

## DEPARTMENT OF HEALTH SERVICES

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TO: All County Welfare Directors  
All County Administrative Officers

March 6, 1991  
Letter No.: 91-19

SUBJECT: ADVANCE COPY OF MEDI-CAL ELIGIBILITY MANUAL (MEM) PROCEDURES  
SECTION 7G

REFERENCE: All County Welfare Directors Letters (ACWDLs) 88-84, 88-87,  
88-91, 89-41, 89-57 and 89-96

This letter transmits an advance copy of MEM Procedures Section 7G, which replaces the instructions for use of Medi-Cal form MC 13 we sent you with ACWDL 89-57. We call your attention in particular to the fact that each adult applicant must now fill out an MC 13. (The requirement that adults fill out MC 13s for children stays the same, however.)

If you have questions about the Statement of Citizenship, Alienage or Immigration Status, please call Tom Dickson of my staff. He can be reached at (916) 324-4961, ATSS 8-454-4961.

Sincerely,

ORIGINAL SIGNED BY

Frank S. Martucci, Chief  
Medi-Cal Eligibility Branch

Enclosure

cc: Medi-Cal Liaisons  
Medi-Cal Program Consultants

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**MEDI-CAL ELIGIBILITY MANUAL**

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7G--HOW TO USE THE  
STATEMENT OF CITIZENSHIP, ALIENAGE, AND  
IMMIGRATION STATUS (MEDI-CAL FORM MC 13)

An MC 13 must be completed at each application, reapplication, or restoration for every person requesting any level or type of Medi-Cal benefits. Make certain that each adult applicant, or adult acting on behalf of a child, supplies all appropriate information then signs and dates the form. In cases where the applicant is a child, or is incapable, incompetent, or deceased, the same person who signs the MC 210 (Statement of Facts) must complete the MC 13. (Have that person complete the MC 13 before he/she completes the MC 210.) A new MC 13 is required at annual redetermination only when the beneficiary's immigration status has changed or when he/she requests a different level of benefits. If the case file lacks an MC 13 or contains a 9/88 or 10/88 version of the form, have the applicant complete one of the newer (11/88 or 5/89) versions.

Persons requesting restricted Medi-Cal benefits are required to give their name but they are not required to furnish a Social Security number. Pursuant to a court order, they are also not required to disclose where they were born or whether they are U. S. citizens or aliens. This means that restricted benefit applicants do not complete Sections C, D, or E of the MC 13. If they are otherwise eligible, grant them restricted Medi-Cal benefits without further delay.

Applicants for full Medi-Cal benefits are required to declare in writing whether they are citizens or nationals of the U. S. or aliens. Applicants make this declaration by checking the appropriate box. Persons who indicate they are aliens with an immigration status that would entitle them to full benefits have 30 days (or the time it takes to determine whether they are otherwise eligible, whichever is longer) to present evidence of satisfactory immigration status (SIS) consisting of alien registration or other INS-issued documents. Pursuant to a court order, such applicants, if they present an INS document and if they are otherwise eligible, receive full Medi-Cal benefits during the period of time INS takes either to confirm that they have SIS or to report back (through the SAVE system) that they do not.

The requirement that alien applicants for full Medi-Cal benefits must submit an original INS document as evidence of SIS shall be considered to be met if the alien presents an Individual Fee Register Receipt (INS Form G-711) requesting replacement of a lost, stolen, or unreadable INS document. In many cases, it will not be necessary to refer persons to INS for a replacement of a document, but rather to ask them to search for it at home and then bring it in to you.

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**MEDI-CAL ELIGIBILITY MANUAL**

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A pregnant woman applicant should fill out an MC 13 for her unborn child checking the level of benefits requested and signing and dating the form. She need not fill in the blanks which ask about the child's name, place of birth, etc. Make it clear to her, however, that she must give you this information as soon as possible after the birth of the child. When you complete the form, note in the case file who supplied the information and when they contacted you.

Be sure to complete the COUNTY USE ONLY section of the MC 13 which asks for your county and eligibility worker number as well as your indication of how and when the status of an alien applicant was verified, what INS documents were presented, and whether the person was referred to INS for replacements of missing or unreadable documents.

Amnesty (IRCA) aliens can be identified from codings on their alien registration documents. The Temporary Resident Card (INS Form I-688) of an amnesty alien will have the Immigration and Nationality Act section number on the front of the card: INA 210--special agricultural worker (SAW); INA 210A--replenishment agricultural worker (RAW); or INA 245A--pre-1982 entrant or a national of Poland, Uganda, Ethiopia, or Afghanistan granted extended voluntary departure (EVD) on a nationality group basis. The Alien Registration Receipt Card of an amnesty alien has a "class code" on the front of the "old-style" INS Form I-551 or on the back of the "new-style" I-551: S16 or S26--SAW; R16 or R26--RAW; or W16, W26, or W36--pre-1982 entrant or a national of Poland, Uganda, Ethiopia, or Afghanistan granted EVD on a nationality group basis.

Persons claiming to be U. S. citizens, nationals of the U. S., or persons with a status which entitles them to full benefits who list a birthplace outside of the U. S. or its territories or outlying possessions must present documents which establish that they have been "naturalized", have acquired or derived U. S. citizenship, are American Indians born in Canada, or are "permanent nonimmigrants" from Micronesia or the Marshall Islands. (See Procedures Sections 7B, 7D, and 7F.)