

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

AUGUST 29, 2006

What's Inside:
New Federal
Requirements to Verify
Citizenship for
Medicaid Benefits

MEMORANDUM

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: CITIZENSHIP VERIFICATION REQUIREMENT CHANGES FOR
MEDICAID PROGRAMS

DISCUSSION:

Section 6036 of the Deficit Reduction Act of 2005 amended section 1903 of the Social Security Act requiring states to obtain satisfactory documentation of citizenship in order to receive Medicaid benefits. Effective July 1, 2006, states must obtain documents establishing identity and citizenship for new applicants and recipients for all categories of Medicaid.

For all children coming into Division custody after July 1, 2006, and for all eligibility re-determinations, the Children's Service Workers will provide the Eligibility Specialist with a copy of the court order and if available documentation of identity and citizenship, preferably a copy of the child's birth certificate. (Original birth certificates will remain in the child's file). If documentation is not available the Children's Service Worker will begin the process of collecting the appropriate documentation immediately and when obtained forward copies to the Eligibility Specialist. The Children's Service worker will presume all children coming into care as eligible for Medicaid, however if the worker is not able to collect the proper documentation, it will be the responsibility of the Eligibility Specialist to make that determination and put the proper coding on the SS-61. The Eligibility Specialist may request the Children's Service Worker to collect particular documentation during the certification or re-certification process.

The citizenship and identification verification process is also applicable for children eligible for Medicaid who were referred to the Division for adoption subsidy by outside adoption agencies.

Documentation of US Citizenship and Identity are as follows:

Documents Used to Verify both U.S. Citizenship and Identity

- U.S. Passport. The passport does not have to be currently valid to be accepted as long as it was originally issued without limitation.
- Certificate of Naturalization (N-550 or N-570)
- Certificate of Citizenship (N-560 or N-561)

Documents Verifying Citizenship Only

- U.S. Birth Certificate or IBTH.
- IBTH is available for individuals born in the State of Missouri.
- Effective July 1, 2006, IBTH will display birth records for those born in Missouri back to 1920.
- IBTH can be viewed to verify citizenship. When using this information, document in the case record the date viewed and the information verified. **Do not print and file the IBTH in the case record.** (Reference Child Welfare Memorandum CD05-25)
- A Certification of Report of Birth (DS-1350).
- Consular Report of Birth Abroad (FS-240).
- Certificate of Birth Abroad (FS-545).
- U.S. Citizen ID card (I-197 or I-179).
- American Indian Card (I-872).
- Northern Mariana Identification Card (I-873).
- Final adoption decree which shows a U.S. place of birth.
- Official Military Record of Service which shows a U.S. place of birth.
- Hospital record that meets the following criteria:

- 1) *Created on hospital letterhead,*
- 2) *Established at the time of the person's birth,*
- 3) *Created at least five years before the initial application date, and*
- 4) *Indicates a U.S. place of birth.*

Note: For children under 5 years of age, the document must have been created near the time of birth.

- Life or health insurance record, created at least five years before the initial application date, showing a U.S. place of birth.
- U.S. State Vital Statistics official notification of birth registration.
- Statement signed by the physician or midwife who was in attendance at time of birth.
- Institutional admission papers from a nursing home, skilled nursing care facility, or other institution that were created at least five years prior to the initial application date and indicates a U.S. place of birth.
- Medical (clinic, doctor, or hospital) record that was created at least five years before the initial application date and indicates a U.S. place of birth. An immunization record is not considered a medical record for purposes of establishing citizenship.

- For children under 5 years of age, the document must have been created near the time of birth.

Note: When using a document from the above to verify citizenship, a second document must be obtained from the following to verify identity.

Documentation of Identity

Section 1903(x) provides that identity must be established. When documents verifying both citizenship and identity are not available, a document may be used to verify citizenship accompanied by a second document that verifies identity. **Sources of documentation of identity for children under age 16 are as follows:**

- School record that shows the date and place of birth and parent(s) name. School records may include nursery or daycare records.
- Clinic, doctor, or hospital record showing date of birth.
- Court orders identifying individual.
- Identity may be verified through our database if child received coverage as a Newborn.
- If none of the above documents are available, an affidavit by the parent or guardian may be used.

Verification of Citizenship and Identity for Newborns

Citizenship and identity are not required to be verified to add children as newborns as these children are deemed to have applied for and been found eligible to receive Medicaid benefits as a result of their mothers being active recipients at the time of birth.

Obtaining Records from the Bureau of Vital Records (BVR):

The Bureau of Vital Records, within the Missouri Department of Health and Senior Services, has certificates of Missouri births, deaths and fetal death reports. BVR screens frequently utilized by staff include IBTH and IDTH. In Missouri these records are not open to the public and each screen includes the wording: *“Information on this screen is confidential and shall be used for official state purposes only”*. **This information is for inquiry only and should not be printed, faxed or copied.**

Certified copies of Missouri records of birth, death and fetal death reports can be obtained by submitting a written request to:

Missouri Department of Health and Senior Services
Bureau of Vital Records
P.O. Box 570
Jefferson City, MO 65102

See *“Policy and Procedure For Release of Vital Records Information”* at:
<http://www.dhss.mo.gov/DataAndStatisticalReports/VRProtocols.pdf>

NECESSARY ACTION:

1. Review this memorandum with all Children’s Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

Randall McDermit, PDS
573-751-8932
Randall.D.Mcdermit@dss.mo.gov

PROGRAM MANAGER:

Kathryn Sapp, Unit Manager
573-522-5062
Kathryn.Sapp@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:

[Section 4, Chapter 24.3.5](#) Missouri Medical/Dental Services Program (MM/DSP)
(Also known as Title XIX or Medicaid)

FORMS AND INSTRUCTIONS:

N/A

REFERENCE DOCUMENTS and RESOURCES:

“Policy and Procedure For Release of Vital Records Information” at:
<http://www.dhss.mo.gov/DataAndStatisticalReports/VRProtocols.pdf>

[Children’s Division Memorandum CD05-25](#)

RELATED STATUTE:

N/A

ADMINISTRATIVE RULE:

[Federal Registrar: Medicaid Program; Citizenship Documentation Requirements, Centers for Medicare & Medicaid Services \(CMS\), Health and Human Services, Interim Final rule with comment period](#)

COUNCIL ON ACCREDITATION (COA) STANDARDS:

N/A

PROGRAM IMPROVEMENT PLAN (PIP):

N/A

SACWIS REQUIREMENTS:

N/A