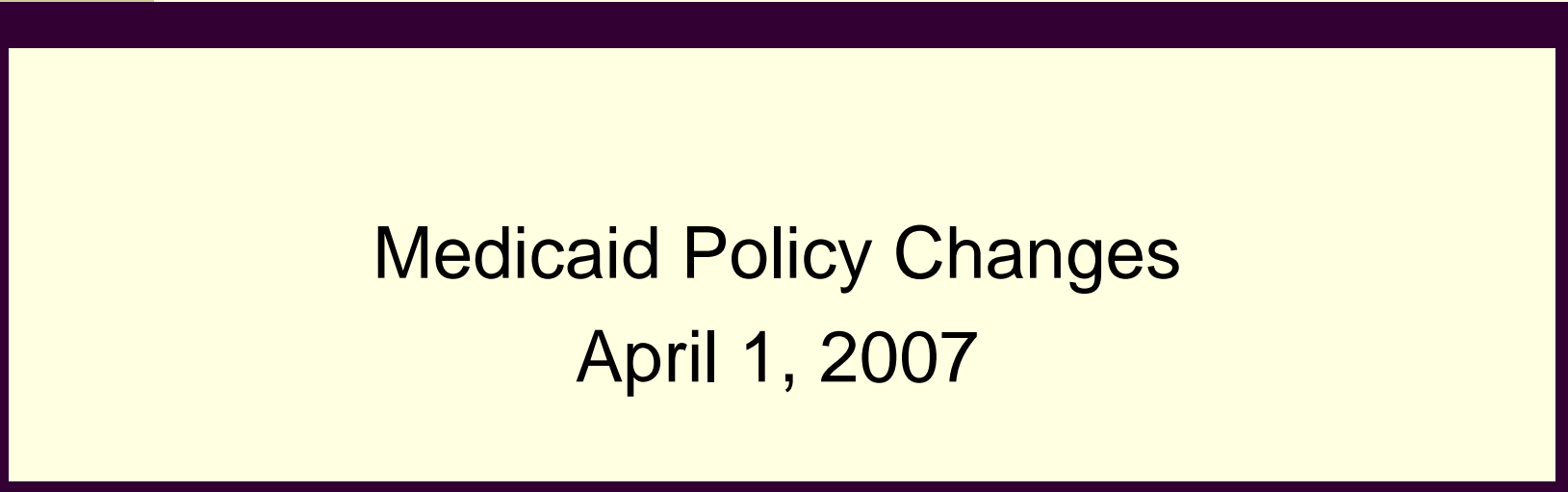




# Citizenship and Identity Training



Medicaid Policy Changes  
April 1, 2007

# The Deficit Reduction Act

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- Requires that all individuals document their U.S. citizenship prior to receiving, or continuing to receive Medicaid benefits.
- The Center for Medicaid and Medicare Services (CMS) determines Medicaid policy and has indicated that on-site audits will be completed to ensure state compliance with this requirement.

# Citizenship....

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- A person must be a U.S. citizen or have an acceptable alien status for the designated programs. A person who can not document this requirement is disqualified (PEM 225).
- Once citizenship has been verified, it does not need to be re-verified at subsequent application or redetermination.

# Citizenship....

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- Per the Deficit Reduction Act  
“Primary evidence of citizenship and identity is documentary evidence of the highest reliability that conclusively establishes that the person is a U.S. citizen.”
- Meaning: We must obtain primary evidence/documentation of citizenship and identity before using secondary evidence/documentation.

# Citizenship....

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- Applicants who are undocumented aliens are NOT required to provide verification of citizenship for MA and only eligible for Emergency Services Only (ESO) Medicaid.
- People who claim to be U.S. citizens but can not document/verify their citizenship are not eligible for full Medicaid or Emergency Services Only (ESO).

# Citizenship....

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- Medicaid applications that do not have an answer to the citizenship question are to be treated as though they contain conflicting information.

Contact must be made with the client or authorized representative to determine if the person claims to be a U.S. citizen.

# Citizenship

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Citizenship documentation/verification is not required for:

- Individuals receiving Medicare benefits.
- SSI recipients.
- Safe Delivery (Haven) babies.
- Newborns (PEM 145).
- Children currently in foster care.

(Everyone else must document their U.S. citizenship to receive Medicaid.)

# Citizenship

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- We must attempt to obtain primary evidence/documentation of citizenship before using secondary evidence/documentation.
- Verification may be either originals or photocopies of originals (faxes and e-mails are not allowed).

# Citizenship

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PEM 225 contains detailed information about primary, secondary, third and fourth levels of / types of acceptable evidence/documentation.

Some examples of each level include.....

# Citizenship

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## First Level Evidence (most acceptable):

- U.S. passport.
- Certificate of Naturalization (DHS N-550 or N-570).
- Certificate of U.S. Citizenship (DHS N-560 or N-561).

# Citizenship

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## Second Level Evidence

(to be used if first level can not be obtained):

- Birth certificate
- Final adoption papers/decrees.
- Military records illustrating place of birth.
- Certification of Report of Birth (DS-1350).
- Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240)
- Evidence of civil service employment by the U.S. government prior to June 1, 1976.

# Citizenship

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## Third Level Evidence

(if first or second level can not be obtained):

- An extract of a hospital record on hospital letterhead, established at the time of birth, created at least 5 years before the initial application date and indicates a U.S. place of birth. A souvenir “birth certificate” is NOT acceptable.
- Life, health or other insurance record showing a U.S. place of birth created at least 5 years prior to the initial application date.

# Citizenship

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## Fourth Level Evidence

(only to be used in rare occasions when previous evidence levels can not be obtained):

- Affidavit signed by two people (one who is not related to the individual) who have knowledge of the event's that establish the person's citizenship. Applicants and recipients must also submit an affidavit stating why the documents are not available.
- Statement signed by a physician or midwife who was in attendance at the time of birth.

# Citizenship

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- At application, MA may not be approved unless appropriate documentation/verification of citizenship is provided.
- Ongoing Medicaid recipients must provide documentation of citizenship at their next redetermination.

# VERIFICATION CHECKLIST

Michigan Department of Human Services (DHS)

You must verify your identity and U.S. citizenship status before we can determine your eligibility for Medical Assistance.

To help us, please provide a copy of the item(s) checked below.

Do not send original documents.

Grantee Name

Grantee Client ID

Case Number

Date

County

District

Section

Unit

Specialist

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

## Important Information

Call me right away if you have any questions or problems getting the proofs. I will help you get the proofs if you ask for help.

You must get the proofs to me or call me by the due date below. If you do not, your benefits may be denied or cancelled.

DUE DATE

SPECIALIST NAME

TELEPHONE

FAX #

WHO MUST YOU PROVIDE PROOF FOR?	CITIZENSHIP
Proof of <input type="checkbox"/> identity or <input type="checkbox"/> citizenship or <input type="checkbox"/> both for the following persons:	The bestway to prove you are a citizen is with one of the following:
[REDACTED]	<input type="checkbox"/> U.S. Passport
[REDACTED]	<input type="checkbox"/> Certificate of naturalization (DHS N-550 or N-570)
[REDACTED]	<input type="checkbox"/> Certificate of U.S. citizenship (DHS N-560 or N-561)
[REDACTED]	
[REDACTED]	<i>If you do not have any of the items listed above, you will need two</i>
[REDACTED]	<i>documents, one document to show you are a citizen and one to</i>
[REDACTED]	<i>prove who you are.</i>
[REDACTED]	Document you are a citizen with:
[REDACTED]	<input type="checkbox"/> Your birth certificate
[REDACTED]	<input type="checkbox"/> A report or certification of birth abroad of a U.S. citizen (form FS-240 or FS-545)
[REDACTED]	<input type="checkbox"/> U.S. citizen ID card (DHS Form I-97)
<b>IDENTITY RECORDS</b>	<input type="checkbox"/> Adoption papers
Show who you are with one of the following:	<input type="checkbox"/> Military record if it shows where you were born
<input type="checkbox"/> Drivers license/ID card	
<input type="checkbox"/> School ID card	
<input type="checkbox"/> Federal, state or local government ID card	
<input type="checkbox"/> U.S. military ID card	

**WHY MUST YOU PROVIDE PROOF OF CITIZENSHIP FOR MEDICAID?**

# Checking Your Knowledge

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Mrs. Smart applied on April 5 for FIP, MA, FAP, and SER for herself, her husband, and their two children, Kenia, age 2 years and nine-month-old, Wendy.

Mrs. Smart indicated on the application that everyone is a U.S. citizen. She provided her current drivers' license and Wendy's birth certificate that she had with her. Mrs. Smart stated Kenia's birth certificate is at home and she will copy it and send it into DHS.

Mr. Smart does not have a current, valid drivers license nor state-issued ID. He was born at home in Texas.

What items qualify as evidence/documentation for citizenship?

# Checking Your Knowledge

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If you answered:

Wendy Smart's birth certificate.

Kenia Smart's birth certificate.

You are correct.

Mrs. Smart's drivers license will qualify for identification but not for citizenship.

What type of evidence/documentation could Mr. and Mrs. Smart provide that would meet the first and/or secondary levels of evidentiary?

# Checking Your Knowledge

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Recalling Mr. Smart was born at home in Texas.

What type of evidence/documentation could Mr. and Mrs. Smart provide that would meet the first level of evidentiary for citizenship?

- U.S. passport.
- Certificate of Naturalization (DHS N-550 or N-570).
- Certificate of U.S. Citizenship (DHS N-560/N-561).

# Checking Your Knowledge

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What type of evidence/documentation could Mr. and Mrs. Smart provide that would meet the secondary level of evidentiary for citizenship?

- Birth certificate.
- Adoption papers.
- Military records illustrating place of birth.
- Certification of Report of Birth (DS-1350).
- Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240).
- Evidence of civil service employment by the U.S. government prior to June 1, 1976.

# Citizenship

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- Medicaid *recipients* may continue to receive Medicaid while they are demonstrating a good faith effort to document their citizenship.
- If the customer tries, in good faith, to present satisfactory documentation/verification, however is unable to because the documents are not available, DHS must help them obtain this information.

# Citizenship

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- An example of good faith effort would be when an MA recipient claims to be a U.S. citizen and provides proof that they have applied for a birth certificate.
- If the DHS worker is also unable to obtain documentation of citizenship, a request for assistance may be sent to the Department of Community Health (MDCH).

# Citizenship

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- MDCH will attempt to verify citizenship and/or identity after all other possibilities have been exhausted by the applicant/recipient and DHS.
- Requests must include: Applicant or recipient's name, case number, specialist name and contact information, description of situation and the steps have been taken to verify citizenship and/or identity.
- Requests for MDCH assistance can be sent to [eligibilitypolicy@michigan.gov](mailto:eligibilitypolicy@michigan.gov)

# Identity

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## Per the Deficit Reduction Act:

- We must obtain evidence/documentation of citizenship and identity.
- Identity evidence/verification for MA applicants and recipients must be verified for ages 16 and above (PEM 221).
- Identity must be verified at each application and annual redetermination.

# Identity

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Allowable types of identity verification include:

- Current driver's license w/photo (not expired).
- State-issued identification w/photo.
- School-issued identification w/photo.
- Document indicating a client's receipt of benefits under a program which requires verification of identity (e.g., SSI, RSDI).

# Identity

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- MDCH will also attempt to help with verifying identity after all other possibilities have been exhausted by the applicant/recipient and DHS.
- Requests must include: Applicant or recipient's name, case number, specialist name and contact information, description of situation and the steps have been taken to verify citizenship and/or identity.
- Requests for MDCH assistance can be sent to [eligibilitypolicy@michigan.gov](mailto:eligibilitypolicy@michigan.gov)

# Citizenship and Identity

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Some types of documentation can be used to verify both citizenship and identity including:

- A U.S. passport.
- A Certification of Naturalization (Department of Homeland Security, (DHS) Forms N-550 or N-570).
- A Certificate of U.S. Citizenship (DHS Forms N-560 or N-561).

# Checking Your Knowledge

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1. What three types of evidence/documentation will satisfy both citizenship and identity?
  - a. U.S. passport, certification of naturalization (Department of Homeland Security), and birth certificate.
  - b. U.S. passport, drivers license, and certification of naturalization from the Department of Homeland Security.
  - c. U.S. passport, certification of naturalization (Department of Homeland Security), and certificate of U.S. citizenship.

# Checking Your Knowledge

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If you selected 'c', you are correct. (\*:\*)

A full list of acceptable evidence/documentation for citizenship and identity can be found in

[www.cms.hhs.gov/MedicaidEligibility](http://www.cms.hhs.gov/MedicaidEligibility)

TTY users may also call 1-877-486-2048.

# Transition Period

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Applications taken/received for Medicaid in March, including requests for retro MA will follow the policy that was in affect the month of application even if the case is processed in April.

Redeterminations due in March will follow the policy that was in affect in March even if the redetermination is processed in April.

# Resources/References

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If you have policy related questions about the content of this presentation, please follow your local office procedures and page 10 of PEM 100-Introduction.

If you have PowerPoint presentation questions/comments, please email DHS's Office of Training and Staff Development (OTSD) at [DHS-OTSD-Contact@michigan.gov](mailto:DHS-OTSD-Contact@michigan.gov)

Other training presentations may be accessed by going to DHS-Net, select 'Training' (right side of the screen), select 'Office of Training & Staff Dev.(CWI)', and then select 'Computer Based Training' (left side of the screen). This presentation will be posted to this site in the near future.

# Citizenship and Identity

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Acknowledgement of  
viewing and receiving the information  
shared in this PowerPoint presentation covering:

## **Documentation of Citizenship and Identity for Medicaid**

Print this screen ('Print Screen' button on your keyboard), sign and date, and give it to your supervisor/manager.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

County/District: \_\_\_\_\_

Date Viewed: \_\_\_\_\_