STATE OF CALIFORNIA--HEALTH AND WELFARE AGENCY

PETE WILSON, Governor

DEPARTMENT OF HEALTH SERVICES
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May 15, 1997

TO: All County Welfare Directors
All County Administrative Officers
All County Medi-Cal Program Specialists/Liaisons

Letter No.: 97-20

VERIFICATION OF IDENTITY

The purpose of this letter is to provide an update for counties in regard to changes in the verification of identity policy. This letter supersedes All County Welfare Directors Letter (ACWDL) No. 92-40 dated June 16, 1992. These policy changes should be implemented no later than July 1, 1997.

The Department of Health Services (Department) has been meeting with county welfare departments (CWD), Audits and Investigations Branch, and other interested parties to develop procedures to help reduce fraud in the Medi-Cal program. On November 8, 1996, the Department held a Program Integrity meeting to solicit input from those sources who work directly/indirectly with the Medi-Cal program. Based on our findings and the suggestions received during the above-referenced meeting, the Department has decided to update its current policy for verification of identity.

Currently, Title 22, California Code of Regulations (CCR), Section 50167 (A)(6), allows CWDs to verify identity by viewing one of the following:

(A) California driver's license;
(B) Identification card issued by the Department of Motor Vehicles; and
(C) Any other document which appears to be valid and establishes identity.

The Medi-Cal Eligibility Procedures Manual also refers CWDs to 19 examples of documents that appear to be valid and establish identity. Up to now, these documents could be used for verification of identity when items A through C above were unavailable.

The Medi-Cal Eligibility Branch wants to inform counties of a change in verification of identity policy. **The list of acceptable documents has now been reduced to 11**:

1. Identification that has a picture of the person is preferred;
2. United States Citizenship or Alien Status documents (passport);
3. Birth certificate;
4. School identification card;
5. A Social Security card or document containing a Social Security number;

6. Marriage record;
7. Divorce decree;
8. Work badge, building pass;
9. Adoption record;
10. Court order for name change; and
11. Church membership or baptism/confirmation record.

The Medi-Cal Eligibility Procedures Manual, Article 4, Section 4W--Verification of Identity, has been revised and numbers 6, 13, 15, 16, 17, 18, and 19 listed in the procedures have been deleted.

Although the Department has reduced the list of valid documents that establish identity, the eligibility worker can still allow the applicant/beneficiary to produce any other document deemed acceptable by the CWD that is not listed.

This ACWDL will be incorporated into the Medi-Cal Eligibility Procedures Manual in the near future. If you have any questions regarding the above changes, please contact Ana Ramirez of my staff at (916) 657-1401.

Sincerely,

ORIGINAL SIGNED BY
TOM WELCH for

FRANK S. MARTUCCI, CHIEF
Medi-Cal Eligibility Branch