

# Medi-Cal Program Guide Letter #706

July 7, 2010

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**Subject** SSA VERIFICATION OF U.S. CITIZENSHIP AND IDENTITY

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**Effective Date** January 4, 2010

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**Reference** ACWDL 09-65

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**Purpose** To provide staff with the following:

- Information regarding the daily matching process with Social Security Administration (SSA) to verify citizenship and identity for certain Medi-Cal applicants and beneficiaries.
- Instructions on how to process successful and unsuccessful SSA citizenship/identity verification matches.

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**Background** Unless otherwise exempted, the Deficit Reduction Act (DRA) of 2005 requires Medi-Cal applicants and beneficiaries who declare U.S. citizenship status to provide acceptable evidence of their citizenship and identity. Currently, applicants and beneficiaries may fulfill the DRA requirements by submitting any one of the approved documents. Those born in California, U.S. citizenship may be verified through the automated birth record data match.

Authorized by the Children's Health Insurance Program Reauthorization Act of 2009, the Department of Health Care Services (DHCS) has implemented a matching process with SSA to verify citizenship and identity of certain Medi-Cal applicants and beneficiaries. The change requires taking the existing daily Social Security Number (SSN) validation process with SSA and expanding it to include citizenship and identity.

Once a SSN is validated by SSA, a match to verify citizenship and identity is performed on applicants/beneficiaries who have not met the DRA requirements or who have met the requirement by submitting third or fourth level citizenship documents.

While it is a two-step validation process, the process is completed simultaneously and the results of the SSN validation and, if applicable, citizenship/identity verification will display on MEDS within two business day. The two business day turnaround time starts from when the SSA receives the data from MEDS.

A successful match means that the applicant's or beneficiary's citizenship and identity have been verified by SSA and the DRA citizenship/identity verification requirements are fulfilled.

**Highlighted Changes**

- Effective January 4, 2010, a matching process with SSA to verify citizenship and identity is performed on applicants and beneficiaries meeting all of the following conditions:

Condition	Description
1	Declared U.S. citizenship status (MEDS CITIZEN-ALIEN-INDICATOR code of A, B, N, Q, or 5)
2	SSN was validated by SSA at the highest level (MEDS SSN-VER code of A, C, or E)
3	<ul style="list-style-type: none"> <li>• Has not met the citizenship and identity verification requirement of DRA</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Has provided 3<sup>rd</sup> or 4<sup>th</sup> level citizenship documentation</li> </ul>

- It is considered a successful match when an applicant's or beneficiary's citizenship and identity are verified through SSA.
- For successful matches, a document type code of "2Z" is auto-populated on the **Citizenship-Doc-Type** and **Identity-Doc-Type** field of the MEDS **INQE** screen.
- Applicants/beneficiaries with a successful match are entitled to full-scope Medi-Cal benefits.
- It is considered a mismatch when the applicant's or beneficiary's citizenship and identity cannot be verified through SSA.
- For mismatches (AKA unsuccessful matches), no update is made to the **Citizenship-Doc-Type** and **Identity-Doc-Type**

field of the MEDS **INQE** screen and any existing values in the respective MEDS INQE fields remain unchanged.

- The MC 239-DRA 6 Information Notice shall be mailed to all applicants and beneficiaries who are not exempt from the DRA requirements and whose citizenship and identity cannot be verified through SSA.
- Non-exempt applicants or beneficiaries with an unsuccessful match shall be given 90 days to resolve the mismatch or to provide the required DRA documents.
- The 90-day clock starts seven calendar days after the worker mails the MC 239 DRA-6 Information Notice to the applicant or beneficiary.
- Non-exempt applicants/beneficiaries with an unsuccessful match will have their benefits reduced from full-scope to limited scope at the end of their 90-day clock if the acceptable DRA documents are not provided or the mismatch is not resolved with SSA. A ten-day notice is required.
- SSA Citizenship/Identity verification match is dependent on a validated SSN. Therefore, removal of SSN validation status will also result in the removal the SSA citizenship/identity verification status.
- When SSA citizenship/identity verification status is removed and there was previously a lower tier DRA document code on the INQE screen, the worker will update the INQE screen with the lower tier document information found in the applicant or beneficiary case file.
- Eleven new MEDS alerts (Alerts 9044 through 9054) are added. These MEDS alerts are generated based on whether the individual's citizenship and identity was verified by SSA and updates were made to the MEDS INQE screen. Some of the alerts require follow-up actions while others do not.

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**Required  
Action**

Workers are required to ensure that the changes outlined in this Letter and the procedures detailed in Article 7 Section 2 are followed. Below highlights some core actions that are required:

- Review the INQE screen to determine if the applicant or beneficiary has met the DRA citizenship and identity verification requirements through the existing birth record data match or the new SSA citizenship/identity verification match. This review must be done **BEFORE** requesting the required citizenship and/or identity verifications from the applicant/beneficiary.
- Issue full-scope Medi-Cal benefits to otherwise eligible applicants and beneficiaries whose citizenship and identity have been verified through SSA and the document type code of “ZZ” is shown on the **Citizenship-Doc-Type** and **Identity-Doc-Type** field of the MEDS **INQE** screen.
- Select “Citizenship is verified by SSA” and “Identity is verified by SSA” as the verification source for the U.S. Citizen Field and Identification Field in CalWIN for applicants/beneficiaries with a successful match. These CalWIN fields are located on the Identification Detail tab of the Collect Individual Demographics Detail window. Refer to the [Automation Impact Section](#) of this Letter for details on how to handle Medi-Cal/Food Stamps combo cases.
- Review and resolve mismatches as well as MEDS alerts that are generated from the SSA citizenship/identity verification matching process.

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**Automation  
Impact**

With the implementation of Release 23 on April 13, 2010 the **Collect Individual Demographics Detail – Identification Detail** tab was modified to include the following values in the Verification Source dropdown:

- Citizenship is verified by the SSA
- Identity is verified by the SSA

For **Medi-Cal only** cases, workers must select the above values for those otherwise eligible individuals whose DRA citizenship and identity are verified through SSA.

For **Medi-Cal/Food Stamps combo** cases, workers are to follow [BENDS #5025](#) (Attachment A) for individuals who are determined eligible for Food Stamps and Medi-Cal and whose citizenship and identity have been verified through SSA as

permitted under the Medi-Cal Program.

Click [here](#) for updated automation instruction.

Please note that “click here” hyperlink will be enabled ONLY when the above automation instruction have been revised.

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**Food Stamps  
Impact**

The SSA citizenship/identity verification matching process only applies to the Medi-Cal program. Therefore, selection of “Citizenship is verified by the SSA” and/or “Identity is verified by the SSA” will result in “Pending” eligibility status for Food Stamps since these are not acceptable values for Food Stamps.

[BENDS #5025](#) provides instructions on how to get Food Stamps to pass for those individuals whose DRA citizenship and/or identity is verified through SSA. Workers are to follow [BENDS #5025](#) for individuals who are determined eligible for Food Stamps and Medi-Cal and whose citizenship and identity have been verified through SSA as permitted under the Medi-Cal Program.

Click [here](#) for updated automation instruction.

Please note that “click here” hyperlink will be enabled ONLY when the above automation instruction have been revised.

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**CalWORKs  
Impact**

No impact.

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**ACCESS  
Impact**

No impact.

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**Forms Impact**

The MC 239 DRA-6 Informational Notice: Unable to Verify U.S. Citizenship/Identity Through The Social Security Administration shall be used to inform applicants/beneficiaries whose citizenship and identity cannot be verified through the SSA citizenship/identity verification matching process.

Until it is available in CalWIN, FRCs may order the form from iWAY.

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**Imaging  
Impact**

Until the MC 239 DRA-6 is available in CalWIN, shelf-stock MC 239 DRA-6 will be imaged using template #16-140.

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**Quality Assurance Impact**

Effective with August 2010 review month, QA will cite the appropriate error any case that does not follow the requirement of this Letter.

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**Summary of Change**

<b>Article</b>	<b>Description of Change</b>
<a href="#">Article 4 Section 7</a>	Updates to the CIT/ID verification procedures.
<a href="#">Article 7 Section 2</a>	Updates to the CIT/ID verification requirements.

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**Manager Approval**

*Original signed by:*

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