

**DEPARTMENT OF HEALTH SERVICES**

714/744 P Street  
 P.O. Box 942732  
 Sacramento, CA 94234-7320  
 (916) 657-2941



June 26, 1996

**MEDI-CAL ELIGIBILITY PROCEDURES MANUAL LETTER NO.: 164**

**TO: All Holders of the Medi-Cal Eligibility Procedures Manual**

This letter transmits Article 7G of the Medi-Cal Eligibility Procedures Manual entitled: "How to Use the Statement of Citizenship, Alienage, and Immigration Status (Medi-Cal Form MC 13)." The enclosed procedures replace the advance copy of Article 7G (forwarded to counties in All County Welfare Directors Letter 91-19) which was never officially incorporated into the procedures manual. Any previous version of Article 7G must be removed from the Medi-Cal Eligibility Procedures Manual in its entirety.

Procedures RevisionDescription

Article 7G

The Revised Article Section 7G incorporates changes necessary to implement the State Court of Appeal ruling in the case of Crespin v. Coye. Pursuant to that ruling all Medi-Cal applicants must provide information about their alien status on the MC 13, and all applicants who have a Social Security number are asked to provide it. Counties have been instructed to implement that ruling (including Procedures Article 7G) on September 1, 1996.

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Nothing to Remove

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If you have any questions regarding these procedure revisions, please contact John Zapata of my staff at (916) 657-0725.

**Sincerely,**

Original signed by

Frank S. Martucci, Chief  
Medi-Cal Eligibility Branch

**Enclosures**

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## MEDI-CAL ELIGIBILITY PROCEDURES MANUAL

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

#### BACKGROUND:

Welfare and Institutions Code Section 14011.2 requires every Medi-Cal applicant to provide a declaration of citizenship/immigration status, and requires every applicant who has a Social Security number to provide it to the county. This section also specifies that Medi-Cal applicants who claim to be U.S. citizens, U.S. nationals, or aliens in a satisfactory immigration status are required to provide a Social Security number as a condition of eligibility. The Department of Health Services has developed the "Statement of Citizenship, Alienage, and Immigration Status" (Medi-Cal Form MC 13) to obtain this information.

Full implementation of Welfare and Institutions Code Section 14011.2 was delayed by the courts, but in 1994, the California State Court of Appeal ruled that the Department of Health Services could fully implement Section 14011.2. To fully implement that section, DHS has updated the MC 13. The latest revision of the MC 13 is dated May 1996. The general MC 13 requirements and Instructions for completing the revised form are provided below.

#### WHEN TO COMPLETE THE MC 13

An MC 13 must be completed at each application, reapplication, or restoration for every person requesting Medi-Cal benefits **including applicants in Statewide Automated Welfare System (SAWS) counties**. 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 MC13. A new MC13 is required at annual redetermination only when the beneficiary's immigration status has changed. If the case file lacks an MC 13, have the applicant complete the most current version of the form.

#### COMPLETING THE MAY 1996 VERSION OF THE MC 13

The May 1996 version of the MC 13 incorporates a number of major revisions including:

- Every Medi-Cal applicant is required to provide information about his or her citizenship/immigration status.
- Every Medi-Cal applicant who has a Social Security number is asked to provide it to the county welfare department. Applicants who claim to be U.S. citizens, U.S. nationals, or aliens in a satisfactory immigration status, who do not have a Social Security number at the time of application are still required to obtain a number and provide it to the county as a condition of eligibility.
- Medi-Cal applicants are no longer asked to request full or restricted benefits. The appropriate level of benefits is determined by the county based on a review of the applicant's citizenship or immigration status and completion of the SAVE process when necessary.
- Information previously included throughout the MC 13 and on page 6 of the November 1993 version of the MC 219 ("Important Information for Persons Requesting Medi-Cal" page) is now included in Section "A" of the MC 13.

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Each section of the May 1996 MC 13 is discussed in detail below.

### SECTION A: MEDI-CAL BENEFITS TO CITIZENS AND ALIENS

Section A includes a variety of important information to help applicants understand the citizenship/alienage requirements of the Medi-Cal program including the definition of satisfactory immigration status (SIS). The terms defined in this section are intended only for Medi-Cal purposes. This section also includes information about alien documentation and verification requirements, and about the Social Security number requirements for Medi-Cal applicants. Each of these topics is discussed in more detail below. Eligibility workers should be familiar with the information in this section to assist applicants with any questions that may arise regarding these topics.

### SECTION B: CITIZENSHIP/IMMIGRATION STATUS DECLARATION

In previous versions of the MC 13, Section B was used by the applicant to request full or restricted Medi-Cal benefits. Because of the August 1994 State Appellate Court ruling in the Crespin case, it is no longer necessary for applicants to request full or restricted Medi-Cal benefits prior to completing the MC 13. The county welfare department must make that determination based on a review of each applicant's citizenship/immigration status. Therefore Section B is now designed for the applicant to indicate whether he or she is a U.S. citizen, a U.S. national or an alien, without reference to the level of benefits requested. Every applicant must indicate his or her citizenship or immigration status in Section B.

Every applicant is required to complete question 1 in this section indicating whether he or she is or is not a citizen or national of the United States. Every applicant who indicates that he or she is a U.S. citizen or national must provide information about his or her place of birth and then skip to Section C. Anyone who indicates that he or she is not a citizen or national of the U.S. must provide information about his or her specific alien status in questions 2 through 4. If none of the alien statuses in questions 2 through 4 are applicable, the applicant should answer "NO" to EACH of those questions. Aliens who claim to be PRUCOL must indicate which PRUCOL category applies to them in question 5. **AN MC 13 INDICATING THAT THE APPLICANT IS NOT A CITIZEN OR NATIONAL OF THE UNITED STATES IS INCOMPLETE UNLESS THE APPLICANT INDICATES A SPECIFIC ALIEN STATUS (INCLUDING A SPECIFIC PRUCOL STATUS WHEN APPLICABLE) OR ANSWERS "NO" TO QUESTIONS 2 THROUGH 4.**

### SECTION C: VERIFICATION OF IMMIGRATION STATUS (FOR ALIENS WHO CLAIM SATISFACTORY IMMIGRATION STATUS)

Only aliens who answer "YES" to questions 2, 3, or 4 in Section B are required to complete Section C. This is because verification of an applicant's alien status is only required if he or she claims to have "satisfactory immigration status". This requirement is applicable to aliens who indicate that they are amnesty aliens with a valid and current I-688 (question 2) or lawfully admitted for permanent residence (question 3) or PRUCOL (question 4).

### PROVIDING DOCUMENTATION OF IMMIGRATION STATUS

Aliens who indicate they have satisfactory immigration status (SIS) are required to provide documentation of their immigration status. Procedures for verifying SIS are found in All County Welfare Directors Letter 92-48. Aliens who claim SIS have 30 days (or the time it takes to determine whether they are otherwise eligible, whichever is longer) to present evidence of SIS.



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If they are otherwise eligible, grant them full Medi-Cal benefits without further delay (even without evidence of SIS) if the 30 days to present evidence of SIS have not elapsed. In addition, such applicants, if they present the required evidence of SIS and if they are otherwise eligible, receive full Medi-Cal benefits while their evidence is being verified with the Immigration and Naturalization Services (INS) through the SAVE system.

If an applicant claims SIS, but needs to obtain replacement immigration documents, the requirement to provide 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 replacement of a document, but rather, to ask them to search for it at home and then bring it in to you

### SECTION D: SOCIAL SECURITY NUMBER

Every Medi-Cal applicant who has a Social Security number (SSN) is asked to provide it to the county regardless of his or her citizenship or immigration status. Therefore, every applicant must indicate whether or not he/she has a SSN in this section. **However, only applicants who claim to be United States citizens or United States nationals or aliens who claim to have satisfactory immigration status, are required to provide (or apply for) a SSN as a condition of Medi-Cal eligibility.** (This includes applicants who answer "YES" to question 2, question 3, or question 4 in Section B).

For U.S. citizens, U.S. nationals and aliens who are required to provide an SSN, but who do not have a number at the time of application, counties should use established policies for meeting the SSN requirement. (See Title 22, California Code of Regulations, Sections 50168 and 50187 for more information about this requirement)

Although aliens who do not claim SIS are asked to provide a Social Security number, a SSN is not required to establish eligibility for restricted Medi-Cal. If an alien who is otherwise eligible for restricted Medi-Cal indicates that he or she has a SSN, it is appropriate to ask him or her to provide it. If such an applicant refuses to provide the SSN, the county must still grant restricted Medi-Cal benefits (if the applicant is otherwise eligible) and should request an investigation if there is reason to believe that the applicant is withholding any information relevant to his or her Medi-Cal eligibility. However, All County Welfare Directors Letter 95-53 clarifies that: **"Under no circumstances should an Eligibility Worker knowingly submit an incorrect or fraudulent SSN to MEDS."**

### COUNTY USE SECTION

The "FOR COUNTY USE ONLY" section of the MC 13 provides space for important information about the citizenship/alien status determination. Counties should provide all of the applicable information requested in this section. The May 1996 version of the MC 13 retains most of the items previously included in this section and incorporates some important changes. For example, the question asking counties to indicate which documents are in the file has been deleted. The "Action Taken" categories have been expanded for counties to indicate when full Medi-Cal benefits were granted pending verification of immigration status. Counties should mark this response when full Medi-Cal benefits are granted to an otherwise eligible alien during the reasonable opportunity period to provide evidence of SIS and/or while waiting for the INS to verify SIS through SAVE. The latest revision also adds a section for the county to indicate which level of benefits the applicant is potentially eligible to receive. It is not necessary to complete the eligibility determination to respond to this question since it is based on the citizenship/immigration status information provided on the MC 13.



# MEDI-CAL ELIGIBILITY PROCEDURES MANUAL

State of California—Health and Welfare Agency

Department of Health Services

## STATEMENT OF CITIZENSHIP, ALIENAGE, AND IMMIGRATION STATUS

Print Name of Applicant (The applicant is the person who wants Medi-Cal):	Date:
Print Name of Person Acting for Applicant:	Relationship to Applicant:

### SECTION A: MEDI-CAL BENEFITS TO CITIZENS AND ALIENS

Citizens and nationals of the United States who meet all eligibility requirements may receive full Medi-Cal benefits.

Aliens who meet all eligibility requirements may receive either full Medi-Cal benefits (if they are in a satisfactory immigration status) or restricted benefits limited to emergency and pregnancy-related services (if they are not in a satisfactory immigration status).

**Satisfactory immigration status and full Medi-Cal benefits for aliens:** Federal and state law provide that full Medi-Cal benefits may be received only by aliens who are in a satisfactory immigration status and who meet all eligibility requirements including California residency. Aliens are in a satisfactory immigration status if they are amnesty aliens with valid and current lawful temporary resident cards (I-688) or lawful permanent residents or permanent residents residing in the U.S. under color of law (PRUCOL). The 16 PRUCOL categories are listed in SECTION B, question 6 below.

Documented aliens not in a satisfactory immigration status (such as aliens with unexpired visas or unexpired parole status) who meet all eligibility requirements, including California residency, may receive restricted benefits (limited to emergency and pregnancy-related services).

Undocumented aliens who meet all eligibility requirements, including California residency, may receive restricted benefits (limited to emergency and pregnancy-related services).

**Citizenship/immigration status information:** Every person requesting Medi-Cal is required to provide information about his/her citizenship or immigration status. Immigration status information provided as part of the Medi-Cal application is confidential.

**Alien status documents and verification requirements:** Aliens who claim to be in a satisfactory immigration status (SIS) for Medi-Cal purposes must present INS documents that show their immigration status if they have an INS document or are eligible to obtain one. Aliens who claim to be in an SIS, but who cannot obtain an INS document or replacement receipt (for example, aliens in the last PRUCOL category indicated in SECTION B below) should submit other evidence establishing their immigration status. INS documents will be verified by the INS. Aliens who do not have these documents with them, or who have unreadable documents, may bring us receipts which show that they have applied for replacements. Aliens will have 30 days to do this, or until their Medi-Cal application is ruled on, whichever is longer. If the alien is otherwise eligible, Medi-Cal will be issued during this period and while the submitted documentation is being verified by the INS. If none of the documents contains the applicant's photograph, they must show us an identity document which establishes that the applicant is the person named in the documents.

**Social Security number requirement:** Every person requesting Medi-Cal who has a Social Security number must provide it to the county welfare department. U.S. citizens, U.S. nationals and aliens claiming to be in a satisfactory immigration status who do not have a Social Security number must apply for one and provide it to the county welfare department. Aliens who need help applying for a Social Security number should ask their eligibility worker for assistance. Aliens who are not in a satisfactory immigration status and who do not have a Social Security number can still get restricted Medi-Cal if they meet all eligibility requirements.

### SECTION B: CITIZENSHIP/IMMIGRATION STATUS DECLARATION

1. Is the applicant a citizen or national of the United States?  Yes  No

If the applicant is a citizen or a national of the United States, where was he/she born? \_\_\_\_\_

(city, state)

**IF YOU ARE A CITIZEN OR NATIONAL OF THE UNITED STATES, GO DIRECTLY TO SECTION D. IF YOU ARE AN ALIEN, PLEASE ANSWER QUESTIONS 2, 3, AND 4 BELOW (AND QUESTION 5 IF YOU CLAIM TO BE PRUCOL) THEN COMPLETE SECTIONS C AND D.**

2. Is the applicant an amnesty alien with a valid and current I-688?  Yes  No
3. Is the applicant a lawful permanent resident?  Yes  No
4. Is the applicant a PRUCOL alien?  Yes  No

**IMPORTANT:** All PRUCOL aliens must indicate their specific PRUCOL status in question 5.

5. If the applicant would qualify for Medi-Cal benefits as a PRUCOL alien, indicate the status category which entitles him/her to that classification:
- A conditional entrant admitted to the United States before April 1, 1980
- An alien paroled into the United States, including Cuban/Haitian entrants

MC 13 (5/89) Proposed

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- An alien subject to an Order of Supervision
- An alien granted an indefinite stay of deportation
- An alien granted an indefinite voluntary departure
- An alien on whose behalf an immediate relative petition (INS Form I-130) has been approved and who is entitled to voluntary departure
- An alien who has properly filed an application for lawful permanent resident status
- An alien granted a stay of deportation for a specified period
- An alien granted asylum
- A refugee admitted to the U.S. since April 1, 1980
- An alien granted voluntary departure who is awaiting issuance of a visa
- An alien in deferred action status
- An alien who entered and has continuously resided in the U.S. since before January 1, 1972 who would be eligible for an adjustment of status to lawful permanent resident pursuant to INA Section 249 (eligible as a Registry alien)
- An alien granted a suspension of deportation whose departure INS does not contemplate enforcing
- An alien granted withholding of deportation pursuant to INA Section 243(h)
- An alien, not in one of the above categories, who can show that: (1) INS knows he/she is in the United States; and (2) INS does not intend to deport him /her, either because of the person's status category or individual circumstances.

**SECTION C: VERIFICATION OF IMMIGRATION STATUS (FOR ALIENS WHO CLAIM SATISFACTORY IMMIGRATION STATUS)**

**IMPORTANT:** Complete this section only if you answered "YES" to question 2, question 3, or question 4 in SECTION B on the front of this form.

1. Alien Registration number and/or Alien Admission (INS Form I-94) number: \_\_\_\_\_
2. Date the applicant first entered the U.S.: \_\_\_\_\_
3. Applicant's name when he/she first entered the U.S.: \_\_\_\_\_
4. Of what country is the applicant a citizen: \_\_\_\_\_
5. Where was the applicant born: \_\_\_\_\_

**SECTION D: SOCIAL SECURITY NUMBER**

Does the applicant have a Social Security number (SSN)? (Aliens who are not in a satisfactory immigration status, and who do not have an SSN, can still get restricted Medi-Cal if they meet all eligibility requirements.)

- Yes, the applicant's Social Security number is: \_\_\_\_\_
- No

**SECTION E:**

**I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ANSWERS I HAVE GIVEN ARE CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE.**

Applicant Signature: _____	Date: _____
Signature of Person Acting for Applicant: _____	Date: _____

FOR COUNTY USE ONLY		
EW Number: _____	County: _____	Date: _____
<b>Action taken:</b>		
<input type="checkbox"/> None necessary.		
<input type="checkbox"/> SAVE primary verification performed. _____ Date: _____		
<input type="checkbox"/> Document Verification Request (INS Form G-845) and copies of documentation of satisfactory immigration status sent to INS. _____ Date: _____		
<input type="checkbox"/> Full Medi-Cal benefits were granted pending verification of immigration status.		
<input type="checkbox"/> Copies of alien status documents are in the case file.		
<input type="checkbox"/> Person referred to INS to obtain replacement documents. _____ Date: _____		
<b>COUNTY DETERMINATION OF THE APPROPRIATE LEVEL OF MEDI-CAL BENEFITS.</b>		
<b>BASED ON THE INFORMATION PROVIDED ON THIS FORM:</b>		
<input type="checkbox"/> The above named applicant is a U.S. citizen or national, or an alien, who, if otherwise eligible, would receive <b>FULL</b> Medi-Cal benefits.		
<input type="checkbox"/> The above named applicant is an alien, who, if otherwise eligible, would receive <b>RESTRICTED</b> Medi-Cal benefits.		

MC 13 (5/96) Proposed