

PARTMENT OF HEALTH SERVICES

744 P STREET

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June 16, 1992

TO: All County Welfare Directors Letter No.: 92-40
All County Administrative Officers
All County Medi-Cal Program Specialists/Liaisons

SUBJECT: "Verification of Identity"

All County Letter 92-26, dated March 30, 1992, which addressed verification of identity is now obsolete.

The purpose of this letter is to clarify policy regarding documents for verification of identity and when to accept a sworn statement for identity purposes.

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

- (A) Any drivers license;
- (B) Identification card issued by the Department of Motor Vehicles;
- (C) Any other document which appears to be valid and established identity.

Identity can also be verified by viewing one of the following:

1. I.D. that has a picture of the person is preferred.
2. U.S. Citizenship or Alien Status Documents (passport)
3. Birth Certificate
4. School Identification Card
5. A Social Security card or document containing a Social Security number.
6. Voters Registration
7. Marriage Record

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8. Divorce Decree
9. Work Badge, Building Pass
10. Draft Card, Military I.D.
11. Adoption Record
12. Court Order for Name Change
13. Clinic, Doctor/Hospital Record/Admission Record
14. Church Membership or Baptism/Confirmation Record
15. Vaccination Record
16. Insurance Policy
17. Utility Bills
18. Two pieces of mail received at their address
19. Any other documents providing identifying data such as physical description, photographs

When the applicant's identity cannot be verified by any of the above documents, the eligibility worker must document in the case record that the applicant did make a diligent effort to secure the above documents. The applicant should then sign and date an affidavit under the penalty of perjury.

The documents listed for verification of identity are not listed in priority order and should be used as a reference guide when interviewing applicants for eligibility.

This County Letter will be incorporated into the Medi-Cal Eligibility Procedures Manual in the near future.

If you have any questions concerning this issue, please contact Anna Tenderella of my staff at (916) 657-1064.

Sincerely,
ORIGINAL SIGNED BY

Frank S. Martucci, Chief
Medi-Cal Eligibility Branch