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102.04 UNITED STATES CITIZENS

An eligible individual must either be a citizen of the United States or a qualified alien, discussed in Section 102.05. Most United States citizens are natural-born citizens, meaning they were born in the United States or were born to United States citizens overseas.

Individuals born in the United States, which includes the 50 states, the District of Columbia, Puerto Rico, Guam, the U. S. Virgin Islands, the Northern Mariana Islands and the Panama Canal Zone before it was returned to Panama, are U. S. citizens at birth (unless born to foreign diplomatic staff), regardless of the citizenship or nationality of the parents. Nationals from American Samoa or Swain's Island are citizens for Medicaid purposes.

Child Citizenship Act of 2000

The Child Citizenship Act of 2000, enacted February 21, 2001, amended the Immigration and Naturalization Act to provide automatic acquisition of U. S. citizenship by operation of law to certain foreign born children, including orphans with a full and final adoption by U. S. citizens, either abroad or in the U. S., and the biological or legitimated children of U. S. citizens. Prior to the implementation of this act, these children had to go through the naturalization process to become citizens.

Procedures to Verify Citizenship under the Child Citizenship Act of 2000

The child will automatically acquire U. S. citizenship on the date that all of the following requirements are met:

- (1) The child must have at least one natural or adoptive parent who is a U. S. citizen by birth or naturalization; and
- (2) The child must be under 18 years of age; and
- (3) The child must currently permanently reside in the United States in the legal and physical custody of citizen parents; and
- (4) The child must be admitted to the U. S. as a lawful permanent resident or acquire this status through readjustment of status; and
- (5) If adopted, child meets the requirements applicable to adopted children under immigration law as discussed below.

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IR-3 Status – Citizen Upon Entry

When the child's adoption was finalized abroad and both parents met the child before or during the foreign adoption proceeding, an Immediate Relative IR-3 entry Visa is issued. A child entering as IR-3 child will be issued a Certificate of Citizenship within 45 days of entry into the United States. A Permanent Resident Alien card is not issued to an IR-3 child since the child is a citizen upon entry. The child's parents do not have to apply separately for the Certificate of Citizenship.

IR-4 Status- Permanent Resident Alien

A status of IR-4 is assigned when the child's adoption was either not finalized abroad or both adopting parents did not meet the child before or during the foreign adoption proceeding. A Permanent Resident Alien card is issued to a child in IR-4 status upon entry. When the adoption or re-adoption, if required, in the U. S. is final, the parents do have to apply for a Certificate of Citizenship.

102.04.01 CITIZENSHIP

The Deficit Reduction Act (DRA) of 2005 amended the citizenship verification rules for applications and reviews on and after July 1, 2006, requiring documentary evidence of citizenship for individuals declaring to be U. S. citizens or nationals of the United States.

Requirement for Original or Certified Documents

The documents used to verify citizenship must be originals or copies certified by the issuing agency. Uncertified copies, including notarized copies, are unacceptable. Copies of original documents must be retained in the case record as a permanent part of the case record for audit and review purposes. The record copy should be noted "Original Document Viewed" and initialed and dated by the supervisor or Medicaid Specialist who viewed the original.

Return of Original Documents

Original documents can usually be returned immediately. However, documents received in the mail or at out-stationed sites, which cannot be returned to the applicant/recipient the same day, must be mailed back to the individual within two working days. Extreme care must be taken to ensure these important personal documents are not lost, misplaced or misrouted.

One-Time Verification Requirement

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Documentation of citizenship is generally a one-time requirement. The individual is not required to provide verification again unless (1) there is a valid reason to question the accuracy of the initial determination or (2) a reapplication is filed after the record retention period and the case has been destroyed. Certain applicants and beneficiaries are exempt from verification of citizenship and identity. Refer to Section 102.04.04.

102.04.02 IDENTITY

The identity of the responsible person filing the application must be verified. If this person is also an applicant, identity will be verified according to verification procedures for applicants discussed later in this section and in Section 102.04.06.

Identity Verification for Non-Applicants

However, if the responsible person is a non-applicant parent, relative, non-relative or an authorized representative filing the application on behalf of others, the identity of the non-applicant must be verified by either (1) picture identification, or (2) two different forms of non-picture identification, including such documents as EBT, WIC or other benefit cards or notices, credit or bank cards, employment badges, check stubs or other wage verification, insurance cards, etc., or (3) personal knowledge of a Medicaid staff member. Non-applicants must not be asked to provide any document which discloses their own citizenship, immigration status or Social Security Number (SSN); however, such documents may be provided voluntarily.

Good Cause Determination for Non-Applicants

If the regional office determines a non-applicant head of household or authorized representative cannot meet the identity verification requirement, the regional bureau director will review case circumstances and make a good cause determination. If good cause exists, the director can decide to (1) accept one form of non-picture ID when the individual can present only one or (2) waive the requirement altogether. An applicant's eligibility cannot be adversely affected when a non-applicant is unable or refuses to verify their own identity.

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The Deficit Reduction Act (DRA) of 2005 amended the verification rules for applicants and beneficiaries for applications and reviews on and after July 1, 2006.

Requirement for Original or Certified Documents

To establish identity, applicants must provide original documents or copies certified by the issuing agency. Other copies, including faxed or notarized copies of documents, are unacceptable. Like the documents used to verify citizenship, copies of the original identity documents must be certified by the supervisor or Medicaid Specialist who viewed them and retained as a permanent part of the case record for review and audit purposes.

Return of Original Documents

Most of the time original documents can be returned immediately. However, documents received in the mail or at out-stationed sites, which cannot be returned to the applicant/recipient the same day, must be mailed back to the individual within two working days. Extreme care must be taken to ensure these important personal documents are not lost, misplaced or misrouted. The case must be documented confirming the documents were returned and the date and method of return.

One Time Verification Requirement

Documentation of identity is generally a one-time requirement. The individual is not required to provide verification again unless (1) there is a valid reason to question the accuracy of the initial determination or (2) a reapplication is filed after the record retention period and the case has been destroyed or (3) an individual, whose identity was verified by affidavit as a child, moves as a child to another household or becomes eligible as an adult in his/her own case or in a spouse's case. Refer to Section 102.04.04 for persons exempt from citizenship and identity verification requirements.

102.04.03 VERIFICATION OF CITIZENSHIP AND IDENTITY

The verification requirements found in this section pertain only to applicants declaring to be U. S. citizens. Aliens applying for Emergency Medicaid services only are not required to provide information about citizenship, immigration status or Social Security Number and should not be asked to do so. Refer to Section 102.05 for handling applicants who are qualified or non-qualified aliens.

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Hierarchy of Evidences

The evidences of citizenship are divided into a hierarchy of primary, secondary, third level and fourth level documents. Primary evidence has the highest reliability and conclusively establishes both a person's citizenship and identity. When the individual has secondary, third or fourth level documentation of citizenship, additional verification must be provided to establish identity. The evidences of identity are not prioritized.

Available Documents

The highest level of verification must be used if it is available. "Available" means the document exists and can be obtained within the time period allowed for providing information, i.e., 30, 45 and 90 days based on application type. Therefore, when a higher level document is not available, it is permissible to use a lower level document. For example, a U. S. Passport is primary evidence of citizenship and identity. If the individual possesses a passport, it must be provided. However, if the individual does not already have a passport, the document is generally considered unavailable due to the time required to process a passport application so the individual can meet verification requirements by providing a lower level document, such as a birth certificate, secondary evidence of citizenship, and a driver's license or other picture identification to verify identity.

Economic Hardship

It is generally the individual's responsibility to provide required documents and pay associated fees to obtain them. However, when individuals are economically disadvantaged and unable to pay fees associated with obtaining necessary documents, lower level evidences of citizenship and identity will be accepted.

Reasonable Opportunity

Applicants must be provided a reasonable opportunity to provide verification of citizenship and identity. When verification of citizenship and identity is needed, the Medicaid Specialist will issue the required written request for the information. If an applicant subsequently requests additional time, an extension may be granted when the individual is making a good faith effort to obtain the information and timely processing standards for the application can still be met. An application cannot be approved if required citizenship and identity verification has not been provided. Beneficiaries must also be given a reasonable opportunity to provide documentary evidence of citizenship and identity. When verification of citizenship and identity is needed at review, the Medicaid Specialist will issue the required written request for the information.

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Reasonable Opportunity (Continued)

If the recipient subsequently requests additional time, an extension may be granted when the individual is making a good faith effort to obtain the information and timely processing standards for the review can still be met. When an extension is granted, eligibility can continue if the beneficiary has met all eligibility requirements except verification of citizenship and/or identity.

Providing Assistance

When an applicant or beneficiary, who is homeless, an amnesia victim, mentally impaired or physically incapacitated and lacks someone to act for them, does not have the required verifications, the Medicaid Specialist must assist the individual to document U.S. citizenship and/or identity.

In addition, staff must attempt to contact and provide assistance to any applicant or recipient who is known to be deaf, hard of hearing, blind, mentally or visually impaired, physically incapacitated or otherwise disabled, illiterate, limited English proficient, homeless and/or requires communication assistance with reading agency notices and other written correspondence prior to denying or terminating their case.

The case record must be documented with all efforts taken by specialists to provide assistance to individuals with special needs, conditions and/or barriers. Eligibility will not be denied or terminated until all avenues of verification have been exhausted. However, when the individual has been given a reasonable opportunity to provide the information and all avenues of assistance have been exhausted and documented by the specialist, eligibility must be denied or terminated if needed information is not provided.

102.04.04 EXEMPTIONS FROM REQUIREMENTS

Individuals declaring to be U. S. citizens are exempt from citizenship and identity documentation requirements if they are in one of the following categories:

- **Medicare recipients** entitled to, or enrolled in, Medicare Part A or B under any claim number are exempt from the verification requirements. A copy of the Medicare card should be requested and a copy retained in the case record. However, if the individual cannot provide the Medicare card, agency verification of enrollment in Medicare may be used, if it is available.

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EXEMPTIONS FROM REQUIREMENTS (Continued)

- **Individuals receiving Social Security benefits under "A" claim number** based on their own disability are exempt from the verification requirements. The individual must be a current recipient of Social Security Disability. Prior receipt of disability does not qualify an individual for this exemption. In addition, this exemption does not apply to individuals receiving early retirement or to dependents drawing off of the disabled individual's record.
- **Individuals receiving SSI benefits** are exempt. The individual must be a current SSI recipient. Prior receipt of SSI does not qualify a person for this exemption. Former SSI recipients applying for Medicaid must provide evidence of citizenship and identity. However, current SSI recipients applying only for retroactive coverage are exempt.
- **Children in receipt of Title IV-B services or Title IV-E Adoption Assistance or foster care payments** are exempt. Medicaid eligibility determinations for children in this category are made by the Department of Human Services.
- **Deemed eligible children** are exempt from citizenship and identity verification requirements until the end of the deemed year. All eligibility factors, including documentation of citizenship and identity, must be met for eligibility to continue beyond the first year.

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102.04.05 EVIDENCES OF U. S. CITIZENSHIP

Primary evidence has the highest reliability. Therefore, when the applicant or beneficiary presents any of the following primary documents: current or expired U. S. passport (without limitation), Certificate of Naturalization or a Certificate of Citizenship, the requirements for both citizenship and identity have been met and no further verification is needed. If any other level of evidence is used to verify U. S. citizenship, a second document verifying identity must be obtained. The following documents may be accepted as primary proof of an individual’s citizenship and identity.

Primary Documents	Explanation
U. S. Passport	<p>A U. S. passport does not have to be currently valid to be accepted as evidence of U. S. citizenship as long as it was originally issued without limitation.</p> <p>On an emergency basis, the passport office will issue a U. S. passport without proof of citizenship. In this instance, the passport is issued with the limitation that it is valid for one year rather than the usual 5 or 10 years. When the holder of a passport with limitations returns to the country, he has to provide proof of citizenship to have the passport reissued without limitation. To determine if a passport was issued with limitation, compare the issuance date with the expiration date. If the expiration date is less than five years from the issuance date, the passport was issued with limitation and cannot be used as proof of citizenship. Each passport presented must be examined closely to determine whether or not the passport was issued with limitation.</p> <p>Spouses and children were sometimes included on one passport through 1980. U. S. passports issued after 1980 show only one person. Consequently, the citizenship and identity of the included person can be established when one of these passports is presented.</p> <p>NOTE: Do not accept any passport as evidence of U. S. citizenship when it was issued with a limitation. However, such a passport may be used as proof of identity.</p>
Certificate of Naturalization (N-550 or N-570)	Issued by Department of Homeland Security (DHS) for Naturalization.
Certificate of Citizenship (N-560 or N-561)	Issued By DHS to individuals who derive citizenship through a parent.

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Secondary evidence of citizenship is documentary evidence of satisfactory reliability that is used when primary evidence of citizenship is not available within the reasonable opportunity period. In addition, a second document establishing identity must be presented.

Secondary Documents	Explanation
<p>A U.S. public birth record showing birth in one of the following:</p> <ul style="list-style-type: none"> • One of the 50 U.S. States; • District of Columbia; • American Samoa • Swain’s Island • Puerto Rico (if born on or after January 13, 1941); • Virgin Islands of the U.S. (on or after January 17, 1917); • Northern Mariana Islands (after November 4, 1986 (NMI local time); • Guam (on or after April 10, 1899) 	<p>A birth certificate may be issued by the State, Commonwealth, territory, or local jurisdiction. The birth record must have been recorded before the person was 5 years of age.</p> <p>A delayed birth record document recorded after 5 years of age is considered fourth level evidence of citizenship.</p> <p>***NOTE: If the document shows the individual was born in Puerto Rico, the Virgin Islands of the U.S. or the Northern Mariana Islands before these areas became part of the U.S. the individual may be a collectively naturalized citizen. Collective naturalization occurred on certain dates listed for each of the territories. Refer to the Citizenship Addendum at the end for information on collective naturalization.</p>
<p>Verification through SAVE for a Naturalized Citizen</p>	<p>Verification through the Department of Homeland Security’s Systematic Alien Verification for Entitlements (SAVE) database to verify U. S. citizenship for a naturalized citizen when original naturalization papers are not available.</p>
<p>Eligible under the Child Citizenship Act of 2000</p>	<p>When a child derives U. S. citizenship from a parent and meets the requirements of the Child Citizenship Act of 2000, establish (1) the parent’s U. S. citizenship and (2) the child’s legal immigration status, if applicable, through SAVE to verify the child’s citizenship. Primary verification through a Certificate of Citizenship should be available if child was issued a Visa rather than a Permanent Resident Alien card upon entry into the country.</p>

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Secondary Documents	Explanation
Certification of Report of Birth Abroad (FS-1350)	The Department of State issues a DS-1350 to U. S. citizens who were born outside the U. S. and acquired citizenship at birth, as verified by the information recorded on the FS-240, Consular Report of Birth Abroad. When the birth was recorded on the FS-240, certified copies of the Certification of Report of Birth Abroad can be obtained from the Department of State. The DS-1350 contains the same information as recorded on the current version of the Consular Report of Birth, FS-240. The DS-1350 is not issued overseas and can be obtained from the Department of State in Washington DC.
Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240)	The Department of State consular office prepares and issues this document. A Consular Report of Birth can only be prepared at an American consular office overseas while the child is under the age of 18. While original FS-240's are not issued within the U.S, lost or mutilated documents can be replaced through the Department of State in Washington DC. Children born to military personnel are usually issued an FS-240.
Certification of Birth Abroad (FS-545)	Before November 1, 1990, the Department of State consulates also issued Form FS-545 along with the prior version of the FS-240. In 1990, U.S. consulates ceased to issue Form FS-545. Treat an FS-545 the same as a DS-1350.
U. S Citizen ID Card (I-197) or prior version I-179	The former Immigration and Naturalization Service (INS) issued the I-179 from 1960 until 1973. It revised the form and renumbered it as form I-197. INS issued the I-197 from 1973 until April 7, 1983. INS issued Form I-179 and I-197 to naturalized U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings. Although neither form is currently issued, either form that was previously issued is still valid.
American Indian Card (I-872) and Documents Issued by a Federally-Recognized Indian Tribe	DHS issues an American Indian Card to identify a member of the Texas Band of Kickapoos. A classification code "KIC" and a statement on the back denote U.S. citizenship. In addition, tribal enrollment or certificate of degree of Indian blood documents meet the citizenship requirement.
Northern Mariana Card (I-873)	INS issued the I-873 to a collectively naturalized citizen of the U.S. who was born in the NMI before November 4, 1986. The card is no longer issued, but those previously issued are still valid.
Final adoption decree	The adoption decree must show the child's name and U.S. place of birth. In situations where an adoption is not finalized and the State in which the child was born will not release a birth certificate prior to 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.

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Secondary Documents	Explanation
Evidence of civil service employment by the U.S. government	The document must show employment by the U.S. government before June 1, 1976.
Official military record of service	The document must show a U.S. place of birth (for example a DD-214 or similar official document showing a U.S. place of birth).

Third level evidence of citizenship is documentary evidence of satisfactory reliability that is used when primary or secondary evidence of citizenship is not available. Third level evidence may only be used when primary and secondary evidence does not exist or cannot be obtained and the applicant/beneficiary alleges being born in the U.S. In addition, a second document establishing identity must be obtained.

Third Level Documents	Explanation
An extract, i.e., part(s) of one or more documents from medical records of a hospital, on hospital letterhead established at the time of the person's birth and was created 5 years before the initial application date and shows a U. S. place of birth.	Do not accept a souvenir "birth certificate" issued by the hospital. NOTE: For children under 16, the document must have been created near the time of birth or 5 years before the application date.
Life or health or other insurance record which shows a U.S. place of birth and was created at least 5 years before the initial application date.	Life or health insurance records may show biographical information for the person including place of birth; the record can be used to establish U.S. citizenship when it shows a U.S. place of birth. NOTE: For children under 16, the document must have been created near the time of birth or 5 years before the application date.
Religious record recorded in the U. S. within 3 months of birth showing birth occurred in the U. S. and showing either the individual's birth date or age at the time the record was recorded.	The record must be an official record with a religious organization. In questionable cases, i.e., religious document recorded near an international border, the religious record must be verified and/or verify that the mother was in the U. S. at time of birth. NOTE: Entries in a family Bible are not considered religious records.
Early school record showing a U. S. place of birth.	The record must show the name of the child, the date of admission to the school, the date of birth (or age at the time record was created), a U. S. place of birth and the name(s) and place(s) of birth of the child's parents.

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Fourth level evidence of citizenship is of the lowest reliability. It should only be used in the rarest of circumstances. It is used when primary evidence is not available and both secondary and third level evidence do not exist or cannot be obtained within the reasonable opportunity period and the applicant alleges a U. S. place of birth. In addition, a second document establishing identity must be obtained.

Accept any of the following documents as fourth level evidence of U. S. citizenship if the document meets the listed criteria, the applicant/beneficiary alleges U. S. citizenship and there is nothing indicating the person is not a U. S. citizen or lost U. S. citizenship. Fourth level evidence consists of documents established for a reason other than to establish U. S. citizenship and showing a U. S. place of birth. The U. S. place of birth on the document and documented place of birth on the application must agree. The written affidavit may be used only when the specialist is unable to secure evidence of citizenship in any other chart.

Fourth Level Documents	Explanation
Federal or State census record showing U.S. citizenship or a place of birth (generally for persons born 1900 through 1950).	<p>The census record must also show the applicant’s age.</p> <p>NOTE: Census records from 1900 through 1950 contain certain citizenship information.</p> <p>To secure this information the applicant, beneficiary, or State should complete a Form BC-600, Application for Search of Census Records for Proof of Age. ADD in the remarks portion “U.S. citizenship data requested.” Also, add that the purpose is for Medicaid eligibility. This form requires a fee.</p>
Other Documents - To be valid, the documents in this section must have been created at least 5 years before the application for Medicaid (or for children under 16, the document must have been created near the time of birth or 5 years before the application date.)	<p>This document must show a U.S. place of birth:</p> <ul style="list-style-type: none"> • Seneca Indian tribal census record. • Bureau of Indian Affairs tribal census records of the Navaho Indians. • U.S. State Vital Statistics official notification of birth registration. • A delayed U.S. public birth record that is recorded more than 5 years after the person’s birth. • Statement signed by the physician or midwife who was in attendance at the time of birth. • Bureau of Indian Affairs Roll of Alaska Natives

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Fourth Level Documents	Explanation
<p>Medical (clinic, doctor or hospital) record and was created at least 5 years before the initial application date (for children under 16, record was created near time of birth or 5 years before the application date) and indicates a U. S. place of birth.</p>	<p>Medical records generally show biographical information for the person including place of birth; the record can be used to establish U. S. citizenship when it shows a U. S. place of birth.</p> <p>NOTE: Immunization records maintained by the family or a school are not considered a medical record for purposes of establishing U. S. citizenship. However, such records maintained by a clinic, doctor or hospitals are considered medical records.</p>
<p>Institutional admission papers from a nursing home, skilled nursing facility or other institution that were created at least 5 years before the initial application date and indicate a U. S. place of birth.</p>	<p>Admission papers generally show biographical information for the person including place of birth; the record can be used to establish U. S. citizenship when it shows a U. S. place of birth.</p>
<p>Written Affidavit</p>	<p><u>Written affidavits may be used as fourth level evidence only in rare circumstances when no other acceptable evidence of citizenship is available.</u></p> <ul style="list-style-type: none"> • The affidavits may be used for U. S. citizens, including naturalized citizens. • Affidavits must be supplied by the applicant/recipient and at least 2 additional individuals, one of whom is not related to the applicant or recipient. • Each of the 2 additional individuals must attest to having personal knowledge of the event(s) establishing the applicant's or recipient's claim of citizenship. • The individuals providing supporting affidavits must be able to prove their own U. S. citizenship and identity for the affidavit to be accepted. • The applicant/recipient (or guardian or representative for a child) also submits a separate affidavit explaining why other documentary evidence is not available. • Affidavits are signed under penalty of perjury, but do not have to be notarized. <p>NOTE: For a child, an affidavit cannot be used to verify both identity and citizenship.</p>

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Citizenship Addendum	Explanation
<p>If the document used to verify U. S. citizenship indicates the individual was born in Puerto Rico, the Virgin Islands of the U.S. or the Northern Mariana Islands before these areas became part of the U.S. the individual may be a collectively naturalized citizen. Collective naturalization occurred on certain dates listed for each of the territories.</p>	<p><u>Puerto Rico:</u> Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant/beneficiary’s statement that he or she was residing in the U.S. possession or Puerto Rico on January 13, 1941; or</p> <p>Evidence that the applicant/beneficiary was a Puerto Rican citizen and the applicant/beneficiary’s statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.</p> <p><u>U.S. Virgin Islands:</u> Evidence of birth in the U.S. Virgin Islands and the applicant/beneficiary’s statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;</p> <p>The applicant/beneficiary’s statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a possession or the U.S. Virgin Islands on February 25, 1927 and that he or she did not make a declaration to maintain Danish citizenship; or</p> <p>Evidence of birth in the U.S. Virgin Islands and the applicant/beneficiary’s statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.</p> <p><u>Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI))</u></p> <p>Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant/beneficiary’s statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant/beneficiary’s statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant/beneficiary’s statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time). NOTE: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen.</p>

102.04.06 EVIDENCES OF IDENTITY

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Proof of identity is required when primary evidence of citizenship cannot be obtained and a secondary, third or fourth level evidence is used.

Identity Documentation	Explanation
<p>The identity of all applicants and recipients must be verified.</p> <p>When a child younger than age 16 or a disabled individual living in a residential care facility does not have one of the following documents available to verify identity, an alternate document indicated below may be used.</p>	<p>This section includes the following acceptable documents which may be used to verify the identity of any applicant or recipient. Documents may be recently expired provided there is no reason to believe the document does not match the individual.</p> <ul style="list-style-type: none"> • A current state driver’s license bearing either the individual’s picture or containing other identifying information such as name, age, sex race, height, weight or eye color. • School identification card with a photograph of the individual. (ID cards issued by IDENT-A-KID Services of America, ID CONCEPTS, GUARD-A-KID, Safe Kids ID or Child Identification Sheet created by local law enforcement are also acceptable) • U.S. military card or draft record. • Identification card issued by the Federal, State, or local government containing the same information included on driver’s licenses. • Military dependent’s identification card. • Certificate of Indian blood or other U. S. American/Alaska Native tribal document if the document carries a photograph of the individual, or has other personal identifying information relating to the individual such as age, weight, height, race, sex, eye color. • U.S. Coast Guard Merchant Mariner card. • Three or more corroborating documents such as marriage licenses, divorce decrees, high school diplomas (including general education or equivalency diplomas), employer ID cards, property deeds/titles or other similar types of documents issued by local or state governmental entities when no other higher-level evidence is available to verify identity. All documents must be originals or certified copies. They must include at a minimum, the individual’s name plus any additional information to establish identity. Use only when second or third level, but not fourth level, evidence of citizenship was obtained.

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CHAPTER 102 – Non-Financial Requirements

Identity Documentation	Explanation
<p><u>Children under age 16</u></p> <p>When another document is not available to verify the identity of a child under the age of 16, alternate verification from this list may be used.</p>	<p>Exception: Do not accept a Voter Registration Card or Canadian Driver's License as identity verification.</p> <ul style="list-style-type: none"> • School record including report card, daycare or nursery school record. <p>NOTE: If a school record is used, it must be verified with the issuing school.</p> <ul style="list-style-type: none"> • Clinic, doctor, or hospital record, showing a date of birth. This includes an immunization record maintained by the medical provider if it shows a date of birth. • If none of the above documents are available, an affidavit signed under penalty of perjury by a parent, guardian or caretaker relative attesting to the child's identity and stating the child's date and place of birth may be obtained. The <u>Statement of Child's Identity</u> should be used as an application attachment for this purpose. It is not necessary to have this form notarized. The form is completed one time to verify a child's identity. A new form is required only if new children are added to the case. The Statement of Child's Identity cannot be used if an affidavit for citizenship was provided. <p>NOTE: For a child, an affidavit cannot be used for both citizenship and identity.</p>
<p><u>Disabled individual in residential care facility</u></p> <p>When another document is not available to verify the identity of a disabled individual living in a residential care facility, an affidavit may be used.</p>	<p>Disabled individuals in residential care facilities may have identity attested to by the facility director or administrator when the individual has no other acceptable document available. The affidavit is signed under penalty of perjury, but need not be notarized.</p> <p>All other means of verifying identity must be pursued prior to use of an affidavit.</p>

NOTE: Citizenship and/or identity do not have to be verified if the applicant is not otherwise eligible.