



How To Complete an MC 13

Section A: Medi-Cal Benefits to Citizens and Aliens

This section includes a variety of important information to help applicants understand the citizenship/alienage requirements of the Medi-Cal program including the definition of Satisfactory Immigration Status (SIS). This section also includes information about alien documentation and verification requirements and SSN requirements.

Section B: Citizenship/Immigration Status Declaration

In this section the applicant will indicate whether he/she is a U.S. citizen, national or an alien, without reference to the level of benefits requested. Every applicant is required to answer question 1 indicating if he/she is or is not a citizen or national of the United States.

If the applicant indicates he/she is ...	Then the applicant must write ...
a U.S. citizen or national	his/her place of birth and then skip to Section D
NOT a U.S. citizen or national	information about his/her specific alien status in questions 2 through 4. If none of the alien statuses in questions 2 through 4 is applicable, the applicant shall answer "NO" to EACH of those questions. Aliens who claim to be PRUCOL must indicate which PRUCOL category applies to them in question 5

Section C: Verification of Immigration Status (for Aliens Claiming Satisfactory Immigration Status)

If the applicant answered "Yes" to any question 2 through 4, he/she must complete this section.

Section D: Social Security Number (SSN)

Every applicant must indicate if he/she has a SSN in this section. **However, only applicants who claim to be U.S. citizens or nationals, or aliens with SIS, are required to provide (or apply for) a SSN as a condition of eligibility.** Refer to [Article 4, Section 11](#) for acceptable SSN verification and procedures to be followed when an applicant who is required to provide a SSN but does not have one at the time of application.

Ask an applicant who is otherwise eligible for restricted benefits to provide the SSN, if he/she claims to have one. However, if such an applicant refuses to provide the SSN, restricted benefits must be granted if the applicant is otherwise eligible. The worker should request an investigation if there is reason to believe that the applicant is withholding any information relevant to his/her Medi-Cal eligibility or SOC.

UNDER NO CIRCUMSTANCES SHOULD A WORKER KNOWINGLY SUBMIT AN INCORRECT OR FRAUDULENT SSN TO MEDS.

County Use Section

This section provides space for important information about the citizenship/alien status determination. The worker must provide all of the applicable information requested in this section. The "Action Taken" categories have been expanded to indicate when full benefits are granted pending verification of immigration status. The worker must mark this response when full benefits are granted to an eligible alien during the reasonable opportunity period to provide evidence of SIS and/or while waiting for the INS to verify SIS through SAVE. The MC 13 also adds a section for the worker to indicate which level of benefits the applicant is potentially eligible to receive based on the citizenship/immigration status information provided on this form.