

Medi-Cal Program Guide (MPG) Letter #626

April 14, 2008

Subject COUNTY MEDICAL SERVICES (CMS): CHANGE REGARDING VERIFICATION REQUIREMENTS FOR U.S. CITIZENSHIP AND IDENTITY AND CHANGE TO SHORT CERTIFICATIONS FOR ALIENS.

Effective Date April 21, 2008

Reference ACWDL 07-12 and Deficit Reduction Act(DRA) of 2005: WWW.DHCS.CA.GOV; County Policy

Purpose The purpose of this MPG Letter is to:

- Implement changes in CMS to comply with DRA requirements whereby **evidence of citizenship and identity** for US citizens and nationals is a condition of CMS eligibility
- Inform staff of a change to CMS policy regarding short certifications for aliens who have lost their I-551 cards or have expired cards

Background Assembly Bill (AB) 1807 implements a provision of the DRA that requires evidence of citizenship and identity as a condition of eligibility for individuals applying for or receiving benefits.

Previously, Legal Permanent Resident (LPR) aliens with a lost or expired I-551 card were certified to CMS with a 3-month short certification if otherwise eligible.

Changes Effective April 21, 2008, evidence of citizenship and identity must be obtained for all persons requesting CMS who declare they are U.S. citizens or nationals.

Legal Permanent Resident (LPR) aliens with a lost or expired I-551card will be denied CMS. All aliens with LPR status must present a valid I-551 U.S. Citizenship and Immigration Services document (USCIS) at every application and recertification.

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Verification Requirement

Beginning with applications and recertifications dated on or after April 21, 2008, all applicants are required to show proof of citizenship and identity at the time of application. If citizenship and identity verifications have not been previously provided, the applicant is not to be approved CMS benefits, even if otherwise eligible, until verification is provided. Once verification of citizenship is provided, it does not need to be provided again. Applicants who fail to provide proof of identity, citizenship or Legal Permanent Residency status will be denied CMS benefits.

Current beneficiaries are required to provide documentation at the time of their next recertification or application. Beneficiaries who fail to provide proof of identity, citizenship or Legal Permanent Residency status will be denied CMS benefits.

Acceptable Documents

To verify U.S. citizenship, a document must:

- Show a U.S. place of birth, or
- Indicate that the person is a U.S. citizen or national and
- Be listed as an acceptable document on the DHCS 0007 form (refer to MPG Article A, appendix B).

Copies of documents are acceptable as evidence of citizenship for CMS. If original documents are presented the worker will complete the Receipt of Citizenship or Identity Documents form (DHCS 0005) for each document. When the original documents presented are determined to be acceptable proof of citizenship and identity, the worker must complete the Proof of Acceptable Citizenship or Identity Documents form for each original document (DHCS 0011).

If the CMS applicant is required to apply for Medi-Cal, then the documents provided to the Medi-Cal worker must be originals or certified copy from the issuing agency. The applicant must comply with Medi-Cal requirements to receive full scope benefits. If the applicant does not comply with Medi-Cal requirements and receives limited Medi-Cal benefits, the applicant's CMS will not be recertified.

Document Fees

Most government agencies, such as ICE (Immigration and Customs Enforcement), the U.S. Census Bureau, and individual state vital records offices, charge a fee for replacing original documents or providing certified copies of legal documents. The County does not pay the fees for applicants/beneficiaries to secure required citizenship documents.

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Forms Impact

These forms are to be used only when an individual presents original documents.

- Receipt of Citizenship or Identity Documents form—DHCS 0005 (attachment A).
- Proof of Acceptable Citizenship and Identity Documents—DHCS 0011 (attachment D)
- 14-86 Citizenship/Identity Document Transmittal—Used by PAI or clerical staff to transfer citizenship documents to the appropriate worker (attachment E).

Additional Forms:

- Proof Citizenship or Identity Needed form –DHCS 0006 (attachment B)
 - Acceptable Citizenship and Identity Documents –DHCS 0007 (attachment C)
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Document Handling

A Receipt of Citizenship or Identity Documentation (DHCS 0005) form must be completed for each original document provided as evidence of citizenship or identity. The worker will attach a copy of the document to the original receipt form (DHCS 0005) and file them in the case file. A copy of the receipt will be returned to the applicant/beneficiary along with the original document. Documents received by mail will be returned within 5 business days.

Note: The Receipt of Citizenship or Identity Documentation form is only a receipt. It may be completed by an HSAA clerical or eligibility worker or a Certified Application Assistor (CAA) at a Federally Qualified Health Center (FQHC) or a Disproportionate Share Hospital (DSH). It does not indicate that the document submitted has fulfilled the citizenship or identity documentation requirements.

The Proof of Citizenship or Identity Needed (DHCS 0006) form is sent to beneficiaries explaining which citizenship documents are required to be sent along with the Acceptable Citizenship and Identity Documents form (DHCS 0007).

Proof of Acceptable Citizenship or Identity Documents (DHCS 0011) form
When a worker determines the submitted documents are acceptable proof of citizenship and identity, the worker must complete the Proof of Acceptable Citizenship or Identity Documents form. It may only be completed by an eligibility worker. A separate form must be completed for each document provided. The worker will attach the original DHCS 0011 form to the DHCS 0005 with the copy of the document, and will give a copy of the form to the applicant/beneficiary either during an office visit or by mail. The applicant/beneficiary may show this form as proof that citizenship or identity documentation was submitted and determined acceptable.

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Document Handling (continued)

In summary the case file must contain a DHCS 0005 and a DHCS 0011 for each acceptable document that is received. A copy of the DHCS 0006 and 0007 is also required if the two forms were sent to the applicant/beneficiary to request information.

In addition to maintaining copies of paper documents submitted as evidence of citizenship in the case file, workers shall notate in the case file the following information the date and means by which the original document(s) is returned (i.e., Certificate of Naturalization returned to John Doe by mail 01/01/06)

Automation Impact

No impact at this time.

Quality Assurance Impact

Effective June 01, 2008, Quality Assurance will cite the appropriate error on any case that does not comply with the requirements outlined in this letter.

Summary of Changes

The table below shows the changes made to the Medi-Cal Program Guide (MPG)

Article/Section	Changes
Article A, Section 4-1	Updated identity verifications
Article A, Section 4-2	Added acceptable verifications of residency
Article A, Section 4-3	Added citizenship requirements
Article A, Section 4-4	Updated expired alien status rule
Article A, Section 2-2	Updated DAPD process
Article A, Section 4	Add Appendices B-D

Filing Instructions

The table below shows how to file the MPG material.

Action	Pages
Remove	Article A, Section 4,1-13
Replace	Article A, Section 4,1-19
Remove	Article A, Section 2, 4-5 and 8-9
Replace	Article A, Section 2, 4-5 and 8- 9

Important Note

The MPG is available in its entirety on the County Intranet by accessing <http://internet/manuals/mpg/index.html>. The MPG revisions listed in this letter will be entered into the Intranet MPG at the next update.

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**Managers
Approval**

ORIGINAL SIGNED BY:

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