

CHANGE NOTICE FOR MANUAL, NO. 15-07, CITIZEN/ALIEN REQUIREMENTS

DATE: SEPTEMBER 1, 2007

Manual: Family and Children's Medicaid
Change No: 15-07
To: County Directors of Social Services
Effective: September 1, 2007

I. BACKGROUND

Recently CMS issued its final rule regarding documents or proof needed to establish citizenship and identity for U.S. citizens.

II. CONTENT OF CHANGE

A. MA-3330 Citizen/Alien Requirements, has been changed to expand the list of acceptable documentation for proof of citizenship to include:

1. Religious records recorded in the U.S. within three months of birth are acceptable third level evidence of citizenship;
2. Early school records are acceptable third level evidence of citizenship;
3. The Roll of Alaska Natives has been approved as fourth level evidence of citizenship;
4. Naturalized citizens are now allowed to use the affidavit process as fourth level proof.

B. Adopted or biological children born outside the U.S. may establish citizenship obtained under the Child Citizenship Act.

C. SSA's Bendex has been removed from Chart Two as an example of an acceptable proof of a data match with a federal agency data base. This change obsoletes DMA Administrative Letter No. 02-07, BENDEX Not Proof of Citizenship.

D. Additional means of proving identity have also been added, including:

- Clinic, doctor and hospital records for children under age 16;
- Affidavits to prove the identity of disabled individuals in residential care facilities; and
- When no other acceptable documentary proof of identity is available, three or more corroborating documents, such as marriage licenses, divorce decrees, high school diplomas and employer ID cards may be used.

In addition, the language used to describe birth records has been revised to be consistent with national vital statistics terms. The term “issued” is replaced with “recorded” and the term “amended” is replaced with “delayed.”

E. Clarified the process for obtaining documents for recipients.

F. Clarified that the county should pursue all levels of evidence to process the application/redetermination as quickly as possible. While it is preferable to continue to pursue the highest tier, process the application/redetermination with the evidence received first.

G. Updated Figure 12 and noted that it is not to be mailed to the a/r.

III. EFFECTIVE DATE AND IMPLEMENTATION

This policy is effective September 1, 2007. Apply this change to applications taken and redeterminations started on or after September 1, 2007 as well as to those presently in process.

IV. MAINTENANCE OF MANUAL

- A. Remove MA-3330, Citizen/Alien Requirements, pages 1 through 39, and Figure 12.**
- B. Insert [MA-3330](#), Citizen/Alien Requirements, pages 1 through 43, and [Figure 12](#), dated 9/1/07.**

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

Mark T. Benton, Director

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