

### 4.3 CITIZENSHIP AND IDENTITY REQUIREMENTS FOR MEDICAID AND WV CHIP

Section 6036 of the Deficit Reduction Act of 2005 (DRA) enacted on February 8, 2006, requires individuals who claim United States citizenship to provide documentary evidence of citizenship or nationality when initially applying for Medicaid or upon a recipient's first Medicaid redetermination on or after July 1, 2006. This provision does not affect individuals who have declared they are aliens in a satisfactory immigration status. Section 6036 requires evidence of both citizenship and identity and specifies forms of acceptable evidence of citizenship or nationality and identity.

Section 211 of the CHIP Reauthorization Act of 2009 mandated citizenship documentation for CHIP applicants beginning January 1, 2010. West Virginia implemented this provision effective March 1, 2010.

#### A. ESTABLISHING UNITED STATES (U.S.) CITIZENSHIP AND IDENTITY

To establish U.S. citizenship the document must show:

- A U.S. place of birth, or
- That the person is a U.S. citizen.

To establish identity a document must show:

- Evidence that provides identifying information that relates to the person named on the document.

All documents must be either an original or a copy certified by the issuing agency. A copy or notarized copy is not acceptable. A copy of the verification must be filed in the case record. Verification of citizenship is required only once, unless later evidence makes it questionable. There is no requirement that the verification be submitted in person.

#### EXCEPTIONS:

The following applicants and recipients are exempt from the requirement:

- Current SSI recipients
- RSDI recipients when receipt is based on disability
- Medicare enrollees or those eligible to enroll in Medicare
- Individuals covered under Title IV-B child welfare services or Title IV-E foster care or adoption services
- A child born in the U.S. to a woman who was eligible for and receiving Medicaid on the date of the child's birth is exempt from the requirement to

provide citizenship and identity documentation. This includes a child born to an ineligible/illegal alien who received Medicaid for the birth only.

- Current WV CHIP Recipients

**NOTE:** Children born in the U.S. to foreign sovereigns or diplomatic officers are not U.S. citizens.

#### B. DOCUMENTS WHICH ESTABLISH U.S. CITIZENSHIP AND IDENTITY

The following items list acceptable evidence of U.S. citizenship and/or identity. Items 1 through 4 address citizenship and items 1 and 5 address identity. If an individual presents documents from item 1 no other information is required. If an individual presents documents from items 2 through 4, an identity document from item 5 must also be presented. Items 1 through 4 establish a hierarchy of citizenship documents and the following instructions specify when a document of lesser reliability may be acceptable.

**NOTE:** See item 5 below for additional identity documents which may be used when a child is age 16 or younger.

##### 1. Primary Documents to Establish U.S. Citizenship

Primary documents to establish both citizenship and identity are outlined in item 1. Primary evidence conclusively establishes that the person is a U.S. citizen. The Worker should obtain primary evidence of citizenship and identity before using secondary evidence.

**NOTE:** Persons born in American Samoa, including Swain's Island, are generally U.S. non-citizen nationals. There is no difference in terms of Medicaid eligibility.

**NOTE:** References to documents issued by the Department of Homeland Security (DHS) include documents issued by Immigration and Naturalization Services (INS).

Applicants or recipients born outside the U.S., who were not citizens at birth, must submit a document listed under primary evidence of U.S. citizenship.

Primary Documents	Explanation
U. S. Passport	<p>The Department of State issues this. A U.S. passport does not have to be currently valid to be accepted as evidence of U.S. citizenship, as long as it was originally issued without limitation.</p> <p><b>EXCEPTION:</b> For an individual born in Puerto Rico, applying <b>November 1, 2010</b> or later, an expired U.S. Passport is not accepted as proof of citizenship or identity.</p> <p><b>NOTE:</b> Spouses and children were sometimes included on one passport through 1980 and the citizenship and identity of the included person can be established when one of these passports is presented.</p> <p><b>EXCEPTION:</b> Do not accept any passport as evidence of U.S. citizenship when it was issued with a limitation. However, such a passport may be used as proof of identity.</p>
Certificate of Naturalization (N-550 or N-570)	The Department of Homeland Security issues for naturalization.
Certificate of Citizenship (N-560 or N-561)	The Department of Homeland Security issues certificates of citizenship to individuals who derive citizenship through a parent.
Documentation from a Federally-Recognized Indian Tribe	This includes an Indian Tribal enrollment document/card or certificate of degree of Indian blood. If the Tribe has an international border, and the membership includes non-U.S. citizens, the Tribal enrollment/membership document is used.
Social Security Administration (SSA) State Verification Exchange System (SVES) Data Match	<p>Information about new applicants for Medicaid and WV CHIP is submitted to SSA through the State Verification Exchange System (SVES). A response from SSA that confirms the data submitted by the state is consistent with SSA data, including citizenship or nationality, is considered equivalent to a primary document.</p> <p><b>NOTE:</b> Current Medicaid recipients must document citizenship and identity using other methods outlined in this Section.</p>

In addition to the documents outlined in the chart above, a child born in the U.S. to a woman who was eligible for and receiving Medicaid on the date of the child's birth is exempt from the requirement to provide citizenship and identity documentation. This includes a child born to an ineligible/illegal alien who received Medicaid for the birth only.

2. Secondary Documents to Establish U.S. Citizenship

Secondary evidence of citizenship is used when primary evidence of citizenship is not available. In addition, a second document which establishes identity must also be presented as described in item 5.

Accept any of the documents listed in the chart below as secondary evidence of U.S. citizenship, if the document meets the criteria and there is no indication that the person is not a U.S. citizen.

Applicants or recipients born outside the U.S. must submit a document listed under primary evidence of U.S. citizenship.

Naturalized citizens may submit primary or secondary evidence of citizenship. In rare circumstances, a naturalized citizen can submit a written affidavit to verify citizenship. See item 4 below. The remaining documents in the 3<sup>rd</sup> and 4<sup>th</sup> levels are not applicable for naturalized citizens because they require the document to show a U.S. place of birth.

See Section 4.3,A for a child born to a woman who was eligible for and receiving Medicaid on the date of the child's birth. This includes a child born to an ineligible/illegal alien who received Medicaid for the birth only.

Secondary Documents	Explanation
<p>A U.S. public birth record showing birth in:</p> <ul style="list-style-type: none"> <li>- One of the 50 U.S. States;</li> <li>- District of Columbia;</li> <li>- American Samoa</li> <li>- Swain's Island</li> <li>- Puerto Rico, if born on or after January 13, 1941;</li> <li>- Virgin Islands of the U.S. on or after January 17, 1917;</li> <li>- Northern Mariana Islands after November 4, 1986, (NMI local time; or</li> <li>- Guam, on or after April 10, 1899</li> </ul>	<p>The birth record document may be recorded by the State, Commonwealth, territory or local jurisdiction. It must have been recorded before the person was 5 years of age.</p> <p>NOTE: For applicants on or after <b>November 1, 2010</b> birth certificates issued by the Commonwealth of Puerto Rico must have an issuance date of July 1, 2010 or later. This provision does not apply to reapplications when citizenship and/or identity has already been established. The Worker can request a transcript of a birth certificate through an electronic transmission at no charge at: <a href="mailto:Registrodemografico@salud@gov.pr">Registrodemografico@salud@gov.pr</a>.</p> <p>A delayed birth record document that is recorded after 5 years of age is considered fourth level evidence of citizenship. See item 4 below.</p> <p><b>NOTE:</b> The online records of WV Vital Registration, obtained from the IPACT system, may be used to verify citizenship for persons born in West Virginia. The IPACT print screen must be filed in the case record.</p> <p><b>NOTE:</b> If the document shows the individual was born in Puerto Rico, the Virgin Islands or the Northern Mariana Islands before these areas became part of the U.S., the individual may be a collectively naturalized citizen. Collective naturalization occurred on certain dates listed for each of the territories. Please note the additional requirements for Collective Naturalization.</p>

## Verification

Certification of Report of Birth (DS-1350)	The Department of State issues a DS-1350 to U.S. citizens who were born outside the U.S. and acquired U.S. citizenship at birth, based on the information shown on the FS-240. When the birth was recorded as a Consular Report of Birth (FS-240), certified copies of the Certification of Report of Birth Abroad (OS-1350) can be issued by the Department of State in Washington, D.C. The DS-1350 contains the same information as that on the current version of Consular Report of Birth FS-240. The DS-1350 is not issued outside the U.S.
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Secondary Documents	Explanation
Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240)	The Department of State consular office prepares and issues this and can be prepared only at an American consular office overseas while the child is under the age of 18. Children born outside the U.S. to U.S. military personnel usually have one of these.
Certification of Birth Abroad (FS-545)	Before November 1, 1990, Department of State consulates also issued Form FS-545, along with the prior version of the FS-240. In 1990, U.S. consulates ceased to issue Form FS-545. Treat an FS-545 the same as the DS-1350.

United States Citizen Identification Card, I-197, or the prior version I-179	INS issued the I-179 from 1960 until 1973, revised and renumbered it as Form I-197. INS issued the I-197 from 1973 until April 7, 1983. INS issued Form I-179 to naturalized U.S. citizens living near the Canadian or Mexican for frequent border crossings. Neither form is currently issued, but is still valid.
American Indian Card, I-872	DRS issued this card to identify a member of the Texas Band of Kickapoos living near the U.S./Mexican border. A classification' code "KIC" and a statement on the back denote U.S. citizenship.
Northern Mariana Card, I-873	Immigration and Naturalization Service (INS) issued the I-873 to a collectively naturalized citizen who was born in the NMI before November 4, 1986. The card is no longer issued but is still valid.
Final adoption decree	The adoption decree must show the child's name and U.S. place of birth. If the adoption is not finalized and the State in which the child was born will not release a birth certificate prior to final adoption, a statement from a State approved adoption agency showing the child's name and U.S. place of birth is acceptable. The adoption agency must state that the place of birth information is an original birth certificate.
Evidence of civil service employment by the U.S. government	The document must show employment by the U.S. government before June 1, 1976.
Official Military record of service	The document must show a U.S. place of birth.
Department of Homeland Security's Systematic Alien Verification for Entitlements (SAVE) Program	The SAVE Coordinator has access to the SAVE Program for verification of naturalized citizens.

### 3. Third Level Documents to Establish U.S. Citizenship

Third level evidence is used when neither primary nor secondary evidence of citizenship is available. Third level evidence may be used only when primary evidence cannot be obtained and secondary evidence does not exist or cannot be obtained, and the applicant or recipient alleges being born in the U.S. In addition, a second document establishing identity must be presented as described in item 5.

## Verification

Accept any of the documents listed in the chart below as third level if the document meets the listed criteria, the applicant alleges birth in the U.S., and there is no indicator that the person is not a U.S. citizen.

Third level evidence is generally a non-government document established for a reason other than to establish U.S. citizenship and showing a U.S. place of birth.

The place of birth on the non-government document and the application must agree.

Third Level Documents	Explanation
Extract of hospital record on hospital letterhead established at the time of the person's birth and was created at least 5 years before the initial application date and indicates a U.S. place of birth	Do not accept a souvenir birth certificate issued by the hospital.  <b>NOTE:</b> For children under 16, the document must have been created near the time of birth or 5 years before the date of application.
Life or health or other insurance record showing a U.S. place of birth and was created at least 5 years before the initial application date	Life or health insurance records may show biographical information for the person including place of birth; the record can be used to establish U.S. citizenship when it shows a U.S. place of birth.
Religious record created within 3 months after the birth	The document, such as a baptismal certificate, must show a U.S. place of birth and either the date of birth or age at the time the record was created. This does not include entries in a family bible.
Early school record showing a U.S. place of birth	The school record must show the admission date, the date of birth or age at the time the record was made, a U.S. place of birth, and the name(s) and place(s) of the birth of the applicant's parents.

#### 4. Fourth Level Documents to Establish U.S. Citizenship

Fourth level evidence of U.S. citizenship is of the lowest reliability. This level of evidence is only used when primary evidence is not available, both secondary and third level evidence do not exist or cannot be obtained and the applicant alleges a U.S. place of birth or naturalized citizenship status. In addition, a second document establishing identity must be presented as described in item 5.



## Verification

Accept any of the documents listed in this Chart as fourth level evidence, if the document meets the listed criteria, the applicant alleges U.S. citizenship, and there is no indication that the person is not a U.S. citizen. In addition, a second document establishing identity must be presented.

Fourth level evidence consists of documents established for a reason other than to establish U.S. citizenship and which show a U.S. place of birth. The U.S. place of birth on the document and the application must agree. The written affidavit is used only when unable to secure evidence of citizenship listed in any other chart.

Fourth Level Documents	Explanation
Federal or state census record showing U.S. citizenship or a U.S. place of birth. This is usually for persons born 1900 through 1950.	The census record must also show the applicant's age.  <b>NOTE:</b> Census records from 1900 through 1950 contain certain citizenship information. To secure this information, the applicant, recipient or state should complete a form BC-600, Application for Search of Census Records for Proof of Age. Add in the remarks portion "U.S. citizenship data requested." Also add that the purpose is for Medicaid eligibility. This form requires a fee.
Other document as listed in the explanation that was created at least 5 years before the application for Medicaid	This document must be one of the following and show a U.S. place of birth: <ul style="list-style-type: none"> <li>• Seneca Indian tribal census record</li> <li>• Bureau of Indian Affairs tribal census records of the Navaho Indians</li> <li>• U.S. State Vital Statistics official notification of birth registration</li> <li>• An amended U.S. public birth record that is amended more than 5 years after the person's birth</li> <li>• Statement signed by the physician or midwife who was in attendance at the time of birth</li> </ul>
Institutional admission papers from a nursing home, skilled nursing care facility or other institution and was created at least 5 years before the initial application date and indicates a U.S. place of birth	Admission papers generally show biographical information for the person including place of birth; the record can be used to establish U.S. citizenship when it shows a U.S. place of birth.

## Verification

Medical clinic, doctor or hospital record that was created at least 5 years before the initial application date and indicates a U.S. place of birth	<p>Medical records generally show biographical information for the person including place of birth; record can be used to establish U.S. citizenship when it shows a U.S. place of birth.</p> <p><b>NOTE:</b> An immunization record is not considered a medical record for purposes of establishing U.S. citizenship.</p> <p><b>NOTE:</b> For children under 16, the document must have been created near the time of birth or 5 years before the date of application.</p>
Roll of Alaska Natives	Individuals were required to demonstrate U.S. Citizenship as part of the application process to be included on the Roll. It contains individuals who were born prior to December 17, 1971.
Written Affidavit	<p>Affidavits may only be used in rare circumstances. An affidavit by at least two individuals, one of whom is not related to the applicant/recipient and who have personal knowledge of the event(s), would establish the applicant's or recipient's claim of citizenship. The person(s) making the affidavit must be able to provide proof of his own citizenship and identity for the affidavit to be accepted. If the affiant has information which explains why documentary evidence establishing the applicant's claim of citizenship does not exist or cannot be readily obtained, the affidavit should contain this information as well. It must also be signed under penalty of perjury by the person making the affidavit. A second affidavit from the applicant/recipient or other knowledgeable individual explaining why documentary evidence does not exist or cannot be readily obtained must also be requested.</p> <p><b>NOTE:</b> Naturalized citizens can submit an affidavit to verify citizenship if this information cannot be found in the SAVE database.</p>

## 5. Evidence of Identity

When primary evidence of citizenship described in item 1 above is not available, a document from the lists in items 2 through 4 may be presented, if accompanied by an identity document from the following list.

**NOTE:** To establish identity, a document must show evidence that provides identifying information that relates to the person named on the document.

Recently expired identity documents are acceptable when there is no reason to believe the document does not match the individual.

**EXCEPTION:** This requirement does not apply to WV CHIP.

## Verification

Documents to Establish Identity	Explanation
Certificate of Degree of Indian Blood, or other U.S. American Indian/Alaska Native tribal document.	<p>Acceptable if the document carries a photograph of the applicant or recipient, or has other personal identifying information relating to the individual.</p> <p>See Section 4.3,B,1 for members of a federally-recognized Indian Tribe.</p>
Any identity document described in section 274A(b) (1) (D) of the Immigration and Nationality Act	<p>The following are acceptable documents for Medicaid:</p> <ul style="list-style-type: none"> <li>• Driver's license issued by a state or territory, either with a photograph or other identifying information of the individual such as name, age, sex, race, height, weight or eye color</li> <li>• School identification card with a photograph of the individual</li> <li>• School records, such as report cards. These must be verified with the issuing school.</li> <li>• U.S. military card or draft record</li> <li>• Identification card issued by the federal, state, or local government with the same information included on driver's licenses</li> <li>• Military dependent's identification card</li> <li>• Native American Tribal document</li> <li>• U.S. Coast Guard Merchant Mariner card</li> <li>• Three or more corroborating documents to prove identity, such as a marriage license, divorce decree, high school or college diploma, death certificate, employer ID card or property deed/title.</li> <li>• Clinic, doctor or hospital records</li> </ul> <p><b>NOTE:</b> For children under age 16, school records may include nursery or daycare records. If none of the above documents in the preceding charts are available, an affidavit may be used. An affidavit is only acceptable if it is signed under penalty of perjury by a parent or guardian and states the date and place of the birth of the child. An affidavit may be used for an individual under age 18 when both school photo ID cards and drivers' licenses are not available in that area until that age.</p> <p><b>NOTE:</b> Disabled individuals in residential care facilities may use identity affidavits made by the residential care facility director or administrator.</p> <p><b>EXCEPTION:</b> A voter's registration card or Canadian driver's license cannot be used.</p>

### C. COLLECTIVE NATURALIZATION

The following establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he did not take an oath of allegiance to Spain.

NOTE: For individuals applying **November** 1, 2010 or later, birth certificates issued by the Commonwealth of Puerto Rico must have an issuance date of July 1, 2010 or later.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI):

- Evidence of birth in the NMI, TIPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TIPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or

- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he did not owe allegiance to a foreign state on November 4, 1986 (NMI local time).

**NOTE:** If a person entered the NMI as a non-immigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen.

**D. DRIVER'S LICENSE DOCUMENTATION TO ESTABLISH BOTH CITIZENSHIP AND IDENTITY**

Section 6036(a)(3)(B)(iv) of the DRA permits the use of a valid state-issued driver's license or other identity document described in Section 274A(b)(1)(O) of the Immigration and Nationality Act, only if the state issuing the license or such document requires proof of United States citizenship before issuance of such license or obtains a Social Security Number from the applicant and verifies, before certification, that such number is valid and assigned to the applicant who is a citizen. West Virginia does not have these processes in place at this time. The West Virginia driver's license is valid for identity verification only.

**E. REASONABLE OPPORTUNITY**

At the time of application or upon redetermination of benefits all applicants and recipients must be given a reasonable opportunity period to provide documents to establish U. S. citizenship or nationality and identity.

**1. Applicants**

The reasonable opportunity period for applicants to provide documentation of citizenship is 45 days. An extension period, not to exceed 45 days, may be granted. The reason for the extension must be recorded in RAPIDS. The AG is initially approved for Medicaid or WV CHIP, if otherwise eligible, pending receipt of SVES match information or the resolution of any inconsistencies. If data inconsistencies can not be resolved, the Medicaid applicant must provide identity verification within the application processing time-frame. But, if otherwise eligible after providing identity documentation, the AG is approved and provided the reasonable opportunity period to submit citizenship documentation. WV CHIP applicants are not required to verify identity. WV CHIP applicants are provided the reasonable opportunity period to verify citizenship when SVES data inconsistencies cannot be resolved. If citizenship documentation is not supplied within the reasonable opportunity period, Medicaid is stopped after advance notice.

## 2. Recipients

Current Medicaid recipients continue to receive benefits until determined ineligible. Medicaid is closed only after the recipient is given a reasonable opportunity period of 45 days to present evidence. This is the reasonable opportunity period for recipients. The Worker may make an exception to the time limit when a recipient is making a good faith effort to provide the verification, but is unable to do so. The extension period may not exceed 45 days. Any exception must be recorded thoroughly in RAPIDS. The Worker must assist the client to secure verification if necessary.

**NOTE:** Current WV CHIP recipients are not required to verify citizenship during the certification period or at redetermination unless determined eligible for Medicaid.

**NOTE:** Individuals who are ineligible for Medicaid coverage due to failure to supply citizenship/identity documentation cannot be approved for WV CHIP. These are individuals who qualify for Medicaid financially and otherwise, but lack the required documentation.

## F. APPLICANTS OR RECIPIENTS WHO REQUIRE ASSISTANCE

If the applicant or recipient is homeless, an amnesia victim, mentally impaired, or physically incapacitated and lacks someone who can act for the individual, and cannot provide evidence of U.S. citizenship or identity, the Worker should assist the applicant or recipient to document U.S. citizenship and identity.

## G. NOTIFICATION AND FAIR HEARINGS

An applicant or recipient who fails to cooperate with presenting documentary evidence of citizenship may have benefits stopped after advance notice. Current notification procedures and appeal rights must be given if the individual fails to cooperate with the requirement to provide documentary evidence of citizenship.