

Guide for Citizenship and Identification

Users: This guide is intended for the use of, but is not limited to, income maintenance workers (IMWs), social work case managers (SWCMs), family planning workers, and juvenile court officers (JCOs) who need to verify U.S. citizenship and identity for people who apply for or receive Medicaid.

Social workers and juvenile court officers will need to complete the following within the 5-day timeframe and turn it into the IV-E IMW:

- Copies of all original documentation.
- IV-E Referral Packet or form 470-4075, *Adoption IV-E Checklist Packet*.
- If citizenship or identification proof has not been obtained, document progress on form 470-4381, *Documentation of Citizenship and Identity*.

Instructions: Use this guide as a tool to work through the levels of citizenship. It will guide you through each level and help prompt you with the appropriate questions to ask. If a person is subject to the requirements of citizenship and identity, it is essential that you always start with Citizenship Level 1 and work through to a level of documentation that a person can provide.

For purposes of qualifying as a U.S. citizen, "United States" is defined as the 50 states, the District of Columbia, Puerto Rico, Guam, the Virgin Islands, and the Northern Mariana Islands. 8-C-4

This guide is not needed for individuals whose citizenship and identity was verified by an IEVS match.

The following persons are exempt from providing proof of citizenship or identity:

- Medicare recipients (no longer exempt when not receiving Medicare)
- SSI recipients (SWCM document on form 470-3839, *Initial Placement Information*, and JCO on form 470-3334, *JCS Referral for Payment*) (no longer exempt when not receiving SSI)
- Child born to a Medicaid-eligible mother (person in "newborn" status on or after July 1, 2006)
- Child in foster care or a IV-E subsidized adoption (no longer exempt when not in FC or SA)
- People receiving Social Security disability (no longer exempt when not receiving SSD)
- Aliens (process per Employees' Manual 8-L)
- Presumptively eligible pregnant women (no longer exempt when they apply for ongoing Medicaid with DHS)

The case file should contain any documentation needed to show the exempt status (for example, an SDXD printout showing current receipt of SSI).

Start here and work your way through this guide one level at a time.

Level 1 Primary Documents

NOTE: Use Level 1 documents if available and the client claims U.S. citizenship

Question	If yes:	If no:
<p>Does the person have one of the following documents?</p> <ul style="list-style-type: none">• U.S. Passport (even if expired) originally issued without limitations• Certificate of Naturalization (Form N-550, N-570)• Certificate of U.S. Citizenship (Form N-560, N-561)• Documentation issued by a federally recognized Indian tribe (e.g., Certificate of Degree of Indian Blood or tribal enrollment card)	<ul style="list-style-type: none">• Copy the original document.• File it in the Medicaid case record.• Document on form 470-4381, <i>Documentation of Citizenship and Identity</i>. <p>Stop. You do not need additional proof of identification.</p>	<p>Document on form 470-4381, <i>Documentation of Citizenship and Identity</i>.</p> <p>Go to Level 2</p>

Level 2 Secondary Documents

NOTE: Use Level 2 documents only if Level 1 documents are not available and the client claims U.S. citizenship. Proof of identification is also required.

Question	If yes:	If no:
<p>Does the person have or can the person get a certified birth certificate showing a U.S. place of birth that was originally recorded before the person was 5 years of age?</p> <ul style="list-style-type: none"> • Delayed birth certificates recorded at or after the person was 5 years of age can be used only as 4th level documentation. <p>Does the person have or can the person get any of the following documents?</p> <ul style="list-style-type: none"> • Final adoption decree showing U.S. place of birth <ul style="list-style-type: none"> ◦ Document must show the child's name and U.S. place of birth. Where an adoption is not finalized and the state in which the child was born will not release a birth certificate before 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. • U.S. military record showing U.S. place of birth • Evidence of civil service employment by the U.S. Government <u>before June 1, 1976</u> • Northern Mariana ID Card (Form I-873) • American Indian Card with "KIC" designation (Form I-872) • U.S. Citizenship ID Card (I-197 or the predecessor card I-179) <ul style="list-style-type: none"> ◦ This card is not currently issued, but older cards can be accepted • Certification of Birth issued by the State Department (Form FS-545 or DS-1350) • Certification of Report of Birth (Form DS-1350) • Report of Birth Abroad (Form FS-240) • Documentation that a foreign-born child obtained citizenship automatically under section 320 of the Immigration and Nationality Act (applies to international adoptions and certain children of naturalized citizens) <p>Was the person born in Iowa?</p> <p>(SWCM and JCO document on form 470-3334, <i>JCS Referral for Payment</i>, or form 470-3839, <i>Initial Placement Information</i>, if the person was born in Iowa and the information needed to conduct the Vital Records match)</p>	<ul style="list-style-type: none"> • Copy the original document. • File it in the Medicaid case record. • Document on form 470-4381, <i>Documentation of Citizenship and Identity</i>. • Go to Identification Section. <p>Collect the following information on the person to conduct a data match with Vital Records.</p> <ul style="list-style-type: none"> • First, middle, and last name as it appears on the birth record • Date of birth, county of birth, and gender • Mother's full maiden name 	<p>You can check Vitalcheck.com for phone numbers and costs in other states.</p> <p>If not born in Iowa, or no match with Vital Records, document on form 470-4381, <i>Documentation of Citizenship and Identity</i>.</p> <p>Go to Level 3.</p>

Level 3 Third-Level Documents

NOTE: Use Level 3 only if Level 2 documents are unavailable and the client claims birth in the U.S. Proof of identification is also required.

Question	If yes:	If no:
<p>Does the person have or can the person get any of the following documents?</p> <ul style="list-style-type: none"> • Life, health or other insurance record showing a U.S. place of birth <ul style="list-style-type: none"> ○ Record must have been created at least 5 years before the initial Medicaid application date. (For children under 16, a document created near the time of birth is also acceptable.) • Documentation of hospital record showing a U.S. place of birth (for example, a letter from a U.S. hospital stating that the hospital records show a delivery at the hospital) <ul style="list-style-type: none"> ○ Original hospital record must have been created at the time of birth. ○ The documentation must be on hospital letterhead. ○ For persons 16 years or older, the documentation must have been created 5 years before the initial Medicaid application date. ○ For children under 16, the documentation must have been created near the time of birth or 5 years before the initial Medicaid application date. <p>Souvenir birth certificates issued at the hospital are not valid for this purpose.</p> • Religious record recorded in the U.S. within 3 months of birth and showing either the date of birth or the person's age at the time the record was made. <ul style="list-style-type: none"> ○ Must be an official record recorded with the religious organization. ○ CAUTION: In questionable cases (such as where a record was recorded near a U.S. international border and the child may have been born outside the U.S.), state must verify the record or document that the mother was in the U.S. at the time of birth. • Early school record showing a U.S. place of birth. <ul style="list-style-type: none"> ○ Must show the child's name, date of admission to the school, date of birth, U.S. place of birth, and the names and places of birth of the person's parents. 	<ul style="list-style-type: none"> • Copy original document. • File it in the Medicaid case record. • Document on form 470-4381, <i>Documentation of Citizenship and Identity</i>. • Go to Identification Section. 	<p>Document on form 470-4381, <i>Documentation of Citizenship and Identity</i>.</p> <p>Go to Level 4</p>

Level 4 Fourth-Level Documents

NOTE: Use Level 4 only if Level 3 documents are unavailable and the client claims birth in the U.S. Proof of identification is also required.

Question	If yes:	If no:
<p>Does the person have or can the person get any of the following?</p> <ul style="list-style-type: none"> • Federal or state census records showing U.S. citizenship or 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 the time of birth. • A delayed birth certificate recorded more than 5 years after the person's birth. • Institutional admission papers from a nursing home, skilled care facility, or other institution. • Medical (clinic, doctor, or hospital) record <ul style="list-style-type: none"> ○ Note: An immunization record maintained by a parent or school is not considered a medical record for the purposes of establishing citizenship. • Bureau of Indian Affairs tribal census records of the Navaho Indians. • Seneca Indian tribal census record. • Roll of Alaska Natives maintained by the Bureau of Indian Affairs. 	<ul style="list-style-type: none"> • Copy original document. • File it in the Medicaid case record. • Document on form 470-4381, <i>Documentation of Citizenship and Identity</i>. • Go to Identification Section. 	<p>Document on form 470-4381, <i>Documentation of Citizenship and Identity</i>.</p> <p>Go to Affidavit, facilitate completion of Step 1 and Step 2.</p>

NOTE: Level 4 documents must all show a U.S. place of birth and must have been created at least 5 years before the application for Medicaid (or near the time of birth, for children under 16).

Written Affidavits

NOTE: Use written affidavits to prove citizenship only as the last resort to help the person prove citizenship if other documents listed in Levels 1, 2, 3 and 4 do not exist or cannot be readily obtained. If written affidavits are used to prove citizenship, the person must produce proof of identity as required below. The person will not be able to prove identity with an affidavit.

- Step 1. The client or other knowledgeable person will need to complete and sign form 470-4374, *Affidavit Concerning Documentation of Citizenship*. This is to explain why the client does not have and cannot get any of the other documents to prove citizenship.
- Step 2. Give the client or the client's representative two 470-4373, *Affidavit of Citizenship*, forms. *Affidavits of Citizenship* may be used for both U.S. born and naturalized citizens. Two people who have personal knowledge of the events establishing the person's claim of citizenship must each complete an affidavit. At least one of those persons cannot be related to the person. A client cannot complete an affidavit on the client's own behalf. In order for the affidavit to be acceptable, the persons signing the affidavits must provide proof of their own citizenship and identity.

Documents to Establish Identity

NOTE: Separate proof of the person's identity must also be obtained for anyone who uses proof of citizenship from Levels 2, 3 or 4. There is no hierarchy for documents that establish identity, except that 3 corroborating documents and then the affidavit (for children under 16 or disabled persons in an RCF) are the last options.

Documents used to prove identity should be current. Identity documents that have recently expired may be accepted as long as there is no reason to question that they match the individual.

Acceptable Proof of Identity	Action to Take
<ul style="list-style-type: none"> • Cross match with a federal or state governmental, public assistance, law enforcement, or corrections agency's data system if the agency establishes and certifies the true identity of individuals. This includes data matches with Iowa DOT driver's license information. 	<ul style="list-style-type: none"> • Print data match screen (DLIC). • File it in the Medicaid case record. • Document on form 470-4381, <i>Documentation of Citizenship and Identity</i>.
<ul style="list-style-type: none"> • A driver's license issued by a U.S. state or territory with either a photograph of the person or other identifying information such as name, age, sex, race, height, weight, or eye color. • School ID card with a photograph • U.S. Military card or draft card • Military dependent's ID card • An ID card issued by a state, federal, or local government with either a photograph of the person or other identifying information such as name, age, sex, race, height, weight, or eye color • U.S. Coast Guard Merchant Mariner card • Certificate of Degree of Indian Blood or other U.S. American Indian/Alaska Native tribal document with a photograph or other personal identifying information • U.S. Passport issued with limitations • Additional documentation children under 16 only: Clinic, doctor, hospital, or school record. School records include daycare records and report cards. School records must be verified with the issuing school. • If none of the above evidence of identity is available, may accept three or more documents (such as employer ID cards, high school or college diplomas, marriage certificates, divorce decrees, property deeds or titles) that together reasonably corroborate the person's identity, provided such documents have not been used to document citizenship and the person submitted 2nd or 3rd level evidence of citizenship 	<ul style="list-style-type: none"> • Copy original document. • File it in the Medicaid case record. • Document on form 470-4381, <i>Documentation of Citizenship and Identity</i>.

Affidavit - NOTE: *Children under 16 and disabled persons in residential care facilities may use an affidavit to provide identity if none of the documents listed above are available. If the person uses written affidavits to prove citizenship, the person cannot also use an affidavit to prove identity.*

Obtain form 470-4386, *Affidavit of Identity*.

- A parent, guardian, specified relative, or RCF administrator must sign the affidavit.
- The affidavit must identify the date and place of birth of the person.
- File the affidavit in the case record and document on form 470-4381, *Documentation of Citizenship and Identity*.

If no ID is available and it is not possible to get an affidavit, SWCM or JCO documents progress on form 470-4381, *Documentation of Citizenship and Identity*.