

Second tier verification:

- If the Alien number is known, the VIS-CPS (SAVE) system can be used to verify citizenship for **naturalized citizens** as a secondary verification. (Identity must also be provided). If the person became naturalized more than 30 years ago, VIS-CPS may not verify their U.S. citizenship. This does not mean they are not U.S. citizens, but other verification will be needed.
- A child (natural and adopted), who meets the qualifications of the Child Citizenship Act of 2000 and does not have a primary document; must have their parent's U.S. citizenship verified. For adopted children, staff must verify their LPR status through VIS-CPS.

Third tier verification:

- Records from a religious organization in the U.S. within 3 months of birth. The document must show a U.S. place of birth, and either the date of birth *or* the child's age at the time the record was made.
- School records, if they show the child's name, date of birth, date of admission to the school, the parent's names and the U.S. place of birth for both the child **and** the parents.

Fourth tier verification:

- Citizenship attestations may be used for naturalized citizens, but the two people who complete them must be U.S. citizens with a U.S. place of birth and provide verification of their own citizenship and identity.
- Roll of Alaska natives born before 12/18/1971. This list is not continually updated. Contact the Bureau of Indian Affairs in Juneau, Alaska to verify whether someone is on the list.

Expanded List for Identity for Children Under 16:

- ***A screen has been added to the ACCESS Florida Web Application that allows the applicant to certify the identity of all children under 16 in the application.*** This will eliminate the need to generate a pending notice from the Intake Management System to verify identity for children under 16 when the parent or caretaker relative completes and signs the online attestation. A copy of the screen is attached to this memo.

The screen asks the applicant to attest under penalty of perjury that the children listed are who they claim them to be. If they do not sign the attestation, they receive a message stating they will need to provide verification of identity for these children before Medicaid benefits can be authorized.

An indicator will display in the ACCESS Worker View that will tell staff whether the attestation has been signed.

- An identity attestation statement for children under age 16 has also been added to the paper Access Florida Application and also eliminates the need for a pending

notice when that section of the application is completed by the parent or caretaker relative of a child under 16.

- The identity attestation has also been added to both the paper and web based Florida KidCare application.

Note: Until programming is completed by Florida Healthy Kids (FHK), applications referred by FHK will not contain the identity attestation notification. Therefore, identity on those children will need to be verified, if not already on file.

- Clinic, doctor, or hospital records (unless used to verify citizenship). The medical record must show a U.S. place of birth and have been issued five years prior to the application for Medicaid for children over the age of 5.

Note: Immunization records maintained by a clinic, doctor, or hospital are considered “medical records” and are acceptable as verification of identity.

- Caretaker relatives may sign an attestation.
- Report cards that are verified as authentic by the school.

Expanded List of Identity for Adults:

Staff may use a combination of at least three of the following documents to verify identity- **UNLESS** a fourth tier citizenship documentation was used.

- marriage license,
- divorce decree,
- high school diploma,
- employer ID cards, or
- any other document from a similar source.

Note. It is acceptable if a maiden or a previous married name is used on documentation as long as we can verify it is the same woman.

- Disabled adults living in a residential care facility (long-term care or rehabilitation center) may have the facility director complete an attestation used for children under age 16. The disabled adult must not have any other acceptable documentation and must be incapacitated or uncommunicative. A written and signed statement under penalty of perjury may be accepted by the facility director. We will not be revising the sample attestation form. In the event an attestation is necessary, they can cross out child and write in disabled adults living in a residential care facility.

Changes Related to Verification of Identity:

- An expired identity document, such as a driver’s license, may be used if it expired in the last 5 years.
- Staff may use Food Stamp, Child Support Enforcement, Department of Corrections, Child Protection and Department of Juvenile Justice data records to verify identity (not citizenship). The data must contain enough information to ensure it verifies the identity of the individual. If questionable, get other verification. For example,

family safety staff verify the identity of children in care and a screen print of their information can be used.

Clarifications:

- Social Security Disability Income (SSDI) recipients are excluded **only** when:
 - a person receives SSDI under their own work record.
 - a disabled child receives SSDI from a parent.
 - a person receives SSDI from a deceased spouse.
- Not all tribes require their members to be U.S. citizens or be born in the U.S. Therefore, membership in a federally recognized tribe is not enough to establish citizenship; the individual must also verify a U.S. place of birth.
- Hospital billing claims cannot be used to establish citizenship.

Naturalization papers may be copied or scanned by state or community partner personnel for eligibility purposes (mark as a copy).

There should be copies of any non “data based” documentation used to verify citizenship and identity in the applicant/recipients case record that can be used for monitoring purposes. Scan any documents received from the applicant or recipient as well as other data not easily retrievable.

Note: MNOV records do not need to be printed and filed, but always document CLRC on how the citizenship and identity was verified.

A job aid is attached summarizing the final documentation requirements. Versions of prior job aids should not be used. Other sources of information previously published on this policy, such as the Knowledge Bank, fact sheets and training materials are being updated. If Region Program Office staff have questions, they may contact Carol Miller at 850-922-3887 or SUNCOM 292-3887.

Attachments

cc: Program Policy (Nathan Lewis, Florence Love, Eileen Schilling, Jena Grignon)
FLORIDA Operations (Kara O'Brien, Debbie Owens, Suzanne Poirier, Bill Hudgens)
FLORIDA Help Desk (Cassandra Shaw-Johnson)
Office of Quality Management (Jeri Flora)
Office of Appeal Hearings (John Pritchard)
Office of the General Council (Herschel Minnis)
Office of Communications (Erin Geraghty)
Florida Legal Services (Cindy Huddleston)
AHCA (Paula McAuley, Beth Kidder)
DOH (Marie Melton)

Progress Bar

41% Complete

Certification of Identity

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Statement of proof of identity for child or children under age 16.

Please review the information for the child or children listed below and click on the "Certify Now" button if you are able to confirm their identity. We must have this information to approve them for Medicaid.

However, if you do not wish to confirm identity by clicking on the "Certify Now" button, you may turn in another type of verification such as a student ID card, or state issued ID card.

Legal name: Missi Hill **Date of birth:** 1/1/2004

I certify that I am the parent, guardian, or representative of the children listed above and also certify under penalty of perjury that the children listed above are who I claim them to be.

When completed, click the Continue button below.

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Revised
U.S. Citizenship and Identity Requirement
Acceptable Documentation Job Aid

- A.** The following documents may be accepted as **proof of citizenship *and* identity**:
- A U.S. passport (does not have to be currently valid)
 - Certificate of Naturalization (DHS form N-550 or N-570)
 - Certificate of U.S. Citizenship (DHS form N-560 or N-561) or
 - Data from the Driver's And Vehicle Express (DAVE) system.
- B. If none of the documents above are available**, the following documents which show a U.S. place of birth may be accepted to verify **citizenship only**:
- BVS record (MNOV or DEBP)
 - VIS-CPS (SAVE) for Naturalized citizens (need A#)
 - Verification of eligibility under the Child Citizenship Act of 2000
 - A U.S. birth certificate originally issued prior to age 5
 - A final adoption decree, or if pending and no birth certificate can be issued, a statement from the state adoption agency (U.S. born only)
 - A Report of Birth Abroad of a U.S. Citizen (forms FS-240, FS 545 or DS 1350)
 - A U.S. citizen ID card (DHS form I-197 or I-179)
 - A Northern Mariana ID card (I-873)
 - An American Indian Card (I-872), with the classification code "KIC"
 - Document showing civil service (employment by the U.S. government before 6/1/76 or
 - Official military record of service (DD-214 showing a U.S. place of birth).
- C. If the above documents are not available**, the following documents will verify **citizenship only** if they were established at least 5 years prior to the date of application (unless for a child under age five), and show a U.S. place of birth:
- Extract of hospital record, established at birth, on hospital letterhead (not a souvenir "birth certificate")
 - Life or health insurance record
 - Early school record or
 - Religious record (Baptism) within 3 months of birth.
- D. If the above documents are not available** the following documents will verify **Citizenship only** (if created at least 5 years before the Medicaid application and show a U.S. place of birth):
- An amended U.S. public birth record, after age of 5
 - Signed statement from the Physician or midwife in attendance at the birth
 - Nursing home institution records that contain biographical information
 - Medical records with biographical information
 - Federal census records from 1900-1950 showing the applicant's age/U.S. place of birth. The five year rule does not apply to census records (form BC-600 & fee)
 - Seneca Indian tribal census record

- Bureau of Indian Affairs tribal census records of Navaho Indians
- Listed on the Roll of Alaskan Natives or
- A written and signed attestation by at least 2 people (one non-relative) who have personal knowledge of the birth or naturalization. The identity and U.S. citizenship of these two people must be verified.

E. The following documents may be accepted as **proof of identity only** (use with documents listed in sections B through D above):

- State Driver's License or State ID with photo or other identifying information
- U.S. American Indian/Alaska Native tribal documents with photo or other identifying information
- Three or more of the following documents (marriage license, divorce decree, high school diploma, property tax records, employer ID cards, or any other document from a similar source (**UNLESS** 4th tier citizenship documentation was used)
- Food stamp, CSE, Corrections, child protection, and DJJ data records
- U.S. military card or draft record
- Federal, State, or local government ID card with photo
- Native American tribal document
- U.S. Coast Guard Merchant Mariner card
- An attestation for certain disabled adults in a residential facility when no other documentation is available.

Special ways to document identity for children under age 16:

- School ID card (no photo)
- Nursery or daycare records
- Report card (verify with school)
- Clinic, doctor or hospital records or
- An attestation signed by parent, guardian or caretaker relative. This attestation can be done on either the sample form or the application.