

Karen House

**Authorized Signature**

**Number:** SS-IM-09-030

**Issue Date:** 06/15/2009

**Topic:** Medical Benefits

**Subject:** Payment for Citizenship Verification Documents Extended

**Applies to (check all that apply):**

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

**Message:** DHS has made the decision to continue providing hardship assistance for purchase of citizenship and identification documentation. This provision was set to expire June 30, 2009.

We can provide assistance when the individual is unable to pay for the required documentation due to:

- Gross Income is at or below 10% of the federal poverty level (FPL); or
- Liquid resources are less than \$100; or
- When income, less shelter and utilities, is less than 10% FPL; or
- When the client is homeless; or
- When there is domestic violence.

In circumstances where the individual meets one of these hardships but has a resource to pay the cost of documentation, we will allow them to pay for the documents.

We will not purchase driver licenses in place of state ID.

We will not pay for passports or naturalization papers except in very rare circumstances. Consult a Medical Program Analyst before paying for passports or naturalization papers.

Payments cannot be made to reimburse the applicant or recipient.

Out-of-state birth certificates can be ordered through VitalChek Express Certificate Service. Connect to the following website: <https://www.vitalchek.com/>. This option is available to state offices with access to the SPOTS card. Use SPOTS object code 6913 (**do not** use code 6912).

If not using SPOTS, pay via the *Authorization of Cash Payment* ([DHS 437](#)) using pay reason 30.

*If you have any questions about this information, contact:*

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