



State of California—Health and Human Services Agency
Department of Health Care Services



ARNOLD SCHWARZENEGGER
Governor

July 9, 2008

TO: ALL COUNTY WELFARE DIRECTORS Letter No.: 08-29
ALL COUNTY WELFARE ADMINISTRATIVE OFFICERS
ALL COUNTY MEDI-CAL PROGRAM SPECIALISTS/LIAISONS
ALL COUNTY HEALTH EXECUTIVES
ALL COUNTY MENTAL HEALTH DIRECTORS
ALL COUNTY MEDS LIAISONS

SUBJECT: FINAL FEDERAL RULE CHANGES TO THE CITIZENSHIP/IDENTITY
REQUIREMENTS FOR MEDI-CAL ELIGIBILITY
(REF. ACWDL 07-12, DATED JUNE 4, 2007)

Introduction

The purpose of this All County Welfare Directors Letter (ACWDL) is to provide counties with updated information and instructions for implementing the Medi-Cal citizenship and identity requirements under the Federal Deficit Reduction Act of 2005 (DRA). These instructions refine and amend the instructions previously provided in ACWDL 07-12, dated June 4, 2007, and reflect federal DRA policy clarifications and changes that were communicated to states via the issuance of final federal regulations. Enclosed with this letter are updated versions of the forms and notices included in ACWDL 07-12 and an updated version of Enclosure 2 from that letter. The updated version of Enclosure 2 includes edits to incorporate the additional documents that are acceptable as evidence of citizenship and/or identity based on the final federal regulation on those requirements. The new documents are shown in italics.

Final Federal Regulations

The Centers for Medicare and Medicaid Services (CMS) issued final federal regulations implementing the DRA Medicaid citizenship requirements in July of 2007. In their official announcement of the release, CMS states that clarifications and changes contained in these regulations will make it easier for applicants (and beneficiaries) to establish citizenship for Medicaid eligibility and will facilitate the process for states as well. The final rule both expands the types of documentation that can be used to establish citizenship and formally exempts certain groups from the requirements.

In finalizing the regulations, CMS drew from two primary sources:

- Public comments received after the publication of the interim final federal rules.
- Changes to DRA effected by the Tax Relief and Health Care Act of 2006 (TRHCA).

Summary of Changes

Former Supplemental Security Income/Medicare beneficiaries are not exempt

The final regulations clarify that current SSI and Medicare beneficiaries are exempted from the DRA citizenship and identity requirements under Section 1903 (x)(2) of the Social Security Act. However, former SSI or Medicare recipients are not exempt because the Social Security Administration does not make available to CMS the bases for denial or discontinuance of SSI or Medicare.

Accordingly, effective the date of this letter, counties cannot exempt a Medi-Cal applicant or beneficiary from the DRA citizenship/identity requirements solely on the basis of their former receipt of SSI or their former enrollment in Medicare. However, current status in either will suffice (Enclosures 1A, 1B, 9, and 10 have been revised to reflect this). For example, if the individual no longer receives SSI, but is currently enrolled in Medicare, he or she can be exempted on the latter basis.

The final regulations also contain a significant number of changes to previously issued federal policy guidelines in terms of acceptable forms of documentation of citizenship and identity. The newly acceptable documents are included in the revised Enclosure 2 and are summarized as follows:

Enclosure Table (Revision 02/14/08)

Enclosure No.	Title	Purpose
1A * (DHCS 0001)	U.S. Citizens and Nationals Applying for Medi-Cal Must Show Proof of Citizenship and Identity	<ul style="list-style-type: none"> • Counties will insert Encl 1A into the Medi-Cal application (MC 210). • If the county receives a Medi-Cal application without any proof of citizenship or identity, the county will mail Encl 1A to the applicant. County will determine if Encl 11 and/or Encl 14 needs to be mailed to the applicant. • After receiving the Healthy Families/Medi-Cal joint application from SPE, the county will mail Encl 1A and Encl 10 to the applicant. County will mail Encl 11 for any child aged 16 or 17. <p>Changes to form:</p> <ul style="list-style-type: none"> • Deleted “(past or present)” from SSI exemption list • Add Kin-GAP to exemption list • Updated citizenship/identity list
1B * (DHCS 0002)	Proof of Citizenship and Identity New Requirements for Medi-Cal Beneficiaries Who are U.S. Citizens or Nationals	<ul style="list-style-type: none"> • County will insert Encl 1B into the annual redetermination packets (MC 210 RV). County will determine if Encl 11 or Encl 14 needs to be mailed to the beneficiary. <p>Changes to form:</p> <ul style="list-style-type: none"> • Deleted “(past or present)” from SSI exemption list • Add Kin-GAP to exemption list • Updated citizenship/identity list
2	Detailed Descriptions of Acceptable DRA Documents	<ul style="list-style-type: none"> • Provides detailed descriptions of citizenship and identity documents that may be used to comply with the DRA.
3	Affidavit of Reasonable Effort to get Proof of Citizenship	<ul style="list-style-type: none"> • The county may mail Encl 3 to the applicant/beneficiary to document his

(DHCS 0003)		<p>efforts to obtain citizenship documents.</p> <ul style="list-style-type: none"> • In lieu of Encl 3, the county may receive verbal statements from the applicant/beneficiary regarding his efforts. The case file must reflect applicant's/beneficiary's efforts.
4 (DHCS 0004)	Request for California Birth Record	<ul style="list-style-type: none"> • The county will mail Encl 4 to applicant/beneficiary when the county is unable to find a California birth record. Encl 4 will be mailed with Encl 6, if box 3, 4, or 5 is checked on Encl 6. • The county may complete Encl 4 for the applicant/ beneficiary by phone or in the office.

<p>5 (DHCS 0005)</p>	<p>Receipt of Citizenship or Identity Documents</p>	<ul style="list-style-type: none"> • If a person walks into the county office and there is no eligibility worker available to review and approve the acceptability of the document(s), then the clerk will make copies of the document(s), return the original or certified copies and give a copy of Encl 5 to the person. The county has the option of using Encl 5 or their own receipt. The clerk will forward copies of the document(s) along with the original signed Encl 5 or the county receipt to the eligibility worker. The eligibility worker will then make a determination of acceptability and inform the person using Encl 15. • If a person walks into the county office and an eligibility worker is available to review and determine whether the documents are acceptable, then Encl 5 or county receipt is not required to be completed by the eligibility worker. The eligibility worker will make copies of the document(s) for the case file and return the original or certified copies to the person promptly. The eligibility worker will complete Encl 15 before the person leaves and give the person the original signed Encl 15. A copy of Encl 15 will be added to the case file. • The FQHC and DSH providers will use Encl 5 to confirm they received original or certified copies submitted by the person. After making copies of the document(s), the FQHC and DSH will return the original or certified copies along with a copy of Encl 5 to the person. The FQHC and DSH will forward the copies and the original signed Encl 5 to the county. <p>Changes to form:</p> <ul style="list-style-type: none"> • Encl 5 has been revised and now serves as a receipt. • See below for new Encl 15 which is the proof.
------------------------------	---	--

<p>6 (DHCS 006)</p>	<p>Proof of Citizenship or Identity Needed for Medi-Cal Applicants and Beneficiaries Who Are U.S. Citizens or Nationals</p>	<ul style="list-style-type: none"> • After attempting to obtain a California birth record match based on the information in the MC 210, MC 210 RV or other information provided by the applicant/beneficiary, county will mail Encl 6, Encl 3 and Encl 8 to applicant/beneficiary to indicate what information is still needed. Encl 4 will be mailed with Encl 6, if box 3, 4 or 5 is checked on Encl 6. <p>Changes to form:</p> <ul style="list-style-type: none"> • Add due date field • Add instruction to contact local social services office or fill out Encl 3
<p>7</p>	<p>U.S. Citizenship for collectively naturalized individuals</p>	<ul style="list-style-type: none"> • Provides information about naturalized citizens in Puerto Rico, U.S. Virgin Islands, Northern Mariana Islands, and Guam.
<p>8 (DHCS 0007)</p>	<p>Acceptable Citizenship and Identity Documents</p>	<ul style="list-style-type: none"> • The county will provide Encl 8 to applicant/beneficiary upon request to inform him of what is acceptable proof of citizenship and identity. • County will provide Encl 8 whenever Encl 6 is provided to the applicant/beneficiary. <p>Changes to form:</p> <ul style="list-style-type: none"> • Updated citizenship/identity listing
<p>9 **</p>	<p>Changes in Medi-Cal Proof of Citizenship and Identity Requirements for U.S. Citizens and Nationals</p>	<ul style="list-style-type: none"> • DHCS will mail Encl 9 to all Medi-Cal beneficiaries (excluding SSI and Minor Consent) prior to their next annual redetermination informing them of the new DRA requirements. <p>Changes to form:</p> <ul style="list-style-type: none"> • Deleted “(past or present)” from SSI exemption list • Add Kin-GAP to exemption list • Updated citizenship/identity list
<p>10 * (DHCS 0008)</p>	<p>Proof of Citizenship or Identity Requirements for Children Who Are U.S. Citizens or Nationals Filling out the</p>	<ul style="list-style-type: none"> • After receiving the Healthy Families/Medi-Cal joint application from SPE, the county will mail the Encl

	Healthy Families/Medi-Cal Joint Application	<p>10 along with Encl 1A to the applicant. The county will mail Encl 11 to the applicant for any child aged 16 or 17.</p> <p>Changes to form:</p> <ul style="list-style-type: none"> Deleted “(past or present)” from SSI exemption list Add Kin-GAP to exemption list Updated citizenship/identity list
11 (DHCS 0009)	Affidavit of Identity for U.S. Citizen or National Children Under 18	<ul style="list-style-type: none"> Parent, guardian, or caretaker relative can use Encl 11 for their U.S. citizen children (non exempt) under 18 if an affidavit was not submitted for citizenship or if the Medi-Cal application or the Healthy Families/Medi-Cal joint application do not show the child’s date and place of birth. After receiving an application, the county will mail to the applicant Encl 11 for any child aged 16 or 17. At annual redetermination, the county shall provide the parent, guardian, or caretaker relative Encl 11 for non exempt children if the original Medi-Cal application or the Healthy Families/ Medi-Cal application did not show the child’s date and place of birth. <p>Changes to form:</p> <ul style="list-style-type: none"> Add “caretaker relative” Add instruction that parents, guardian, or caretaker relative may use this affidavit if child is under 18 and do not have school ID card or driver license
12 **	Birth Record Match	<ul style="list-style-type: none"> DHCS will mail Encl 12 along with Encl 9 to Medi-Cal beneficiaries (excluding SSI and Minor Consent) prior to their next annual redetermination informing them that the State has found their California birth record match.

13**	Birth Record No Match	<ul style="list-style-type: none"> DHCS will mail Encl 13 along with Encl 9 to Medi-Cal beneficiaries (excluding SSI and Minor Consent) prior to their next annual redetermination informing them that the State did not find a California birth record match.
14 (DHCS 0010)	Affidavit of Identity for U.S. Citizens or National for Disabled Individuals Living in Institutional Care Facilities	<ul style="list-style-type: none"> Institutional/residential facility director or administrator may use Encl 14 for proof of identity for the disabled individual if no other proof of identity is available. <p>This is a new form.</p>
15 (DHCS 0011)	Proof of Receipt of Citizenship or Identity Documents	<ul style="list-style-type: none"> If a person walks into the county office and there is no eligibility worker available to review and approve the document(s), then the clerk will make copies of the document(s), forward the copies of the document(s) along with original signed Encl 5 or the county receipt to the eligibility worker. The clerk will return the original or certified copies to the person along with a copy of the Encl 5 or county receipt. After receiving the documents, the eligibility worker will use Encl 15 to notify the applicant or beneficiary whether the document(s) he/she submitted were acceptable or not. The eligibility worker will include the copies of the documents and copy Encl 15 in the case file. If a person walks into the county office and an eligibility worker is available to review and determine whether the document(s) are acceptable, then the eligibility worker will make copies of the document(s) for the case file and return the original or certified copies to the person promptly. The eligibility worker will complete Encl 15 before the person leaves and give the person the original signed Encl 15. A copy of Encl 15 will be added to the case file. The eligibility worker does not need to

		<p>provide the person with Encl 5 or a county receipt.</p> <ul style="list-style-type: none"> • When the county receives copies of documents and the original Encl 5 from the FHQC or DSH provider, the eligibility worker will make a determination of the acceptability of the document(s). The eligibility worker will send the original signed Encl 15 to notify the person if the documents are acceptable. The eligibility worker will include the document(s) copies along with the original Encl 5 and the copy of Encl 15 into the case file. • If the person has not satisfied either or both of the new citizenship and identity requirements because the documents were not acceptable or not submitted, the eligibility worker will provide the person with a completed Encl 15 along with Encl 6 and Encl 8. Encl 4 will be mailed with Encl 6 if box 3 or 4 is checked on Encl 6. <p>This is a new form.</p>
--	--	--

* Counties may not alter these enclosures.

Note: Changes to the wording of any other enclosures must have DHCS approval.

** DHCS will be sending these enclosures to the beneficiaries.

U.S. Citizens and Nationals Applying for Medi-Cal Must Show Proof of Citizenship and Identity

A new law says *most* U.S. citizens or nationals applying to Medi-Cal must show proof of citizenship *and* proof of identity. Read below to see if this law applies to you.

If you are not a U.S. citizen, this law does not apply to you.

The new law does *not* apply to U.S. citizens or nationals in any of these categories:

- Anyone with:
 - Supplemental Security Income (SSI)
 - Medicare
 - Social Security Disability Insurance (SSDI)
 - Social Security Retirement and Survivors Insurance (RSI – Title II) based on their own disability
- Anyone under 21 asking for Minor Consent Services
- Babies born to women on Medi-Cal
- Children in Foster Care, Adoption Assistance, or Kin-GAP
- Babies in the Abandoned Baby Program
- CalWORKs Beneficiaries

What if I am not one of the above people?

If you are a U.S. citizen or national, you must provide proof of citizenship and identity to be eligible for Medi-Cal. (See *page 3 for a list of acceptable proof of citizenship and identity.*)

You cannot receive full-scope Medi-Cal benefits until you provide the proof.

U.S. nationals include people born in American Samoa (including Swains Island) and certain people from the Commonwealth of the Northern Mariana Islands.

What if I am NOT a U.S. citizen?

If you are not a U.S. citizen or national, you only need to provide the same documents that were required before. Nothing has changed.

How can I get proof of citizenship?

If you were born in California, the county may be able to get your birth record. (A birth record is proof of citizenship.)

Fill out a *Request for California Birth Record* to ask the county to request your birth record. Then, mail or take this form to your local social services office. If a birth record cannot be found, you will need to provide another proof of citizenship. See page 3 for list of acceptable documents.

Ask your county about getting proof of citizenship if you were not born in California. Contact the county to see if they have found a birth record match for you before you pay for a birth certificate.

What if I cannot provide proof of citizenship or identity?

You should still apply now and provide proof later.

Full scope Medi-Cal cannot begin until you provide proof of citizenship and identity. If you cannot provide your proof within a reasonable amount of time, but you meet all other eligibility requirements, you can only get *limited* benefits. Limited benefits cover emergency, pregnancy-related, and long-term care services.

If you provide proof within one year of your application date, your Medi-Cal benefits will be changed to full-scope starting from the date of your application.

If you incurred health costs while getting your citizenship and identity documents, Medi-Cal may pay for your bills. Call the Beneficiary Services at the Department of Health Care Services for answers to your questions: (916) 403-2007.

Do children have to provide proof of citizenship and identity, too?

Yes. If your child was born in California, ask your county to request the birth record as proof of citizenship.

If your child is under 16 and you have filled out and signed the Medi-Cal application or the Healthy Families/Medi-Cal joint application with your child's date and place of birth, you do not need to provide proof of identity. (This signed application is proof of your child's identity.) You will still have to provide proof of citizenship.

If your child is 16 or over, you will still need to provide proof of identity for your child. See page 3.

If your child applies through CHDP Gateway, a School Lunch Program, or the Healthy Families/Medi-Cal joint application, you do not have to provide proof until your county social services office asks you for it.

What if I need Medi-Cal right away?

Many pregnant women and children can get Medi-Cal temporarily while the county reviews your application.

Do I have to provide proof of citizenship and identity every year?

No. You only have to provide this information once – either when you first apply or on your next annual eligibility review.

Does this law affect my Food Stamps, CalWORKs, or Healthy Families benefits?

No. The new citizenship and identity requirements apply to Medi-Cal only.

Do you need *original* citizenship and identity documents?

Yes. We need the *original* citizenship and identity documents, or copies that have been certified by the issuing agency.

Can I mail my proof?

Yes. The county will make copies and mail them back to you. Or, you can *take* your documents to your local social services office. Ask them to make copies and give them back right away.

Acceptable Citizenship and Identity Documents

The easiest way for U.S. citizens or nationals to prove citizenship and identity is with **one** of these documents:

- U.S. Passport issued without limitation (expired ones are acceptable)
- Certificate of Naturalization (N-550 or N-570)
- Certificate of U.S. Citizenship (N-560 or N-561)

– OR –

If you do not have one of the documents above, provide...

One citizenship document listed below:

- ❖ U.S. Birth Certificate
- ❖ Certification of Report of Birth (*DS-1350*)
- ❖ Report of Birth Abroad of a U.S. Citizen (*FS-240*)
- ❖ State Department Certification of Birth (*FS-545 or DS-1350*)
- ❖ U.S. Citizen Identification Card (*I-197 or I-179*)
- ❖ American Indian Card (*I-872*)
- ❖ Northern Marianas Card (*I-873*)
- ❖ Final adoption decree showing a U.S. place of birth
- ❖ Proof of adoption of a child born outside U.S. and in the legal/physical custody of the U.S. citizen parent (*IR-3 or IR-4*)
- ❖ Proof of U.S. civil service employment before June 1, 1976
- ❖ U.S. military service record showing a U.S. place of birth
- ❖ U.S. hospital record made at the time of birth * †
- ❖ Life, health, or other insurance record * †
- ❖ Religious record recorded in the U.S. within 3 months of birth showing U.S. place of birth and birth date or age
- ❖ Early school record showing a U.S. place of birth, date of admission, birth date, names and places of birth of parents
- ❖ Federal or State census record that shows the applicant's age and U.S. citizenship or place of birth
- ❖ Seneca Indian tribal census record * †
- ❖ Bureau of Indian Affairs Navajo Indians tribal census record * †
- ❖ U.S. State Vital Statistics birth registration notification * †
- ❖ A delayed U.S. public birth record that was recorded more than 5 years after the person's birth * †
- ❖ Statement signed by doctor or midwife present at the birth * †
- ❖ Roll of Alaska Natives from the Bureau of Indian Affairs * †
- ❖ Admission papers from a nursing or skilled care facility, or other institution that shows a U.S. place of birth *
- ❖ Medical record (not an immunization record) * †

** Must be dated at least 5 years before your 1st Medi-Cal application and show a U.S. place of birth.*

† For children under 16, must be created near the time of birth.

You **must** provide a document as high up on the list as you can.

If you cannot provide any of these citizenship documents...

Ask two adults to fill out and sign an *Affidavit of Citizenship*. Both adults must have proof of their own identity and U.S. citizenship, and only one of them may be related to you.

– AND –

One identity document listed below:

- ❖ Driver's license issued by a U.S. State or Territory with a photograph or other identifying information
- ❖ School Identification card with a photograph
- ❖ U.S. Military I.D. card or draft record
- ❖ Federal, state or local government I.D. card with same identifying information as a driver's license
- ❖ U.S. Military dependent identification card
- ❖ A U.S. passport (issued with limitation)
- ❖ Certificate of Degree of Indian Blood or other U.S. American Indian/Alaska Native Tribal document
- ❖ U.S. Coast Guard Merchant Mariner Card
- ❖ Three or more confirming documents, such as employee ID cards, high school or college diplomas, marriage licenses, divorce decrees, and property deeds/titles
- ❖ Clinic, doctor, or hospital records for a child under 16
- ❖ School, nursery school, or daycare records, including report cards, for a child under 16. The county will verify with the school.
- ❖ For people with disabilities who live in a residential care facility, an Affidavit signed by the facility's director or administrator

For a **child under 16** who did not provide an *Affidavit of Citizenship*, you may submit:

- ❖ An Affidavit of the child's identity signed by the child's parent, guardian, or caretaker relative with date and place of birth
- ❖ A Medi-Cal application or the Healthy Families/Medi-Cal joint application that shows the child's date and place of birth, and is signed by the child's parent, guardian, or caretaker relative.

For a **child under 18**, an Affidavit of the child's identity signed by the child's parent, guardian, or caretaker relative may be used if school ID cards or driver licenses are not available.

Note: Expired identity documents are acceptable proof of identity.

Proof of Citizenship and Identity

New Requirements for Medi-Cal Beneficiaries Who Are U.S. Citizens or Nationals

A new law says *most* Medi-Cal beneficiaries who are U.S. citizens or nationals must show proof of citizenship *and* proof of identity. Read below to see if this law applies to you.

If you are not a U.S. citizen, this law does not apply to you.

The new law does *not* apply to U.S. citizens or nationals in any of these categories:

- Anyone with:
 - Supplemental Security Income (SSI)
 - Medicare
 - Social Security Disability Insurance (SSDI)
 - Social Security Retirement and Survivors Insurance (RSI – Title II) based on their own disability
- Anyone under 21 asking for Minor Consent Services
- Babies born to women on Medi-Cal
- Children in Foster Care, Adoption Assistance, or Kin-GAP
- Babies in the Abandoned Baby Program
- CalWORKs Beneficiaries

What if I am not one of the above people?

If you are a U.S. citizen or national, you must provide proof of citizenship and identity to continue to be eligible for Medi-Cal. (See *page 3 for a list of acceptable proof of citizenship and identity.*)

U.S. nationals include people born in American Samoa (including Swains Island) and certain people from the Commonwealth of the Northern Mariana Islands.

What if I am NOT a U.S. citizen?

If you are not a U.S. citizen or national, you will need to provide the same documents that were required before. Nothing has changed.

How long will my coverage continue?

Your Medi-Cal benefits will continue if you meet all other eligibility requirements and make a reasonable effort to provide the proof of citizenship and identity. You must tell your eligibility worker you are trying to get the proof.

How can I get proof of citizenship?

If you were born in California, the county may be able to get your birth record. (A birth record is proof of citizenship.)

Fill out a *Request for California Birth Record* to ask the county to request your birth record. Then mail or take this form to your local social services office. If a birth record cannot be found, you will need to provide another proof of citizenship. See page 3 for list of acceptable documents.

Ask the county about getting proof of citizenship if you were not born in California. Contact the county to see if they have found a birth record match for you before you pay for a birth certificate.

What if I cannot provide proof of citizenship and identity?

You will have a reasonable amount of time to provide your proof.

If you cannot provide your proof but you continue to meet all other eligibility requirements, you will be changed to *limited* benefits. Limited benefits cover emergency, pregnancy-related, and long-term care services.

If you provide proof within one year of the redetermination month, your Medi-Cal benefits will be changed to full-scope starting from the month that your limited benefits began.

If you incurred health costs while getting your citizenship and identity documents, Medi-Cal may pay for your bills. Call the Beneficiary Services at the Department of Health Care Services for answers to your questions: (916) 403-2007.

Do children have to provide proof of citizenship and identity, too?

Yes. If your child was born in California, ask your county to request the birth record as proof of citizenship. You will still need to provide proof of identity. See page 3.

If your child is under 16 and you have filled out and signed the Medi-Cal application or the Healthy Families/Medi-Cal joint application with your child's date and place of birth, you do not need to provide proof of identity. (This signed application is proof of your child's identity.) You will still have to provide proof of citizenship.

If your child is 16 or over, you will need to provide proof of identity for your child. See page 3.

Do I have to provide proof of citizenship and identity each time I renew?

No. You only have to provide this information once – either when you first apply or on your next annual eligibility review.

Does this law affect my Food Stamps, CalWORKs, or Healthy Families benefits?

No. The new citizenship and identity requirements apply to Medi-Cal only.

Do you need *original* citizenship and identity documents?

Yes. We need the *original* citizenship and identity documents, or copies that have been certified by the issuing agency.

Can I mail my proof?

Yes. The county will make copies and mail them back to you. Or, you can *take* your documents to your local social services office. Ask them to make copies and give them back right away.

Acceptable Citizenship and Identity Documents

The easiest way for U.S. citizens or nationals to prove citizenship and identity is with **one** of these documents:

- U.S. Passport issued without limitation (expired ones are acceptable)
- Certificate of Naturalization (N-550 or N-570)
- Certificate of U.S. Citizenship (N-560 or N-561)

– **OR** –

If you do not have one of the documents above, provide...

One citizenship document listed below:

- ❖ U.S. Birth Certificate
- ❖ Certification of Report of Birth (*DS-1350*)
- ❖ Report of Birth Abroad of a U.S. Citizen (*FS-240*)
- ❖ State Department Certification of Birth (*FS-545* or *DS-1350*)
- ❖ U.S. Citizen Identification Card (*I-197* or *I-179*)
- ❖ American Indian Card (*I-872*)
- ❖ Northern Marianas Card (*I-873*)
- ❖ Final adoption decree showing a U.S. place of birth
- ❖ Proof of adoption of a child born outside U.S. and in the legal/physical custody of the U.S. citizen parent (*IR-3* or *IR-4*)
- ❖ Proof of U.S. civil service employment before June 1, 1976
- ❖ U.S. military service record showing a U.S. place of birth
- ❖ U.S. hospital record made at the time of birth * †
- ❖ Life, health, or other insurance record * †
- ❖ Religious record recorded in the U.S. within 3 months of birth showing U.S. place of birth and birth date or age
- ❖ Early school record showing a U.S. place of birth, date of admission, birth date, names and places of birth of parents
- ❖ Federal or State census record that shows the applicant's age and U.S. citizenship or place of birth
- ❖ Seneca Indian tribal census record * †
- ❖ Bureau of Indian Affairs Navajo Indians tribal census record * †
- ❖ U.S. State Vital Statistics birth registration notification * †
- ❖ A delayed U.S. public birth record that was recorded more than 5 years after the person's birth * †
- ❖ Statement signed by doctor or midwife present at the birth * †
- ❖ Roll of Alaska Natives from the Bureau of Indian Affairs * †
- ❖ Admission papers from a nursing or skilled care facility, or other institution that shows a U.S. place of birth *
- ❖ Medical record (not an immunization record) * †

** Must be dated at least 5 years before your 1st Medi-Cal application and show a U.S. place of birth.*

† For children under 16, must be created near the time of birth.

You **must** provide a document as high up on the list as you can.

*If you **cannot** provide any of these citizenship documents...*

Ask two adults to fill out and sign an *Affidavit of Citizenship*. Both adults must have proof of their own identity and U.S. citizenship, and only one of them may be related to you.

– **AND** –

One identity document listed below:

- ❖ Driver's license issued by a U.S. State or Territory with a photograph or other identifying information
- ❖ School Identification card with a photograph
- ❖ U.S. Military I.D. card or draft record
- ❖ Federal, state or local government I.D. card with same identifying information as a driver's license
- ❖ U.S. Military dependent identification card
- ❖ A U.S. passport (issued with limitation)
- ❖ Certificate of Degree of Indian Blood or other U.S. American Indian/Alaska Native Tribal document
- ❖ U.S. Coast Guard Merchant Mariner Card
- ❖ Three or more confirming documents, such as employee ID cards, high school or college diplomas, marriage licenses, divorce decrees, and property deeds/titles
- ❖ Clinic, doctor, or hospital records for a child under 16
- ❖ School, nursery school, or daycare records, including report cards, for a child under 16. The county will verify with the school.
- ❖ For people with disabilities who live in a residential care facility, an Affidavit signed by the facility's director or administrator

For a **child under 16** who did not provide an *Affidavit of Citizenship*, you may submit:

- ❖ An Affidavit of the child's identity signed by the child's parent, guardian, or caretaker relative with date and place of birth
- ❖ A Medi-Cal application or the Healthy Families/Medi-Cal joint application that shows the child's date and place of birth, and is signed by the child's parent, guardian, or caretaker relative.

For a **child under 18**, an Affidavit of the child's identity signed by the child's parent, guardian, or caretaker relative may be used if school ID cards or driver licenses are not available.

Note: Expired identity documents are acceptable proof of identity.

Detailed Descriptions of Acceptable DRA Documents

IMPORTANT: Additional documents that are acceptable as evidence of citizenship and/or identity and updated information based on the final federal regulation are shown in italics.

Note: References in the tables below to documents issued by the U.S. Department of Homeland Security (DHS) include documents issued by the former Immigration and Naturalization Services (INS), which is now known as the U.S. Citizenship and Immigration Services (USCIS) within DHS.

Detailed Description of Primary (Tier 1) Evidence of Citizenship Documents	
Primary Documents	Explanation
U.S. passport issued without limitation.	<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>Note: Spouses and children were sometimes included on one passport through 1980. U.S. passports issued after 1980 show only one person. Consequently, the citizenship and identity of the included person can be established when one of these passports is presented.</p> <p>Exception: 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 (DHS Forms N-550 or N-570)	Department of Homeland Security issues for naturalization.
Certificate of Citizenship (DHS Forms N-560 or N-561)	Department of Homeland Security issues certificate of citizenship to individuals who derive citizenship through a parent.

Detailed Descriptions of Acceptable DRA Documents

Detailed Description of Secondary (Tier 2) Evidence of Citizenship Documents	
<p>Note: A California Department of Health Care Services' electronic verification of birth record information meets the requirement of citizenship documentation. No further citizenship documentation is necessary; however identity will still need to be verified.</p>	
Secondary Documents	Explanation
<p>A U.S. public birth certificate showing birth in:</p> <ul style="list-style-type: none"> • One of the 50 . States; • District of Columbia; • American Samoa • Swains Island • *Puerto Rico (if born on or after January 13, 1941); • *Virgin Islands of the U.S. (on or after January 17, 1917); • *Northern Mariana Islands (after November 4, 1986 (NMI local time)); or • Guam (on or after April 10, 1899) 	<p>The birth record document may be issued by the State, Commonwealth, Territory or local jurisdiction. It must have been issued before the person was five years of age.</p> <p>An amended birth record document that is amended after five years of age is considered fourth level evidence of citizenship.</p> <p>Note: If the document shows the individual was born in Puerto Rico, Guam, the Virgin Islands of the U.S., 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 the dates listed for each of the Territories. *See additional requirements for Collective Naturalization</p>
<p>Certification of Report of Birth (DS-1350)</p>	<p>The Department of State issues a DS-1350 to U.S. citizens in the U.S. 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 (DS-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.</p>
<p>Report of Birth Abroad of a U.S. Citizen (Form FS-240)</p>	<p>The Department of State consular office prepares and issues this. A consular Report of Birth 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.</p>
<p>Certification of Birth issued by the Department of State (Form FS-545 or DS-1350)</p>	<p>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.</p>

Detailed Descriptions of Acceptable DRA Documents

Detailed Description of Secondary (Tier 2) Evidence of Citizenship Documents (Continued)	
Secondary Documents	Explanation
U.S. Citizen I.D. Card (I-197) or the prior version I-179 (Note that section 1903(x) of the Act incorrectly refers to the same document as an I-97)	INS issued the I-179 from 1960 until 1973. It revised the form and renumbered it as Form I-197. INS issued the I-197 from 1973 until April 7, 1983. INS issued Form I-179 and I-197 to naturalized U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings. Although neither form is currently issued, either form that was previously issued is still valid.
American Indian Card (I-872)	DHS issues 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 Identification Card (I-873)	The former Immigration and Naturalization Service (INS) issued the I-873 to a collectively naturalized citizen of the U.S. who was born in the Northern Mariana Islands before November 4, 1986. The card is no longer issued, but those previously issued are still valid.
Final adoption decree	The adoption decree must show the child's name and U.S. place of birth. In situations where an 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 that shows the child's name and U.S. place of birth is acceptable. The adoption agency must state in the certification that the source of the place of birth information is an original birth certificate.
Evidence of U.S. Civil Service employment	The document must show employment by the U.S. government before June 1, 1976. Individuals employed by the U.S. Civil Service prior to June 1, 1976 had to be U.S. citizens
U.S. Military Record	The document must show a U.S. place of birth (for example a DD-214 or similar official document showing a U.S. place of birth)
<i>SAVE verification</i>	<p><i>Verification of citizenship through the Systematic Alien Verification for Entitlements (SAVE) system is acceptable evidence of citizenship. However, under current federal rules, U.S. citizen applicants are not eligible for Medi-Cal during the time it takes to verify citizenship using SAVE.</i></p> <p><i>Note: Counties may use SAVE to verify the current status of immigrants who claim to be United States Citizens if they have an A-Number or an I-94. In many cases the SAVE response will indicate that the individual is a United States citizen. If SAVE indicates that the individual is a U.S. citizen that is acceptable evidence of citizenship for Medi-Cal eligibility purposes.</i></p>

Detailed Descriptions of Acceptable DRA Documents

Detailed Description of Secondary (Tier 2) Evidence of Citizenship Documents (Continued)	
Secondary Documents	Explanation
<i>Proof of adoption under the Child Citizenship Act</i>	<p><i>Verification that an adopted child meets the requirements for establishing citizenship under the Child Citizenship Act is acceptable documentary evidence of citizenship. To establish citizenship in this way requires evidence that all of the following conditions have been met on or after February 27, 2001:</i></p> <ul style="list-style-type: none"><i>• At least one parent of the child is a U.S. citizen.</i><i>• The child is under 18.</i><i>• The child is residing in the U.S. in the legal and physical custody of the U.S. citizen parent.</i><i>• The child was admitted to the U.S. for lawful permanent residence.</i><i>• If adopted, the child satisfies the specified INA requirements pertaining to international adoptions.</i>

Detailed Descriptions of Acceptable DRA Documents

Detailed Description of Third Level (Tier 3) Evidence of Citizenship Documents	
Third Level Documents	Explanation
Extract of hospital record on hospital letterhead established at the time of the person's birth that was created five years before the initial application date and that indicates a U.S. place of birth	Do not accept a souvenir "birth certificate" issued by the hospital. Note: For children under 16 the document must have been created near the time of birth or five years before the date of application.
Life, health, or other insurance record showing a U.S. place of birth that was created at least five years before the initial application date (<i>or near the time of birth if under 16</i>) and that indicates a U.S. place of birth	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.
<i>Religious records recorded in the U.S. within 3 months of birth</i>	<i>To be acceptable as evidence of citizenship, religious records must be recorded in the U.S. within 3 months of birth, must show that the birth occurred in the U.S. and must show either the date of birth, or the individual's age at the time the record was made. The record must be an official record with the religious organization. In questionable cases (for example, where the record was recorded near a U.S. international border and the child may have been born outside the U.S.), the county must verify the religious record or must document that the mother was in the U.S. at the time of the child's birth.</i>
<i>Early school records</i>	<i>To be acceptable as evidence of citizenship, early school records must show the name of the child, the date of admission to the school, the date of birth (or age of child at the time the record was made), a U.S. place of birth, and the name(s) and place(s) of birth of the child's parent(s).</i>

Detailed Descriptions of Acceptable DRA Documents

Detailed Description of Fourth Level (Tier 4) Evidence of Citizenship Documents	
Fourth Level Documents	Explanation
Federal or state census record showing U.S. citizenship or a U.S. place of birth (Generally for persons born 1900 through 1950)	<p>The census record must also show the applicant's age.</p> <p>Note: 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.</p>
One of the documents as listed in the explanation that shows a U.S. place of birth and was created at least five years before the application for Medicaid	<p>This document must be one of the following and show a U.S. place of birth:</p> <ul style="list-style-type: none"> • Seneca Indian tribal census record* • Bureau of Indian Affairs tribal census records of the Navajo Indians* • <i>Bureau of Indian Affairs Roll of Alaska Natives*</i> • U.S. State Vital Statistics official notification of birth registration • A <i>delayed</i> U.S. public birth record that is <i>recorded</i> more than five years after the person's birth* • Statement signed by the physician or midwife who was in attendance at the time of birth* <p><i>* For children under 16, the document must have been created near the time of birth or five years before the initial date of application and must show a U.S. place of birth.</i></p>
Institutional admission papers from a nursing facility, skilled care facility, or other institution	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 <i>and was created at least five years before the initial date of application.</i>

Detailed Descriptions of Acceptable DRA Documents

Detailed Description of Fourth Level (Tier 4) Evidence of Citizenship Documents (Continued)	
Fourth Level Documents	Explanation
<p>Medical (clinic, doctor, or hospital) record created at least five years before the initial application date that indicates a U.S. place of birth</p>	<p>Medical records 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.</p> <p>Note: An immunization record is not considered a medical record for purposes of establishing U.S. citizenship</p> <p>Note: For children under 16, the document must have been created near the time of birth or five years before the date of application.</p>
<p>Written Affidavit</p>	<p>Affidavits may be used by <i>U.S. born citizens and naturalized U.S. citizens</i> in circumstances where no other acceptable documentary evidence of citizenship is available. In order for an affidavit to be acceptable to establish citizenship the following requirements must be met:</p> <ul style="list-style-type: none"> • No other evidence of citizenship can be easily obtained by the applicant or beneficiary. • The affidavit(s) must be signed under penalty of perjury by at least two individuals who have personal knowledge of the event(s) establishing the applicant's or beneficiary's claim of citizenship. <i>The affidavits do not need to be notarized.</i> • At least one of the individuals providing an affidavit must not be related to the applicant or beneficiary who is the subject of the affidavit. • The individuals making the affidavit must provide proof of their own citizenship and identity. • If the affidavits do not explain why other evidence is unavailable, an additional affidavit should be requested from the applicant or beneficiary which includes that information. • The applicant or beneficiary whose citizenship is addressed in the affidavit must provide acceptable evidence of identity.

Detailed Descriptions of Acceptable DRA Documents

Detailed Description of Identity Documents (Tier 5)	
(Identity documents that have expired are acceptable as long as there is no reason to believe the document does not match the individual.)	
Documents to Establish Identity	Explanation
Certificate of Degree of Indian Blood, or other U.S. American Indian/Alaska Native Tribal document.	Acceptable if the document carries a photograph of the applicant or recipient, or has other personal identifying information relating to the individual <i>such as age, weight, height, race sex and eye color.</i>
Identity documents described in 8 CFR 274a.2(b)(1)(v)(B)(1)	<p>8 CFR 274a.2(b)(1)(v)(B)(1) describes the following acceptable documents* :</p> <ul style="list-style-type: none"> • Driver’s license issued by State or Territory either with a photograph of the individual or other identifying information of the individual such as name, age, sex, race, height, weight or eye color • School identification card with a photograph of the individual • U.S. military identification card or draft record • Identification card issued by the Federal, State, or local government with the same identifying information included on driver’s licenses • U.S. military dependent’s identification card • Native American Tribal document • U.S. Coast Guard Merchant Mariner card <p>*Exception: Do not accept a voter’s registration card or Canadian driver’s license as listed in 8 CFR 274a.2(b)(1)(v)(B)(1).</p>
<i>Three corroborating identity documents</i>	<i>Identity may be established based on three corroborating documents that, taken together reasonably corroborate the identity of an individual (if there is no other evidence of identity available), provided the documents were not used to establish citizenship and the individual provided second or third level evidence of citizenship. These documents must at a minimum include the individual’s name (and any other identifying information) and must contain consistent identifying information. Documents that could be used to establish identity in this way include marriage licenses, divorce decrees, high school or college diplomas (including general education and high school equivalency diplomas), employer ID cards, property deeds/titles.</i>

Detailed Descriptions of Acceptable DRA Documents

Detailed Description of Identity Documents (Tier 5) (Continued)	
Documents to Establish Identity	Explanation
U.S. passport issued with limitation.	The Department of State issues this. 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. Such a passport does not have to be currently valid to be acceptable evidence of identity.
<i>Affidavit of identity for disabled individuals in institutional care facilities</i>	<i>These affidavits must be signed under penalty of perjury by a residential care facility director or administrator on behalf of an institutionalized individual in the facility but do not need to be notarized. (Enclosure 14 is a new form developed for use when an affidavit of identity is needed under these circumstances).</i>
<i>Clinic, doctor or hospital records for children under 16</i>	<i>For a child under 16, identity may be established through clinic records, doctor records or hospital records.</i>
Special identity rules for children	<ul style="list-style-type: none"> • <i>For children under 16, school, nursery or daycare records including report cards may be used for proof of identity. The county must verify them with the issuing school.</i> • <i>For children under 16, if none of the above documents in the preceding groups are available, an affidavit may be used. An affidavit is only acceptable if it is signed under penalty of perjury by a parent, guardian or caretaker relative stating the date and place of birth of the child and cannot be used if an affidavit for citizenship was provided. The affidavit does not need to be notarized.</i> • <i>For children under 18, an affidavit of identity may be used if all of the following conditions are met: (1) an affidavit was not used to document citizenship for the child, and (2) the child cannot obtain a school ID card and (3) the child does not have a drivers' license.</i>

Receipt of Citizenship or Identity Documents

Instructions to County/DSH/FQHC Staff: When you receive citizenship and/or identity document(s) for an applicant or beneficiary, you must fill out this form.

Citizenship/Identity document for Applicant or Beneficiary:

_____ Date of birth: _____
First Middle Last

Address: _____
Street City State Zip Code

Name of parent if Applicant or Beneficiary is a child: _____
First Middle Last

Applicant or Beneficiary BIC/CIN: _____

<p>Name of the citizenship/identity document you saw: ▶ _____</p> <p>The document you saw was <i>(check one)</i>:</p> <p><input type="checkbox"/> An original (not a photocopy or a notarized copy)</p> <p><input type="checkbox"/> A copy that was certified by the issuing agency</p> <p>This document was received <i>(check one)</i>:</p> <p><input type="checkbox"/> By mail</p> <p><input type="checkbox"/> In person <i>(from the applicant or beneficiary)</i> Name: _____</p> <p><input type="checkbox"/> In person <i>(from a guardian, authorized representative, or caretaker relative)</i> <i>(Name and relationship to applicant or beneficiary)</i> _____</p>	<p>Name of the citizenship/identity document you saw: ▶ _____</p> <p>The document you saw was <i>(check one)</i>:</p> <p><input type="checkbox"/> An original (not a photocopy or a notarized copy)</p> <p><input type="checkbox"/> A copy that was certified by the issuing agency</p> <p>This document was received <i>(check one)</i>:</p> <p><input type="checkbox"/> By mail</p> <p><input type="checkbox"/> In person <i>(from the applicant or beneficiary)</i> Name: _____</p> <p><input type="checkbox"/> In person <i>(from a guardian, authorized representative, or caretaker relative)</i> <i>(Name and relationship to applicant or beneficiary)</i> _____</p>
--	--

Make a photocopy of the citizenship and/or identity document received from the applicant or beneficiary, return the original document(s) to the bearer and provide a copy of the signed receipt to the bearer. Once the document is received by the eligibility worker, the county social services office will notify the applicant or beneficiary of this receipt if the document(s) provided are acceptable. DSH/FQHC staff must send this receipt and copies of the document(s) to the appropriate county social services office.

County/DSH/FQHC Staff reads and signs below.

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

▶ _____ Date: _____
Signature of County/DSH/FQHC Staff

Name of County/DSH/FQHC Staff *(print)*: _____
First Middle Last

Information: _____
Name of agency County Telephone number E-mail

County fills out this box	
Case No: _____	Case Name: _____

Proof of Citizenship or Identity Needed For Medi-Cal Applicants and Beneficiaries Who Are U.S. Citizens or Nationals

A new law says *most* Medi-Cal applicants and beneficiaries who are U.S. citizens or nationals must provide proof of citizenship *and* proof of identity. Please provide the information checked below by _____.

Name of Applicant or Beneficiary (*First – Middle – Last*): _____

- This person is exempt or has met the requirements. We do not need any other proof.
- Please provide proof of *identity* for this person.
- Please provide proof of *citizenship* for this person.
- Please provide proof of *citizenship and* proof of *identity* for this person.
- We were not able to find this person's birth record. If this person was born in California, please fill out the enclosed *Request for California Birth Record* form and return it.

Name of Applicant or Beneficiary (*First – Middle – Last*): _____

- This person is exempt or has met the requirements. We do not need any other proof.
- Please provide proof of *identity* for this person.
- Please provide proof of *citizenship* for this person.
- Please provide proof of *citizenship and* proof of *identity* for this person.
- We were not able to find this person's birth record. If this person was born in California, please fill out the enclosed *Request for California Birth Record* form and return it.

Name of Applicant or Beneficiary (*First – Middle – Last*): _____

- This person is exempt or has met the requirements. We do not need any other proof.
- Please provide proof of *identity* for this person.
- Please provide proof of *citizenship* for this person.
- Please provide proof of *citizenship and* proof of *identity* for this person.
- We were not able to find this person's birth record. If this person was born in California, please fill out the enclosed *Request for California Birth Record* form and return it.

If you do not have the information asked for above, but are trying to get it, please let us know. Contact your local social services office, or fill out the enclosed *Affidavit of Reasonable Effort to Get Proof of Citizenship* form and return it.

County fills out this box

Case No: _____	Case Name: _____
----------------	------------------

Acceptable Citizenship and Identity Documents

A new law says *most* Medi-Cal applicants and beneficiaries who are U.S. citizens or nationals must show proof of citizenship *and* proof of identity. We can only accept documents that are listed below. If you do not have the *original* document, you must get a **certified** copy from the issuing agency. Photocopies cannot be accepted.

The easiest way for U.S. citizens or nationals to prove citizenship and identity is with **one** of these documents:

- U.S. Passport issued without limitation (expired ones are acceptable)
- Certificate of Naturalization (N-550 or N-570)
- Certificate of U.S. Citizenship (N-560 or N-561)

– OR –

If you do not have one of the documents above, provide...

One citizenship document listed below:

- ❖ U.S. Birth Certificate
- ❖ Certification of Report of Birth (*DS-1350*)
- ❖ Report of Birth Abroad of a U.S. Citizen (*FS-240*)
- ❖ State Department Certification of Birth (*FS-545 or DS-1350*)
- ❖ U.S. Citizen Identification Card (*I-197 or I-179*)
- ❖ American Indian Card (*I-872*)
- ❖ Northern Marianas Card (*I-873*)
- ❖ Final adoption decree showing a U.S. place of birth
- ❖ Proof of adoption of a child born outside U.S. and in the legal/physical custody of the U.S. citizen parent (IR-3 or IR-4)
- ❖ Proof of U.S. civil service employment before June 1, 1976
- ❖ U.S. military service record showing a U.S. place of birth
- ❖ U.S. hospital record made at the time of birth * †
- ❖ Life, health, or other insurance record * †
- ❖ Religious record recorded in the U.S. within 3 months of birth showing U.S. place of birth and birth date or age
- ❖ Early school record showing a U.S. place of birth, date of admission, birth date, names and places of birth of parents
- ❖ Federal or State census record that shows the applicant's age and U.S. citizenship or place of birth
- ❖ Seneca Indian tribal census record * †
- ❖ Bureau of Indian Affairs Navajo Indians tribal census record * †
- ❖ U.S. State Vital Statistics birth registration notification * †
- ❖ A delayed U.S. public birth record that was recorded more than 5 years after the person's birth * †
- ❖ Statement signed by doctor or midwife present at the birth * †
- ❖ Roll of Alaska Natives from the Bureau of Indian Affairs * †
- ❖ Admission papers from a nursing or skilled care facility, or other institution that shows a U.S. place of birth *
- ❖ Medical record (not an immunization record) * †

** Must be dated at least 5 years before your 1st Medi-Cal application and show a U.S. place of birth.*

† For children under 16, must be created near the time of birth.

You must provide a document as high up on the list as you can.

If you cannot provide any of these citizenship documents...

Ask two adults to fill out and sign an *Affidavit of Citizenship*. Both adults must have proof of their own identity and U.S. citizenship, and only one of them may be related to you.

– AND –

One identity document listed below:

- ❖ Driver's license issued by a U.S. State or Territory with a photograph or other identifying information
- ❖ School Identification card with a photograph
- ❖ U.S. Military I.D. card or draft record
- ❖ Federal, state or local government I.D. card with same identifying information as a driver's license
- ❖ U.S. Military dependent identification card
- ❖ A U.S. passport (issued with limitation)
- ❖ Certificate of Degree of Indian Blood or other U.S. American Indian/Alaska Native Tribal document
- ❖ U.S. Coast Guard Merchant Mariner Card

- ❖ Three or more confirming documents, such as employee ID cards, high school or college diplomas, marriage licenses, divorce decrees, and property deeds/titles
- ❖ Clinic, doctor, or hospital records for a child under 16
- ❖ School, nursery school, or daycare records, including report cards, for a child under 16. The county will verify with the school.
- ❖ For people with disabilities who live in a residential care facility, an Affidavit signed by the facility's director or administrator

For a **child under 16** who did not provide an *Affidavit of Citizenship*, you may submit:

- ❖ An Affidavit of the child's identity signed by the child's parent, guardian, or caretaker relative with date and place of birth
- ❖ A Medi-Cal application or the Healthy Families/Medi-Cal joint application that shows the child's date and place of birth, and is signed by the child's parent, guardian, or caretaker relative.

For a **child under 18**, an Affidavit of the child's identity signed by the child's parent, guardian, or caretaker relative may be used if school ID cards or driver licenses are not available.

Note: Expired identity documents are acceptable proof of identity.

Changes in Medi-Cal Proof of Citizenship and Identity Requirements For U.S. Citizens and Nationals

If you are not a U.S. citizen, these changes do not apply to you.

A new law says *most* Medi-Cal beneficiaries who are U.S. citizens or nationals must show proof of citizenship *and* proof of identity. The proof must be original or copies that have been certified by the issuing agency. (Photocopies cannot be accepted.)

The new law does *not* apply to U.S. citizens or nationals in any of these categories:

- Anyone with:
 - Supplemental Security Income (SSI)
 - Medicare
 - Social Security Disability Insurance (SSDI)
 - Social Security Retirement and Survivors Insurance (RSI – Title II) based on their own disability
- Anyone under 21 asking for Minor Consent Services
- Babies born to women on Medi-Cal
- Children in Foster Care, Adoption Assistance, or Kin-GAP
- Babies in the Abandoned Baby Program
- CalWORKs Beneficiaries

If you are a U.S. citizen or national, but not in one of the above groups, you must provide proof of citizenship and identity at the next annual redetermination of your Medi-Cal eligibility, unless the county already has the proof. See below.

Many kinds of proof of citizenship and identity are acceptable.

The easiest way to *prove* citizenship and identity is with one of these documents:

- U.S. Passport issued without limitation (*expired ones are acceptable*), or
- Certificate of Naturalization (*N-550 or N-570*), or
- Certificate of U.S. Citizenship (*N-560 or N-561*)

If you do *not* have one of these documents, you will have to provide both proof of citizenship and identity. See back for a list of acceptable kinds of proof of citizenship and identity.

Do U.S. nationals need to provide proof of citizenship and identity?

Yes. U.S. nationals include people born in American Samoa (including Swains Island) and certain people from the Commonwealth of the Northern Mariana Islands.

What if I am NOT a U.S. citizen?

If you are not a U.S. citizen or national, you only need to provide the same documents that were required before. Nothing has changed.

When do I have to provide proof of citizenship and identity?

You must provide this proof when the county contacts you at the next annual redetermination of your Medi-Cal eligibility.

We may be able to get proof of citizenship for you.

If you were born in California, the county may be able to get your birth record. (A birth record is proof of citizenship.) If the county finds your birth record, you must still provide proof of identity.

We cannot search for birth records for people born outside of California.

Will my Medi-Cal benefits continue?

Your Medi-Cal benefits will continue if you meet all other eligibility requirements and make a reasonable effort to provide proof of citizenship and identity.

Important! You must tell your eligibility worker you are trying to get the proof.

Do I have to provide proof every year?

No. You only need to provide the proof once.

Important! Do **NOT** send your documents to the California Department of Health Care Services. **Wait** until the county asks you for proof at your next annual redetermination. Then, take your proof to your county office.

If you have questions or need help, call your county social services office or eligibility worker.

Acceptable Citizenship and Identity Documents

The easiest way for U.S. citizens or nationals to prove citizenship and identity is with **one** of these documents:

- U.S. Passport issued without limitation (expired ones are acceptable)
- Certificate of Naturalization (N-550 or N-570)
- Certificate of U.S. Citizenship (N-560 or N-561)

– **OR** –

If you do not have one of the documents above, provide...

One citizenship document listed below:

- ❖ U.S. Birth Certificate
- ❖ Certification of Report of Birth (*DS-1350*)
- ❖ Report of Birth Abroad of a U.S. Citizen (*FS-240*)
- ❖ State Department Certification of Birth (*FS-545* or *DS-1350*)
- ❖ U.S. Citizen Identification Card (*I-197* or *I-179*)
- ❖ American Indian Card (*I-872*)
- ❖ Northern Marianas Card (*I-873*)
- ❖ Final adoption decree showing a U.S. place of birth
- ❖ Proof of adoption of a child born outside U.S. and in the legal/physical custody of the U.S. citizen parent (*IR-3* or *IR-4*)
- ❖ Proof of U.S. civil service employment before June 1, 1976
- ❖ U.S. military service record showing a U.S. place of birth
- ❖ U.S. hospital record made at the time of birth * †
- ❖ Life, health, or other insurance record * †
- ❖ Religious record recorded in the U.S. within 3 months of birth showing U.S. place of birth and birth date or age
- ❖ Early school record showing a U.S. place of birth, date of admission, birth date, names and places of birth of parents
- ❖ Federal or State census record that shows the applicant's age and U.S. citizenship or place of birth
- ❖ Seneca Indian tribal census record * †
- ❖ Bureau of Indian Affairs Navajo Indians tribal census record * †
- ❖ U.S. State Vital Statistics birth registration notification * †
- ❖ A delayed U.S. public birth record that was recorded more than 5 years after the person's birth * †
- ❖ Statement signed by doctor or midwife present at the birth * †
- ❖ Roll of Alaska Natives from the Bureau of Indian Affairs * †
- ❖ Admission papers from a nursing or skilled care facility, or other institution that shows a U.S. place of birth *
- ❖ Medical record (not an immunization record) * †

** Must be dated at least 5 years before your 1st Medi-Cal application and show a U.S. place of birth.*

† For children under 16, must be created near the time of birth.

You must provide a document as high up on the list as you can.

*If you **cannot** provide any of these citizenship documents...*

Ask two adults to fill out and sign an *Affidavit of Citizenship*. Both adults must have proof of their own identity and U.S. citizenship, and only one of them may be related to you.

– **AND** –

One identity document listed below:

- ❖ Driver's license issued by a U.S. State or Territory with a photograph or other identifying information
- ❖ School Identification card with a photograph
- ❖ U.S. Military I.D. card or draft record
- ❖ Federal, state or local government I.D. card with same identifying information as a driver's license
- ❖ U.S. Military dependent identification card
- ❖ A U.S. passport (issued with limitation)
- ❖ Certificate of Degree of Indian Blood or other U.S. American Indian/Alaska Native Tribal document
- ❖ U.S. Coast Guard Merchant Mariner Card
- ❖ Three or more confirming documents, such as employee ID cards, high school or college diplomas, marriage licenses, divorce decrees, and property deeds/titles
- ❖ Clinic, doctor, or hospital records for a child under 16
- ❖ School, nursery school, or daycare records, including report cards, for a child under 16. The county will verify with the school.
- ❖ For people with disabilities who live in a residential care facility, an Affidavit signed by the facility's director or administrator

continued on back

For a **child under 16** who did not provide an *Affidavit of Citizenship*, you may submit:

- ❖ An Affidavit of the child's identity signed by the child's parent, guardian, or caretaker relative with date and place of birth
- ❖ A Medi-Cal application or the Healthy Families/Medi-Cal joint application that shows the child's date and place of birth, and is signed by the child's parent, guardian, or caretaker relative.

For a **child under 18**, an Affidavit of the child's identity signed by the child's parent, guardian, or caretaker relative may be used if school ID cards or driver licenses are not available.

Note: Expired identity documents are acceptable proof of identity.

Proof of Citizenship and Identity Requirements

For Children who are U.S. Citizens or Nationals

Filling out the Healthy Families/Medi-Cal Joint Application

If your child is not a U.S. citizen, this law does not apply to the child.

Your county Medi-Cal office is reviewing your child's application. During this time, your child is covered by Medi-Cal. To continue receiving full-scope Medi-Cal, your county office will need to obtain proof of citizenship *and* proof of identity for your child. Read below to learn more.

Do *all* children have to show proof of citizenship and identity?

No. These children do **not** have to provide proof:

- A child with:
 - Supplemental Security Income (SSI)
 - Medicare
 - Social Security Disability Insurance (SSDI)
 - Social Security Retirement and Survivors Insurance (RSI – Title II) based on their own disability
- A child under 21 asking for Minor Consent Services
- Babies born to women on Medi-Cal
- Children in Foster Care, Adoption Assistance, or Kin-GAP
- Babies in the Abandoned Baby Program
- CalWORKs Beneficiaries

What if my child is not a U.S. citizen?

If your child is not a U.S. citizen or national, you only need to provide the same documents that were required before. Nothing has changed.

U.S. nationals include people born in American Samoa (including Swains Island) and certain people from the Commonwealth of the Northern Mariana Islands.

What if I do not have proof of my child's citizenship?

If your child was born in California, your county office may be able to get a birth record. (A birth record is proof of citizenship.)

Fill out a *Request for California Birth Record* form. Then, mail or take this form to your local social services office. If a birth record cannot be found, you will need to provide another proof of citizenship. See page 2 for list of acceptable documents.

Ask your county about getting proof of citizenship if your child was not born in California. Contact the county to see if they have found a birth record match for your child before you pay for a birth certificate.

If the county gets my child's birth record, do I still need to provide proof of *identity*?

If your child is under 16 and you have filled out and signed the Healthy Families/Medi-Cal joint application with your child's date and place of birth, you do not need to provide proof of identity. (The signed application is proof of your child's identity.)

What if my child is 16 or older?

Children who are 16 or older must provide proof of citizenship and proof of identity. See page 2.

Do you need the *original* citizenship or identity documents?

Yes. The county office needs the *original* citizenship and identity documents, or copies that have been certified by the issuing agency.

Can I mail my proof of citizenship or identity?

Yes. The county will make copies and mail the originals back to you. Or, you can *take* your documents to your local social services office. Ask them to make copies and give them back right away.

Do I have to provide proof of citizenship or identity more than once?

No. You only have to provide proof of citizenship and identity once.

What If I paid for medical or dental care for my child while getting proof of citizenship and identity?

If you incurred health costs while getting your child's citizenship and identity documents, Medi-Cal may pay for bills. Call Beneficiary Services at the Department of Health Care Services for answers to your questions: **(916) 403-2007**

Acceptable Citizenship and Identity Documents

The easiest way for U.S. citizens or nationals to prove citizenship and identity is with **one** of these documents:

- U.S. Passport issued without limitation (expired ones are acceptable)
- Certificate of Naturalization (N-550 or N-570)
- Certificate of U.S. Citizenship (N-560 or N-561)

– **OR** –

If you do not have one of the documents above, provide...

One citizenship document listed below:

- ❖ U.S. Birth Certificate
- ❖ Certification of Report of Birth (*DS-1350*)
- ❖ Report of Birth Abroad of a U.S. Citizen (*FS-240*)
- ❖ State Department Certification of Birth (*FS-545 or DS-1350*)
- ❖ U.S. Citizen Identification Card (*I-197 or I-179*)
- ❖ American Indian Card (*I-872*)
- ❖ Northern Marianas Card (*I-873*)
- ❖ Final adoption decree showing a U.S. place of birth
- ❖ Proof of adoption of a child born outside U.S. and in the legal/physical custody of the U.S. citizen parent (*IR-3 or IR-4*)
- ❖ Proof of U.S. civil service employment before June 1, 1976
- ❖ U.S. military service record showing a U.S. place of birth
- ❖ U.S. hospital record made at the time of birth * †
- ❖ Life, health, or other insurance record * †
- ❖ Religious record recorded in the U.S. within 3 months of birth showing U.S. place of birth and birth date or age
- ❖ Early school record showing a U.S. place of birth, date of admission, birth date, names and places of birth of parents
- ❖ Federal or State census record that shows the applicant's age and U.S. citizenship or place of birth
- ❖ Seneca Indian tribal census record * †
- ❖ Bureau of Indian Affairs Navajo Indians tribal census record * †
- ❖ U.S. State Vital Statistics birth registration notification * †
- ❖ A delayed U.S. public birth record that was recorded more than 5 years after the person's birth * †
- ❖ Statement signed by doctor or midwife present at the birth * †
- ❖ Roll of Alaska Natives from the Bureau of Indian Affairs * †
- ❖ Admission papers from a nursing or skilled care facility, or other institution that shows a U.S. place of birth *
- ❖ Medical record (not an immunization record) * †

** Must be dated at least 5 years before your 1st Medi-Cal application and show a U.S. place of birth.*

† For children under 16, must be created near the time of birth.

You **must** provide a document as high up on the list as you can.

*If you **cannot** provide any of these citizenship documents...*

Ask two adults to fill out and sign an *Affidavit of Citizenship*. Both adults must have proof of their own identity and U.S. citizenship, and only one of them may be related to you.

– **AND** –

One identity document listed below:

- ❖ Driver's license issued by a U.S. State or Territory with a photograph or other identifying information
- ❖ School Identification card with a photograph
- ❖ U.S. Military I.D. card or draft record
- ❖ Federal, state or local government I.D. card with same identifying information as a driver's license
- ❖ U.S. Military dependent identification card
- ❖ A U.S. passport (issued with limitation)
- ❖ Certificate of Degree of Indian Blood or other U.S. American Indian/Alaska Native Tribal document
- ❖ U.S. Coast Guard Merchant Mariner Card
- ❖ Three or more confirming documents, such as employee ID cards, high school or college diplomas, marriage licenses, divorce decrees, and property deeds/titles
- ❖ Clinic, doctor, or hospital records for a child under 16
- ❖ School, nursery school, or daycare records, including report cards, for a child under 16. The county will verify with the school.
- ❖ For people with disabilities who live in a residential care facility, an Affidavit signed by the facility's director or administrator

For a **child under 16** who did not provide an *Affidavit of Citizenship*, you may submit:

- ❖ An Affidavit of the child's identity signed by the child's parent, guardian, or caretaker relative with date and place of birth
- ❖ A Medi-Cal application or the Healthy Families/Medi-Cal joint application that shows the child's date and place of birth, and is signed by the child's parent, guardian, or caretaker relative.

For a **child under 18**, an Affidavit of the child's identity signed by the child's parent, guardian, or caretaker relative may be used if school ID cards or driver licenses are not available.

Note: Expired identity documents are acceptable proof of identity.

Name
 Address
 City, CA zip

Dear Beneficiary:

A new law says *most* Medi-Cal beneficiaries who are U.S. citizens or nationals must show proof of citizenship and proof of identity. To see if this law applies to you, read the enclosed notice.

Because we can use a birth record as proof of citizenship, we searched for California birth records for everyone in your home who receives Medi-Cal. We found California birth records for the people in your home listed below. These people do NOT have to show proof of *citizenship*. But, they still may have to show proof of *identity*, unless this law does not apply to them.

Beneficiary 1
 Beneficiary 2
 Beneficiary 3
 Beneficiary 4
 Beneficiary 5
 Beneficiary 6

Beneficiary 7
 Beneficiary 8
 Beneficiary 9
 Beneficiary 10
 Beneficiary 11
 Beneficiary 12

If any of the Medi-Cal beneficiaries in your home was born in California, but is not listed above, please contact your local social services office. We may be able to find the California birth record if you give us more information. We cannot search for birth records for people born outside of California.

Children under 16 whose date and place of birth are listed on the Medi-Cal application or Healthy Families/Medi-Cal joint application do **not** have to show proof of *identity*. But they must show proof of *citizenship* (if this law applies to them).

Important! Do **not** send your documents to the California Department of Health Care Services. **Wait** until the county asks you for proof of citizenship and/or proof of identity at your next annual redetermination. Then, take the original citizenship or identity documents or copies *certified* by the issuing agency to your local social services office. Photocopies cannot be accepted. Ask the county to make copies of your documents and give them back right away.

If you have questions or need help, please contact your local social services office.

Name
Address
City, CA zip

Dear Beneficiary:

A new law says *most* Medi-Cal beneficiaries who are U.S. citizens or nationals must show proof of citizenship *and* proof of identity. To see if this law applies to you, read the enclosed notice.

A birth certificate is acceptable proof of U.S. citizenship. We searched the state records for a California birth record, but did not find one for any of the Medi-Cal beneficiaries in your home.

If any of the Medi-Cal beneficiaries in your home *was* born in California, please contact your local social services office. We may be able to find the California birth record if you give us more information. We cannot search for birth records for people born outside of California.

Children under 16 whose date and place of birth are listed on the Medi-Cal application or Healthy Families/Medi-Cal joint application do **not** have to show proof of *identity*. But they must show proof of citizenship (if this law applies to them).

Important! Do **not** send your documents to the California Department of Health Care Services. **Wait** until the county asks you for proof of citizenship and/or proof of identity at your next annual redetermination. Then, take the original citizenship or identity documents or copies *certified* by the issuing agency to your local social services office. Photocopies cannot be accepted. Ask the county to make copies of your documents and give them back right away.

If you have questions or need help, please contact your local social services office.

Affidavit of Identity for U.S. Citizen or National For Disabled Individuals Living in Institutional Care Facilities

To the institutional/residential facility director or administrator:

- Fill out and sign below.
- Print neatly and submit to the county social services office.

Important! All other means of verifying identity must be pursued before submitting this affidavit to the county.

Identity of Disabled Individual

Name of individual _____
First *Middle* *Last*

Institutional/residential care director or administrator reads and signs below.

On behalf of the above individual, under penalty of perjury under California state law, I declare the identity of the person named above.

▲ _____ Date: _____
Signature of institutional/residential facility director or administrator

Name of institutional/residential facility director or administrator (print)

Name of institutional/residential facility

Address _____
City State Zip

Telephone e-mail

If you have questions, please contact the county social services office at:

County fills out this box	
Case No: _____	Case Name: _____

Proof of Acceptable Citizenship or Identity Documents

A new law says that most Medi-Cal applicants and beneficiaries who are U.S. citizens or nationals must provide proof of citizenship and identity.

The county has received and reviewed the proof of citizenship and/or identity that you submitted for:

Applicant or Beneficiary Name: _____
First Middle Last

Date of birth: _____

<p>Name of the citizenship document you saw: _____</p> <p><input type="checkbox"/> Approved. The citizenship document you submitted is acceptable proof of citizenship. You will not have to provide proof again for the above person.</p> <p><input type="checkbox"/> Denied. The proof you submitted is not acceptable. You must submit another proof of citizenship. Attached is a list of acceptable proof of citizenship documents.</p> <ul style="list-style-type: none"> • All documents must be originals or copies certified by the issuing agency. Photocopies are not acceptable. 	<p>Name of the identity document you saw: _____</p> <p><input type="checkbox"/> Approved. The identity document you submitted is acceptable proof of identity. You will not have to provide the proof again for the above person.</p> <p><input type="checkbox"/> Denied. The identity document you submitted is not acceptable. You must submit another proof of identity. Attached is a list of acceptable proof of identity documents.</p> <ul style="list-style-type: none"> • All documents must be originals or copies certified by the issuing agency. Photocopies are not acceptable.
--	---

The above person has satisfied the new citizenship and identity requirements because both citizenship and identity documents were approved.

The above person has not satisfied the new citizenship and identity requirements because one or both of the citizenship and/or identity documents were denied or not submitted.

If you have questions, please contact your county social services office at the telephone number listed below.

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

_____ Date: _____
Signature of eligibility worker

Name of eligibility worker (print): _____
First Middle Last

Telephone number: _____ County: _____

County fills out this box	
Case No: _____	Case Name: _____