

Karen House

Authorized Signature

Number: SS-AR-08-010

Issue Date: 11/07/08

Topic: Medical Benefits

Due Date: 11/07/2008

Subject: Reminder to ask if there is other identity documentation available before using the affidavit statement to verify identity for children up to the age of 16.

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): CAF SSP only |

Action Required: In order to document identity for U.S. citizen children under the age of 16 (as part of the citizenship/identity documentation requirement), DHS created the 'Statement of Identity for Children Under 16 Years of Age' (DHS 694) when the requirement to verify citizenship and identity was implemented. DHS later added the information to the DHS 415F and DHS 7210 to allow these applications to fulfill the same purpose of a statement of identity when completed for children under the age of 16.

It is important that we use the affidavit of identity only when there is no other identification documentation available for the child. Please ask your applicants if there is other identity documents available before using the DHS 694, DHS 415F, or DHS 7210 to act as an affidavit of identity.

Reason for Action: In the recent Centers for Medicare and Medicaid visit, Oregon was asked to ensure there was no other identity documentation available for children under the age of 16 before staff allowed the statement of identity.

Field/Stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

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