



An Overview of **Citizenship, Identification and Income Documentation Required for Approval of Medicaid**

Overview

The Georgia Department of Community Health (DCH) sets Medicaid eligibility policy based on state and federal laws and regulations. The Georgia Department of Human Services (DHS), Division of Family and Children Services (DFCS), implements Medicaid policies and county DFCS offices determine eligibility for Medicaid applicants. DCH provided DFCS with policy guidance to implement the Citizenship and Identity Documentation Requirement as defined in the Federal Deficit Reduction Act of 2005 (DRA).



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

Note: Medicaid applicants and members are required to verify their citizenship and identity only once. It is not required at their next eligibility renewal. The original documents must be presented and copied; notarized copies are not acceptable.

Citizenship/Identification Policy Overview

- In January 2006, the state of Georgia began requiring that Medicaid applicants and members verify their US citizenship. The DRA provided further guidelines to Georgia 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 member 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.

A reasonable period may be granted to an applicant who needs more time to provide original documents.

Exempt Groups

- Individuals who receive Supplemental Security Income (SSI) benefits
- Children who receive federal foster care or adoption assistance benefits
- Children in foster care receiving child welfare services
- Individuals on Social Security disability
- Individuals receiving Medicare
- No verification of citizenship/identity is required for newborns whose mother was enrolled in Medicaid on the newborn's date of birth

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Citizenship and Identification Documents Rules

To verify citizenship and identity:

- US Passport (not limited passports)
- Certificate of Naturalization (N-550 or N-570)
- Certificate of Citizenship (N-560 or N-561)

If these documents are not available, then any two of the following documents may be accepted to verify citizenship only:

- US Public Birth Record showing birth in one of the 50 states; District of Columbia; American Territories; or Guam
- US birth certificate or data match with a State Vital Statistic Agency
- Certification of Report of Birth (DS-1350)
- Consular Report of Birth Abroad of a Citizen of the US (FS-240)
- Certification of Birth Abroad (FS-545)
- US Citizen Identification Card (I-197 or the prior version I-179)
- American Indian Card (I-872) with the classification "KIC" (Issued by DHS to identify US citizen members of the Texas Band of Kickapoos living near the US/Mexican border)
- Collective Naturalization document/Northern Mariana Identification Card (I-873)
- Final Adoption Decree
- Evidence of civil service employment by the US government
- Official Military Record
- Federal or State census record showing US citizenship indicating a US place of birth
- Tribal census record for Seneca Indian Tribe or from Bureau of Indian Affairs
- Statement signed by the physician or midwife who was in attendance at the time of birth
- One of the following documents created at least five years before the application for Medicaid showing a US place of birth :
 - ▶ Extract of hospital record on hospital letterhead issued at the time of person's birth
 - ▶ Life, health or other insurance record
 - ▶ An amended US Public Birth Record
 - ▶ Medical clinic, doctor or hospital record indicating a US place of birth
 - ▶ Institutional admission papers from nursing home, skilled nursing care facility or other institution

The DFCS Medicaid Eligibility Specialist (MES) may be able to complete a computer match with Vital Records to verify citizenship if the applicant was born in Georgia. Additional information may be required. The DFCS MES will contact the applicant if another document is still needed.

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To verify identity only:

- State Driver's License bearing the individual's picture or Georgia Identification Card
- Certificate of Indian Blood; US American/Alaska Native Tribal Document; or Native American Tribal Document
- US Military Card or draft record; Military dependent's ID card with photograph; US Coast Guard Merchant Mariner Card
- Identification card issued by federal, state or local government agencies or entities with photo or identifying information
- Official School Identification card with a photograph (Purchased ID cards offered by companies at the schools are not acceptable.)
- US passport issued with limitations
- Data matches or documents from law enforcement or corrections agencies such as police or sheriff's departments, parole office, Department of Juvenile Justice and Youth Detention Centers

For individuals under age 16 who are unable to produce a document listed above, the following documents are acceptable to establish identity only:

- School record including report card, daycare or nursery school record must verify record with issuing school)
- Immunization Certificate form 3231
- Clinic, doctor or hospital record showing date of birth
- Affidavit signed under penalty of perjury by a parent/guardian (Contact DFCS)
- A signed Declaration of Citizenship form that includes the date and place of birth of the child (Contact DFCS)

The document(s) must provide identifying information that relates to the person named on the document. The DFCS MES will assist the applicant in locating additional documents that verify identity and citizenship if none of the documents listed above is available.

Income Rules

Income can be either Earned or Unearned Income. Some income is included in the applicant's budget to determine Medicaid eligibility and some income is not included; certain types of income are entitled to allowable deductions per regulations. It is important for the applicant to report all income.

- Income consists of wages, child support, Social Security, unemployment benefits, etc.
- A month's worth of income verification is needed at a minimum to obtain a representative monthly amount to determine the applicant's Medicaid eligibility.
- Income can be verified using four weeks worth of check stubs, employer statements, Social Security award letters, unemployment compensation award letters, court documents, tax records (for self-employment), etc.

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