

# DMA ADMINISTRATIVE LETTER NO: 06-10, ADDENDUM 1

**DATE: NOVEMBER 10, 2010**

**SUBJECT: Puerto Rico Birth Certificates**

**DISTRIBUTION: County Directors of Social Services  
Medicaid Supervisors  
Medicaid Eligibility Staff**

## **I. BACKGROUND**

ABD Medicaid Manual Change Notice 10-10, Citizen/Alien Requirements, and F&C Medicaid manual Change Notice 06-10, Citizen/Alien Requirements were published to the online manual site and effective July 1, 2010. These Change Notices updated policy and corresponding figures to reflect changes to the citizenship requirements and included revised policy regarding Puerto Rico issued birth certificates.

Administrative Letter 06-10 provided information concerning Puerto Rico amending their law to allow for Puerto Rico birth certificates issued prior to July 1, 2010 to be acceptable citizenship documentation until October 1, 2010.

We have received further clarification from CMS regarding the law Puerto Rico implemented on July 1, 2010 which invalidated all birth certificates issued to citizens born in Puerto Rico on that date. The acceptable time has also been extended from 10/1/2010 to 11/1/2010.

## **II. POLICY**

Birth certificates issued by Puerto Rico prior to July 1, 2010 are acceptable citizenship documentation until November 1, 2010. Effective November 1, 2010, applicants for Medicaid and/or CHIP who apply for coverage **for the first time** are affected by this new Puerto Rico law; thus it should not change the process for persons who recertify or reapply for Medicaid or CHIP on or after November 1, 2010, unless citizenship was not established. In addition, the new law does not cancel any action initiated prior to November 1, 2010 that relied on a certified birth certificate issued prior to July 1, 2010 to verify citizenship. If you already verified citizenship and keyed that verification indicator code and date in EIS, you are **not** required to re-verify citizenship for Puerto Rico born individuals.

The process of confirming citizenship through the SSA data match is still a valid and preferred method of verification. If data comes back as valid, there is nothing else that you need to do. If the data match comes back as invalid, you must obtain a valid birth certificate with an issue date of July 1, 2010 or later.

The process to obtain verification of birth from The Puerto Rico Department of Healthcare Demographic Registry Office of Puerto Rico will provide findings within two (2) business days at no cost to the State or local agency. The findings will either confirm and validate the demographic information submitted to the office or advise

that the information submitted is not consistent with the information in the Office of Registry. All validations of demographic information will contain an official stamp from the Puerto Rico Department of Healthcare Demographic Registry Office. The information States receive is privileged and confidential. Any unauthorized dissemination, distribution or copies is prohibited.

All requests must be made in writing by e-mail, fax, or mail. A request for validation may not be completed over the phone. States should provide the following information for each individual and follow the instructions below for submitting formal requests:

1. Name of the applicant as it appears on the birth certificate including both last names if more than one last name;
2. Date of birth; and
3. Place of birth.

Please also indicate how you would like to receive your response.

- If by e-mail, indicate the official government e-mail address where the response should be sent.
- If by facsimile, indicate the official government facsimile number that should be used.
- If by regular mail, indicate the full mailing address.

**To Submit by Email:** Send your request from an official government e-mail address to [Registrodemografico@salud.gov.pr](mailto:Registrodemografico@salud.gov.pr)

**To Submit by Facsimile:** Make the request on official letterhead and fax to the attention of: Validation Office at 1 (787) 767-8605 or 1 (787) 766-1299.

**To Submit by Regular Mail:** Make the request on official letterhead and mail to the attention of Validation Office, Demographic Registry Office of Puerto Rico, Department of Health, P.O. Box 11854, San Juan, Puerto Rico 00910.

### III. IMPLEMENTATION

This policy is effective upon receipt. Apply this policy to all Medicaid applications taken on or after November 1, 2010 and all reviews due on or after November 1, 2010.

If you have any questions regarding this material, please contact your Medicaid Program Representative

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Director

(This material was researched and written by Cynthia Mobley, Policy Consultant, Medicaid Eligibility Unit.)