



CHANGE NOTICE FOR MANUAL

DATE: September 24, 2007

MANUAL: WORK FIRST MANUAL

CHANGE NO.: 03-2007

TO: County Directors of Social Services

EFFECTIVE: October 1, 2007

I. BACKGROUND

The Deficit Reduction Act of 2005 mandated that applicants and recipients provide documentary evidence of U. S. citizenship and identity for Medicaid eligibility. The current TANF State Plan and North Carolina G.S. 108A-27.9(g) allows an application for Work First to also be an application for Medicaid. As a result, Work First developed concurrent policies to ensure program consistency. Due to the recent release of the Final Regulations by the Centers for Medicare and Medicaid Services regarding citizenship and identity, the Division of Medical Assistance (DMA) has revised their policy to reflect those updates. Work First manual section 111 has been revised to ensure continued programmatic consistency. The section has also been reformatted to allow for a clearer presentation of policy. In addition language was clarified regarding the circumstances for referring an individual to the U.S. Bureau of Citizenship and Immigration.

II. SPECIFIC CHANGES

Work First Manual Section 111

- A. Section II. D. was added to clarify that children (adopted or biological) born outside of the U.S. may establish citizenship under the Child Citizenship Act. Clarifying language was added to E. to include non-citizen nationals as U.S. citizens.
- B. Section III. language was added to ensure discussions are held with the applicant/recipient about what documentary evidence may be available to the family.
- C. Section III was expanded to include Social Security Disability (SSDI), Lawful Permanent Residents (LPR), Title IV-B and IV-E recipients as individuals exempt from providing documentary evidence of citizenship/identity.
- D. Section 111.A. was added to include the method of verifying citizenship and identify for the newly exempt individuals. Written consent is required from applicants/recipients for the agency to request certified North Carolina birth records.
- E. Section 111.B. was added to clarify that while the highest level of documentary evidence is preferred, lower levels maybe used to keep the application from pending any longer than necessary.

- F. Charts 2-5 have been updated to show the additional documents that may be used for citizenship and identity.
 1. Chart 2 includes documents for children born outside of the U.S. Language was changed from amended birth certificate to delayed birth certificate.
 2. Chart 3 adds early school records and religious records as forms of documentary evidence.
 3. Chart 4 allows Naturalized citizens to use the affidavit process and the Roll of Alaska Natives has been approved as documentary evidence. Also in Chart 4 instructions regarding the written affidavit process were updated to require a separate affidavit from the applicant /recipient, guardian or authorized representative as to why documentary evidence of citizenship/identity are unobtainable or does not exist. Newborns have been added to the note regarding the use of hospital records for children less than 16 years of age. The place of birth on the application must agree with the information contained on the non governmental document.
 4. Chart 5 provides additional means of verifying identity by the use of corroborating documents and additional documents for newborns and children under age 16.

- G. Section III-C has been deleted from the manual. The section is no longer applicable as it relates to how citizenship and identity are verified for individuals who claim U.S. citizenship.

- H. Section V-A.2 has been revised to reflect language clarification as recommended by the Office of Civil Rights.

- I. Section IV, Figure 8 has been removed from the manual section.

- J. Section VIII-F been revised to reflect language clarification as recommended by the Office of Civil Rights.

III. IMPLEMENTATION INSTRUCTIONS

This change notice is effective October 1, 2007. For ongoing cases, these changes are effective at the next review or change in situation. Apply the changes to applications taken and reviews started on or after October 1, 2007. These changes may also be applied to cases currently being processed.

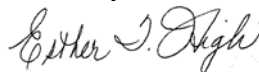
This change notice obsoletes FSCWS Administrative Letter # 11-2007.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

<u>Remove</u>		<u>Insert</u>	
Section	Pages	Section	Pages
111	All	111	1-25

If you have any questions, please contact your Work First Representative.

Sincerely,



Esther T. High, Acting Chief
 Family Support and Child Welfare Services Section

ETH/sdm
 Attachments:
[WF111.pdf](#)