

CHANGE NOTICE FOR MANUAL, NO. 09-08, UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)

DATE: MARCH 7, 2008

Manual: Family and Children's Medicaid
Change No: 09-08
To: County Directors of Social Services
Effective: April 1, 2008

MAKE THE FOLLOWING CHANGE(S)

I. BACKGROUND

The Bureau of Citizenship and Immigration Services has changed its name to United States Citizenship and Immigration Services (USCIS). In addition, the Charlotte office of USCIS is no longer accepting G-845S, Document Verification Request, and the G-845 Supplement. North Carolina will now mail the G-845S and G-845 Supplement to:

U.S. Citizenship and Immigration Services
26 Federal Plaza
5th Floor, Room 5-100A
New York, NY 10278

II. CONTENT OF CHANGE

MA-3330, Citizen/Alien Requirements:

- A. Updates the USCIS address for mailing forms G-845S and G-845 Supplement.
- B. Replaces all references to "BCIS" with "USCIS".
- C. Corrects the phone number for the North Carolina State Refugee Office.

III. EFFECTIVE DATE AND IMPLEMENTATION

This policy is effective April 1, 2008. Apply this change to applications taken and redeterminations started on or after April 1, 2008, as well as to those presently in process.

IV. MAINTENANCE OF MANUAL

Remove: MA-3330, Citizen/Alien Requirements, pages 1-4, 15-28, 35-43 and Figures 1-3, 5 and 8-9.

Insert: [MA-3330](#), Citizen/Alien Requirements, pages 1-4, 15-28, 35-43 and Figures [1](#), [2](#), [3](#), [5](#) and [8-9](#), dated April, 2008.

If you have any questions regarding this information, please contact your Medicaid Program Representative. For any issues that are not able to be handled through that venue, Mrs. Angela Floyd, Assistant Director for Recipient and Provider Services, will be your point of contact and can be reached at (919) 855-4000.

William W. Lawrence, Jr., M.D.
Acting Director

(This material was researched and written by William Appel, Policy Consultant, Medicaid Eligibility Unit)