

**DSS ADMINISTRATIVE LETTER  
FAMILY SUPPORT AND CHILD WELFARE SERVICES  
FSCWS-11-07**

**TO: County Directors of Social Services**

**ATTENTION: County Directors of Social Services  
Work First Supervisors**

**DATE: August 23, 2007**

**SUBJECT: Citizenship and Identity Verification for Work  
First**

**EFFECTIVE DATE: September 1, 2007**

**I. BACKGROUND**

The Centers for Medicare and Medicaid Services issued its final rule regarding documents or proof needed to establish citizenship and identity of U.S. Citizens. As a result, the Division of Medical Assistance (DMA) has amended their policy and procedure to comply with the recent Federal guidance. Due to the linkage between the Work First and Medicaid programs, these changes will also affect applicants and recipients of Work First.

**II. POLICY PROCEDURES**

A. The following groups along with individuals receiving SSI and Medicare are exempted from the requirement to provide proof of citizenship:

- Current or former SSDI recipient
- Current or former lawful permanent resident applicant/recipient
- Title IV-E and Title IV-B children

B. Children (adopted or biological) born outside of the U.S. may establish citizenship under the Child Citizenship Act

C. Several changes were made in the acceptable documentation for citizenship and identity including:

1. **Chart 2** – Systemic Alien Verification for Entitlement (SAVE) Program can be used to verify citizenship for naturalized citizens.

2. **Chart 3** -Early school records and religious records may be used as documentary evidence

3. **Chart 4**

- Naturalized citizens may use the affidavit process
- The Roll of Alaska Natives may be used as documentary evidence
- The applicant/recipient, guardian or authorized representative must provide an affidavit as to why citizenship information is unavailable.

4. **Chart 5**

Identity may be verified by using 3 or more corroborating documents such as, marriage licenses, divorce decrees, high school diplomas and employer ID cards. These corroborating documents may only be used if 2nd or 3<sup>rd</sup> level documentation was provided for citizenship.

Please refer to DMA Change Notice No. 15-07 dated September 1, 2007 for further information regarding this process, <http://info.dhhs.state.nc.us/olm/manuals/dma/>. Work First manual changes will be forthcoming.

If you have any questions, please contact your Work First Representative.

Sincerely,



Esther T. High, Acting Chief  
Family Support and Child Welfare Services Section

cc: Sherry Bradsher  
Jo Ann Lamm  
Sarah Barham  
Family Support and Child Welfare Team  
Leaders  
Children's Programs Representatives  
Work First Program Representatives

Local Business Liaisons  
Hank Bowers