



STATE OF MISSISSIPPI
OFFICE OF THE GOVERNOR
DIVISION OF MEDICAID
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MEDICAID PROGRAM ACTION

Eligibility Transmittal

DATE: September 01, 2008

PROGRAM IDENTIFIER: 435.090108136
Medicaid Regional Offices

SUBJECT: Revised Citizenship, Alien and Enumeration Policy
Revised DOM-300, Application for Mississippi Aged, Blind and Disabled Medicaid
Revised Mississippi Health Benefits Application
"Important Information for Immigrants" Handout
New Text for 307/309 Notices
Revised Program Brochures

This transmittal issues revised policy and updated program materials to comply with a recent compliance review conducted by the Office of Civil Rights and to incorporate other changes and improvements previously identified by Medicaid staff.

- **UPDATED POLICY**

The policy on citizenship, alien status and enumeration has been revised. The new material supersedes information in both eligibility manuals and all subsequent policy memoranda related to citizenship, alien status and Social Security Numbers, including "Determining Immigrant Status and Eligibility", dated January 23, 2007, and "Final Citizenship Guidelines for Medicaid Eligibility", dated July 26, 2007. Supervisors must cover the new policy in a staff training workshop and ensure full implementation upon receipt. Existing manuals must be cross-referenced with these revisions to ensure uniform policy application.

This is the first in a series of policy issuances to compile one manual for all programs. Staff can start the new manual by filing the attached Table of Contents for Chapter 102, Non-Financial Requirements, and revised policy sections, 102.04, United States Citizens, 102.05, Aliens, and 102.06, Social Security Number (SSN), effective 09/01/08, in a separate binder. Additional sections will be added to the Non-Financial Chapter until it is complete. Then a new chapter will be started and this process will continue until the manual is complete.

- **REVISED APPLICATIONS**

The applications for the Aged, Blind and Disabled programs and Mississippi Health Benefits programs have been revised to include language and formatting suggested by the Office of Civil Rights. Additional improvements have been made to both forms to provide more complete information to applicants and facilitate the information collection process for staff.

- **“IMPORTANT INFORMATION FOR IMMIGRANTS” HANDOUT**

A new handout, available in both English and Spanish, has been developed to provide specific information to immigrants. Both versions of the flyer must be available in the waiting room of each regional office. The Spanish version of the handout will be given or mailed, as applicable, along with the 307 requesting information to all households indicating Spanish is the primary language spoken in the home.

- **NEW TEXT FOR 307/309 NOTICES**

The following text changes or additions have been made to these MEDS and MEDSX notices:

- Provide a picture ID for applicants age 16 or over and a picture ID of the Head of Household or other person filing this application for the client.
- Provide evidence of date of birth for each applicant (not needed for non-applicants or aliens applying for Emergency Medicaid)
- Provide evidence of date of birth for any new applicant (not needed for non-applicants or aliens applying for Emergency Medicaid)
- Provide proof of relationship to the child/children for whom you are applying.
- Provide Social Security Numbers for each applicant or proof that an application for a Social Security Number has been submitted. Non-applicants and aliens applying for Emergency Medicaid are not required to provide Social Security Numbers.
- A face to face interview is required. Please call for an appointment or come into the office or nearest outstation site. Call 1-800-421-2408 or your Regional Office for a site nearest to you.
- US citizens are required to provide evidence of U. S. citizenship, such as: U. S. passport, original U. S. birth certificate, Certificate of Naturalization, Certificate of Citizenship. Provide one of these documents or talk to your worker.
- US citizens are required to provide evidence of U. S. citizenship, such as: U. S. passport, original U. S. birth certificate, Certificate of Naturalization, Certificate of Citizenship. Provide one of these documents for any new citizen applicants or talk to your worker.

- **REVISED PROGRAM BROCHURES**

The following brochures have been revised to use the term “Qualified Alien” rather than “alien admitted for permanent residence” and to include the Rehabilitation Act of 1973 and Civil Rights Act of 1964 in the final statement.

- Can I Qualify for Medicaid? Eligibility Guide for the Aged, Blind and Disabled Receiving SSI or Former SSI Recipients
- Eligibility Long Term Care for the Aged, Blind and Disabled Living in Nursing Homes

- **REMINDERS**

When interpreter services are needed for non-English speaking applicants and recipients, the Language Line is available. Each office has a Language Identification Card, listing the foreign languages most commonly encountered in the United States, to help identify the language for which an interpreter is needed. In addition, each office has been provided the access number to call the Language Line and has been assigned a unique identification code to access the service.

When an applicant needs help to apply for a Social Security Number, the specialist will print the SS-5, Application for a Social Security Card, and instructions from the Social Security website and provide to the individual. If the applicant has questions about the information needed or where to take or mail the application, the specialist will review the information provided in the SS-5 instructions with the applicant. The regional office can also mail the completed application and required documents when the individual needs mailing assistance. However, the applicant must fill out the SS-5 application form himself.

- **REVISIONS TO EXISTING VOLUME III AND HEALTH BENEFITS MANUAL**

Remove the following from Volume III:

Section D, Pages 4400–4450	Citizenship/Alien Eligibility Citizenship/Alien Status
Section D, Pages 4700–4711	Use of Social Security Numbers
Section L, Page 12000	DOM-300, Application Form and Instructions
Section L, Page 12010	DOM-300A*, Redetermination Form and Instructions

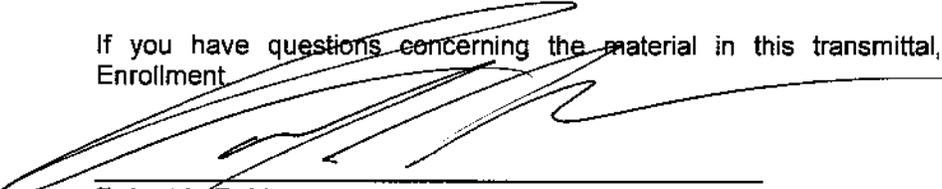
*The 300A may have been previously removed. The DOM-300B, SSI Redetermination Form, remains a valid DOM form and should be retained in Volume III until further notice.

Cross-reference the revised policy in the following subsections of the Health Benefits Manual:

Section C, Page 3003	Social Security Number Requirement Citizenship and Alien Status
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Insert the attached manual pages into a new binder entitled, "Eligibility Policy and Procedures Manual" and begin using the revised policy to determine eligibility on each applicable factor upon receipt.

If you have questions concerning the material in this transmittal, contact the Bureau of Enrollment



Robert L. Robinson
Executive Director

RLR: BW: jb

Attachments

cc: All Holders of Volume III and the Health Benefits Manual