

DMA ADMINISTRATIVE LETTER NO. 04-06 ADDENDUM 1

DATE: June 29, 2006

SUBJECT: Notice To Clients of Upcoming Citizenship/Identity Requirement

DISTRIBUTION: County Directors of Social Services
Medicaid Eligibility Staff

I. INTRODUCTION

The 2005 Federal Deficit Reduction Act (DRA) mandates that all applicants for and recipients of Medicaid must provide verification of U. S. citizenship and identity. This includes Work First and State/County Special Assistance applicants and recipients.

The DRA requires outreach to inform recipients and applicants of the upcoming requirement. The April 10, 2006, Joint Administrative Letter DMA 04-06, FSCWS 02-06, DAAS 06-06, began the outreach efforts. This letter continues these efforts.

Recent directives and guidance from the federal government created a change in the drafted policy and procedures developed for this new requirement. Amended Medicaid policy and procedures are currently being researched and drafted. Full implementation of this new requirement is anticipated for September 1, 2006.

II. PRINCIPLE

At this time all county department of social service offices must post the attached notice ([Attachment 1](#)) in English and Spanish in areas where applicants and recipients can readily observe and read the notice.

The notice identifies some documents accepted for citizenship and some acceptable for identity. One document from each list is required. Certain documents not listed, such as a certification of naturalization (N-550 or N-570) or U.S. Passport, are acceptable as verification of both citizenship and identity. The new policy will contain a complete list of acceptable documentation. The Spanish notice includes an additional statement: All individuals – no matter their immigration status – could qualify for Emergency Medicaid.

III. PROCEDURES

Do not require applicants and recipients (a's/r's) to provide citizenship and documentation prior to receiving Medicaid benefits. However, the county must continue to inform the a's/r's of the forthcoming requirement.

During this time, if an a/r provides the documentation, make a copy of the documentation, note what was provided, that it was an original/certified document, and place in a sub-folder or file in the a/r's permanent record labeled "Citizenship/Identity Verification". Flag the record that the information is in the record but needs to be put into the system at the next review. The list of acceptable documents is attached. ([Attachment 2](#))

III. EFFECTIVE DATE

This process is effective July 1, 2006 or upon receipt of the letter.

If you have any questions, please contact your Medicaid Program Representative.

L. Allen Dobson, Jr., M.D., Assistant Secretary
For Health Policy and Medical Assistance

Attachments

(This material was researched and written by Susan Ryan, Policy Project Manager,
Medicaid Eligibility Unit)