

**N.C. Division of Aging and Adult Services Change Notice 01-2006**  
**Adult Services Section**

**Date:** August 31, 2006

**Subject:** Verification of Citizenship and Identity for Special Assistance

**Distribution:** County Directors  
Special Assistance Supervisors  
Adult Services Supervisors

**Effective:** September 1, 2006

**I. Background**

The Federal Deficit Reduction Act of 2005 mandates that applicants for Medicaid who declare U.S. citizenship, except those currently or formerly receiving Medicare or SSI, must provide documentation of U.S. citizenship and identity. This applies to Special Assistance applicant/recipients as well, since they receive Medicaid on approval of Special Assistance. Policy has been updated to provide instructions on verification of citizenship and identity, and how to process applications and redeterminations in relation to this requirement.

Additionally, current Special Assistance recipients who do not receive Medicare or SSI must provide documentation of U.S. citizenship and identity at the first redetermination occurring after full implementation September 1, 2006.

During July and August, county departments of social services (DSS) posted notices in English and Spanish alerting applicants and recipients to the new requirement. In addition, all staff who determine eligibility for Work First, Special Assistance, and all other Medicaid programs informed the applicants/recipients (a/r's) of the forthcoming requirement.

**II. Applications taken on or after September 1, 2006**

This change is effective September 1, 2006. Apply this policy to applications taken on or after September 1, 2006.

Review the case record and all county DSS records, including other program records for citizenship and/or identity evidence the agency may have on file. If documentation is needed, contact the recipient to discuss the need for citizenship and identity documentation. Use the DMA-5097, Request for Information, to seek the documentation in the highest tier of hierarchy. For most applicants this will be tier 2. If it appears this information will not be received within the 45/60 day processing deadline, then ask for information from a lower tier. Continue to pursue the higher tier documentation.

- A. If evidence is located, make a copy of the evidence documentation for the Special Assistance file and clearly document where the evidence was located, the date the documentation was provided to the county, and what hierarchy code it falls in. If the date of receipt by the county is unknown, note the date the worker located the document.
- B. If the applicant has the necessary documentation, make copies of the original documents, document the record, and process the application. Return any original documents to the applicant. Follow [SA-3240](#), Citizenship and Identity, for documenting the record.

- C. Avoid pending an application based solely on citizenship/identity documentation. However, pend the application if:
  - 1. The citizenship or identity documentation is not yet received by the end of the 45/60 day processing deadline, and
  - 2. The applicant is trying in good faith to obtain the documentation or the county has not yet received a response to an inquiry from a source other than the client.

Reference SA-3110 for other reasons to pend the application.

### **III. Applications pending as of September 1, 2006**

For applications taken prior to September 1, 2006, and approved on or after September 1, 2006, the requirement to document Citizenship and Identity is not effective until the first annual redetermination for each recipient. Refer to [SA-3320](#), Redetermination of Eligibility, for instructions.

### **IV. Redeterminations on or after September 1, 2006**

Apply this policy to redeterminations started on or after September 1, 2006. Review the case record and all county DSS records, including other program records such as Food Stamps, for citizenship and/or identity evidence the agency may have on file.

- A. If documentation is needed, contact the recipient to discuss the need for citizenship and identity documentation. Use the DMA-5097, Request for Information, to seek the documentation in the highest tier of hierarchy. For most recipients this will be tier 2.
- B. If the recipient has the necessary documentation, make copies of the original documents, document the record, and complete the redetermination. Return any original documents to the recipient. Follow [SA-3240](#), Citizenship and Identity, for documenting the record.
- C. If the recipient states he does not have documentation and is making a good faith effort to obtain the needed documents, document the record, complete the redetermination, and use Special Review Code "Z" on the DSS-8125 to follow up on the status of obtaining the documents. Use the third month of the new certification period for the special review date. A message will show on the Case Management Report to remind the worker citizenship and/or identity documentation is needed. (See EIS 4000, Codes Appendix)

### **IV. Assisting the Applicant/Recipient**

- A. If the a/r requests or needs assistance in obtaining the documents, the county must help.

The county DSS is responsible for obtaining the documentation when there is a fee involved in obtaining the information, such as certified birth certificates. State Vital Records requires an authorization from the recipient or legal guardian to provide a certified copy to the county. Use [SA-3240, Figure 2](#), U.S. Citizenship Documentation Birth Certificate Request.

The cost for a birth certificate from a North Carolina county Register of Deeds where the a/r was born is \$10.00. Birth certificates requested by county DSS's other than where the a/r was born must be requested from the state Vital Records. The cost for a certificate from the State Vital Records is \$15.00. The length of time to obtain the birth certificate

from a county is at least 7-10 days and at least 6-8 weeks from the state. Instructions on obtaining a certified birth certificate are on the Vital Records web site, <http://vitalrecords.dhhs.state.nc.us/vr/index.html>.

- B. The application is denied for not providing necessary information to confirm citizenship and/or identity if:
1. Information needed to obtain the source for documentation is not received, or
  2. The documentation request is returned as unable to confirm, and
  3. All other efforts to obtain the documentation fail.

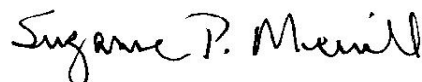
**V. Content of Change**

The following manual sections are reissued to reflect the mandated requirements:

- A. [SA-3100, Eligibility Requirements](#)
- B. [SA-3110, Application Process](#)
- C. [SA-3240 Citizenship and Identity](#)
- D. [SA-3320 Redetermination of Eligibility](#)

If you have any questions regarding this information, please contact your Adult Programs Representative, or either Brenda Porter, SA Program Coordinator or Geoff Santoliquido, SA Program Administrator at (919) 733-3818.

Sincerely,



Suzanne Merrill, Chief  
Adult Services Section

SM/bp

Attachments:

- [SA-3100](#)
- [SA-3110](#)
- [SA-3240](#)
- [SA-3240 Figure 1](#)
- [SA-3240 Figure 2](#)
- [SA-3240 Figure 3](#)
- [SA-3240 Figure 4](#)
- [SA-3320](#)