility Staff

#### **I. INTRODUCTION**

Current Medicaid policy does not require the applicant and recipient to provide proof of U. S. citizenship or identity. The 2005 Federal Deficit Reduction Act (DRA) changes this policy. Beginning July 1, 2006, the DRA mandates that all applicants for and recipients of Medicaid must provide verification of U. S. citizenship and identity. This includes Work First and State/County Special Assistance applicants.

The DRA requires outreach begin now to inform recipients and applicants of the upcoming requirement.

Medicaid policy and procedures for this new requirement are currently being developed and will be available in June 2006.

#### **II. PRINCIPLE**

At this time all staff who determine eligibility for Work First, Special Assistance, and all other Medicaid programs must begin informing the applicants/recipients that this requirement is forthcoming. You cannot tell them what documentation will be required as that is being researched and is not complete at this time. However, this will alert the applicants/recipients so they can begin thinking of what documents they have that may provide verification of U. S. citizenship. As a county you may develop and post a notice to augment this process.

Counties will be informed and provided a list of acceptable documentation as we confirm accepted documentation. At this time we know that certain documents such as a certification of naturalization (N-550 or N-570) will be accepted as verification of both citizenship and identity. Other documents will be accepted as either verification of citizenship or of identity. In this case two documents will be required, such as a birth certificate for verification of citizenship and another document such as a driver license for verification of identity.

### **III. EFFECTIVE DATE**

This procedure is effective upon receipt.

If you have any questions, please contact your Medicaid Program Representative.

L. Allen Dobson, Jr., M.D., Assistant Secretary  
For Health Policy and Medical Assistance

Sherry Bradsher, Director  
Division of Social Services

Dennis W. Streets, Director  
Division of Aging and Adult Services

(This material was researched and written by Susan Ryan, Policy Project Manager, Medicaid Eligibility Unit with assistance from Carla McNeill, Work First Program Consultant, and Brenda Porter, State County Special Assistance Program Coordinator)