

## DMA CHANGE NOTICE FOR MANUAL

**DATE: MARCH 7, 2008**

**Manual:** Aged, Blind, and Disabled Medicaid

**Change No:** 12-08

**To:** County Directors of Social Services

**Effective:** April 1, 2008

**Make the following change(s)**

### **I. BACKGROUND**

The Bureau of Citizenship and Immigration Services has changed its name to United States Citizenship and Immigration Services (USCIS). In addition, the Charlotte office of USCIS is no longer accepting G-845S, Document Verification Request, and the G-845 Supplement. North Carolina will now mail the G-845S and G-845 Supplement to:

U.S. Citizenship and Immigration Services  
26 Federal Plaza  
5<sup>th</sup> Floor, Room 5-100A  
New York, NY 10278

### **II. CONTENT OF CHANGE**

MA-2504, Citizen/Alien Requirements:

- A. Updates the USCIS address for mailing forms G-845S and G-845 Supplement.
- B. Replaces all references to "BCIS" with "USCIS".
- C. Corrects the phone number for the North Carolina State Refugee Office.

### **III. EFFECTIVE DATE AND IMPLEMENTATION**

This policy is effective April 1, 2008. Apply this change to applications taken and redeterminations started on or after April 1, 2008, as well as to those presently in process.

#### IV. MAINTENANCE OF MANUAL

**Remove:** MA-2504, Citizen/Alien Requirements, pages 1-4, 15-28, 35-43 and Figures 1-3, 5 and 8-9.

**Insert:** [MA-2504](#), Citizen/Alien Requirements, pages 1-4, 15-28, 35-43 and [Figures 1, 2, 3, 5 and 8-9](#) dated 4/2008.

If you have any questions regarding this information, please contact your Medicaid Program Representative. For any issues that are not able to be handled through that venue, Mrs. Angela Floyd, Assistant Director for Recipient and Provider Services, will be your point of contact and can be reached at (919) 855-4000.

William W. Lawrence, Jr., M.D.  
Acting Director

(This material was researched and written by William Appel, Policy Consultant, Medicaid Eligibility Unit)