

James Toews

Authorized Signature

Number: SPD-PT-06-036
Issue Date: 8/1/2006

Topic: Medical Benefits

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

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 type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

| | | | |
|------------------------|---|-------------|--|
| Policy/Rule Title: | Citizenship Documentation Requirements | | |
| Policy/Rule Number(s): | 461-115-0700 | Release No: | |
| Effective Date: | September 1, 2006 | Expiration: | |
| References: | Deficit Reduction Act of 2005, Section 6036 | | |
| Web Address: | | | |

Discussion/Interpretation:

This transmittal provides local office staff guidance for implementation of the requirement for Medicaid applicants and recipients to provide documentation of citizenship and identity. This provision is included in section 6036 of the Deficit Reduction Act (DRA) of 2005 (P.L. No. 109-171).

Effective September 1, 2006:

- To be eligible for Medicaid, current recipients and new applicants are required to provide documentation of citizenship and identity.
- This provision does not apply to SSI or Medicare recipients.
- This provision does not apply to CAWEM or CHIP applicants or recipients.

DHS has researched options for implementing the new provision in a way that will not jeopardize people's health and safety. Our goal is to ensure that all individuals who are otherwise eligible for Medicaid are given a reasonable amount of time to provide the required documentation. DHS has made a commitment to provide assistance in getting the required documents for the applicants and recipients who need help.

Prior to the enactment of this provision, applicants were able to self declare under a penalty of perjury that they are citizens of the United States. This new provision requires applicants who indicate they are U.S. citizens to provide certain forms of acceptable evidence of citizenship and identity.

For a list of the required documents, see [SPD WG B.1](#).

Implementation/Transition Instructions:

SPD clients that will need to document citizenship and identity are:

- Presumptive OSIPM
- Those that have been determined disabled, but are not yet eligible for Medicare. SSA will most likely have the documentation available for these clients.

If unable to obtain the required documentation contact Central Office before closing or denying a case. Contacts are listed below.

Note: FS Verification requirements have not changed.

Documentation

Clients must provide the Department with either original documents or copies certified by the issuing agency. The local office must maintain a copy in the case record. If BBCN (from the list of second level documentation) is used, this information must be documented and narrated in the case files. BBCN is the mainframe screen that accesses the Health Division birth records (1920 – present). **BBCN screens cannot be printed.**

You can assist a client that was born out of state by providing them with the out-of-state contact for vital statistics. Contact information is available in the [SPD Worker Guide B.3](#).

If the client has no resources to pay for an out-of-state birth certificate or ID, DHS may be able to assist. Hardship criteria are as follows:

- ▶ Gross income at or below 10% of the federal poverty level (FPL), or
- ▶ Liquid resources less than \$100, or
- ▶ If income, less shelter and utilities, is less than 10% FPL, or
- ▶ In cases where the applicant is homeless, or
- ▶ In cases where there is domestic violence.

For any situation outside of this list, please contact Central Office (see below).

Payment will be made using the [DHS 437](#), which will allow tracking for these expenditures. A process is being developed and will be provided prior to September 1, 2006. The hardship should be narrated in Oregon ACCESS. This assistance will only be provided until February 28, 2007.

Database for Proof of Citizenship

The DRA provision requires applicants to provide proof of citizenship once, and requires states to store this data so a client does not have to provide it again. In order for DHS to meet this requirement, a citizenship verification line is being added to the Client Index (CI) Person Update Screen to record that documentation has been verified. Use [F1] to access the help screen and the appropriate codes for each field.

Training/Communication Plan:

NetLink Training sessions will be offered on the following dates:

- ▶ August 14
- ▶ August 15
- ▶ August 18
- ▶ August 29
- ▶ August 30

Local/Branch Action Required:

Use the following process for new applicants and eligibility redeterminations due on or after September 1, 2006:

- ▶ Review the case file and Client Index (CI) screen to determine if citizenship and identity have already been documented.
- ▶ If required documentation is not found in the case file, initiate branch procedure to obtain documentation. The application/redetermination will not be completed until necessary documentation is obtained. The client will have “reasonable opportunity” to obtain the required documentation. The reasonable opportunity period (45 day period for establishing eligibility) may be extended if the client continues to make a good faith effort to pursue documentation and it is clear documentation is obtainable.
- ▶ If after the reasonable opportunity period, the required documentation cannot be obtained contact central office (see below).
- ▶ Update Client Index (CI) with the source of documentation for citizenship and identity.

Central Office Action Required:

- Implement system changes
- Update policy, rules and worker guides

- Update forms and notices
- Inform stakeholders and advocates
- Provide training
- Add a message on the client's Medical Care ID

Field/Stakeholder review: Yes No

If yes, reviewed by: SPD Operations Committee

Filing Instructions: None

Contacts for denials or closures

- ▶ Jennifer de Jong – 503.945.5856
- ▶ Jeff Miller – 503.945.6410

If you have any questions about this policy, contact:

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|--------------------|--|-------------|--------------|
| Contact(s): | Jennifer de Jong | | |
| Phone: | 503.945.5658 | Fax: | 503.373.7902 |
| E-mail: | Jennifer.d.dejong@state.or.us | | |