

DMA

CHANGE NOTICE FOR MANUAL

DATE: 01/01/08

Manual: Family & Children's Manual
Change No: 04-08
To: County Directors of Social Services
Effective: Upon Receipt

Make the following changes

I. BACKGROUND

The Acceptable Documentation for Citizenship and Identity chart, which can be found at MA-3330, Citizen/Alien Requirements, Figure 12, has been revised. The revised chart eliminates proofs that are unlikely to be utilized in North Carolina. In addition, the information in this chart and the chart found in the ABD manual (MA-2504, Citizen/Alien Requirements, Figure 12) has been made identical.

A complete list of acceptable documents for proof of citizenship and identity can be found at MA-3330, Citizen/Alien Requirements, III. SAVE has also been added to both the chart and the manual as a level two source of obtaining proof of citizenship for a naturalized citizen. The Office of Civil Rights had told the State that all verifications needed to be listed in the manual, or a link provided to the documentation list.

II. CONTENT OF CHANGE

- A. SAVE has been added as a level two source for obtaining proof of citizenship for a naturalized citizen.**
- B. All acceptable documents and proofs of citizenship and identity have been included in the F&C manual.**
- C. MA-3330, Citizen/Alien Requirements, Figure 12 has been changed to list only the acceptable documentation or proof to establish citizenship and identity that is likely to be utilized in North Carolina. This chart is only a quick reference for caseworkers to use.**

III. EFFECTIVE DATE AND IMPLEMENTATION

The revision of the Acceptable Documentation for Citizenship and Identity chart does not represent a change in policy. The new chart may be used upon receipt. The chart is meant as a helpful tool and MA-3330, Citizen/Alien Requirements should be referenced for a complete list of acceptable documentation and proofs. SAVE may also be used immediately.

IV. MAINTENANCE OF MANUAL

Remove: MA-3330, Citizen/Alien Requirements, pages 9 through 12, and figure 12.

Insert: MA-3330, Citizen/Alien Requirements, pages 9 through 12, and figure 12, dated 01/01/08.

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.

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Acting Director

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