



A SNAPSHOT OF

CITIZENSHIP, IDENTIFICATION AND INCOME DOCUMENTATION REQUIRED FOR APPROVAL FOR MEDICAID

The **Georgia Department of Community Health (DCH)** sets Medicaid eligibility policy based on State and Federal laws and regulations.

The **Georgia Department of Human Resources (DHR)** implements the policies at the county **Department of Family and Children Services (DFCS)** offices and determines eligibility for Medicaid applicants.

DCH has provided to DFCS additional policy clarifications to aid process improvements **regarding** the Citizenship and Identity Documentation Requirement as defined in the Deficit Reduction Act of 2005 (DRA).

An overview of the DRA Citizenship and Identity Documentation policy is provided below.

Note: Medicaid applicants and recipients are required to verify their citizenship and identity *only once*. It is not be required at their next eligibility review.

○ Citizenship/Identification Policy Overview

- In January 2006, the State of Georgia began requiring that Medicaid applicants and recipients verify their American citizenship. Georgia received further guidance as a result of the DRA regarding the documentary evidence required before Medicaid eligibility is granted or renewed. This new guidance became effective July 1, 2006. The DRA provisions require that a person submit evidence of both citizenship and identity.
- The DRA specifies certain forms of acceptable evidence of citizenship and identity, and provides for the use of additional forms of documentation as established by federal regulations, when appropriate
- A hierarchical approach must be used in which documentary evidence of citizenship and identity is sought first from a list of primary documents.
- If an applicant or recipient presents evidence from the listing of primary documentation, no other information will be required. When such evidence cannot be obtained, the state will look to the next tier of acceptable forms of evidence.

○ Change in Newborn Deeming Policy

- The preamble to the Interim Final regulation with comment period states, "A child born in the United States to an illegal alien mother, or five-year bar qualified alien mother is not a deemed newborn under 1902(e) (4) because the mother although eligible on the date of birth of the child, would not remain eligible. The child, however, could be eligible as a poverty level child, or 1931 child. In these cases an application must be filed for the child and the requirements of this regulation would apply at the time of application."
- No verification of citizenship/identity are immediately required for Newborns whose mother was enrolled in Medicaid on their date of birth. Their eligibility will be reviewed after one year of eligibility. Citizenship and identity verification must be provided at that time in order for Medicaid eligibility to continue for the child.
- For babies born to immigrants who are not legal immigrants or have not resided legally in the U.S. for more than five years, the family can apply for Medicaid for the baby after the child's birth, but the case will not be approved until documents proving the child's citizenship and identity are provided.*

Citizenship and identity for the baby may be verified using a variety of documents. Some examples are listed below.

The mother of the child does not have to present a green card or other documentation of her identity or immigration status.

🕒 Citizenship AND Identification Documentation Rules

For older children and adults who apply for or are currently receiving Medicaid, citizenship and identity can be verified using a:

- U.S. Passport
- Certificate of Naturalization
- Certificate of U.S. Citizenship

If these documents are not available, then the following documents can be accepted to verify citizenship. A second document must also be presented to verify identity.

To verify citizenship only:

- Birth Certificate
- Adoption Records
- A hospital record on hospital letterhead established created near the time of the person's birth
- For children under age 16, a medical (clinic, doctor, or hospital record) created near the time of birth that indicates a U.S. place of birth

In some cases, the DFCS caseworker may be able to complete a computer match with the Vital Records department to verify citizenship in place of a birth certificate. Additional information may still be required. The DFCS worker will contact the applicant if another document is still needed.

The DFCS caseworker will assist in identifying additional documents that verify U.S. citizenship if none of the documents listed above are available.

To verify identity only:

- State driver's license or State identity card
- School identification card
- U.S. Military ID

For children under age 16:

- School or nursery school records
- Medical, clinic or hospital records
- An affidavit signed by the child's parent may be accepted as a last resort

The DFCS caseworker will assist the applicant in identifying additional documents that verify identity citizenship if none of the documents listed above are available.

🕒 Income Documentation Rules

Income consists of wages, child support, social security, unemployment benefits, etc. Income can be verified using 4 weeks worth of check stubs, employer statements, social security award letters, unemployment compensation award letters, court documents, tax records, etc.

🕒 How Your Medical Facility Can Help

Your office can provide verification of the child's identification, by providing a copy of a page from the Medical record, showing the child's name, date of birth, and address of your health care facility OR you can print out a copy of the account demographics from your practice management software, as long as it has the child's name, d.o.b., preferably parent name and address, and has the name and address of your health care facility. It is a good idea to have an office staff person sign whichever of these two forms of id you give the parent for authenticity.

- Medicaid applicants and recipients are required to verify their citizenship and identity only once. It should not be required at their next review.

For additional questions, contact the DFCS at 1-800-869-1150.

* Different rules may apply to refugees, asylees, victims of trafficking. Contact the Department of Family and Children services for specific criteria.