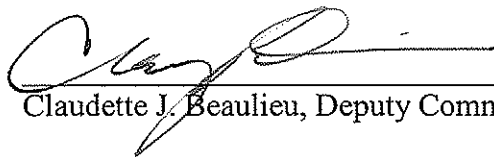




STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL



Claudette J. Beaulieu, Deputy Commissioner

July 1, 2006

Effective Date

POLICY TRANSMITTAL NO.: UP-10-09

SUBJECT: Changes to Medicaid Citizenship and Identity requirements.

On February 4, 2009 President Obama signed into law the Children's Health Insurance Program Reauthorization Act of 2009 (CHIPRA). In addition to reauthorizing the SCHIP (now called CHIP) program that funds HUSKY B, this law made several other changes affecting the Medicaid program. This included specific changes related to the Medicaid requirement that applicants and recipients must verify their citizenship and identity. This Policy Transmittal highlights these changes. Previously issued Program Information Bulletins 10-01 and 10-02 as well as Forms Transmittal F-10-2 also give detailed explanations and instructions on these new requirements.

These changes are based on a new federal law, the Deficit Reduction Act of 2005 (DRA), enacted on February 8, 2006 (Public Law No. 109-171) as amended by the Children's Health Insurance Program Reauthorization Act of 2009 (CHIPRA), Public Law No. 111-3.

New changes:

Social Security Match Process and the Reasonable Opportunity Period (ROP).

- The entire household can now be granted Medicaid even if citizenship and identity documentation has not been submitted for some or all of the household members.
- A request for citizenship and identity documents to verify citizenship and identity is only made by the department if the individual fails to match with citizenship and identity documents on file with the Social Security Administration. The department must conduct a SSA match on all individuals who have not previously verified citizenship and identity. If the SSA match fails, the department must contact the individual and attempt to get the SSA match to work. The use of the SSA match process is effective 1/1/10. Eligibility can be established via the use of the SSA match process as of 7/1/06.
- If the SSA match continues to fail, then the individual is given a Reasonable Opportunity Period (ROP) of 90 days to comply with citizenship and identity requirements. Assistance is discontinued for individuals who fail to verify citizenship and identity after the 90-day ROP. Only one ROP shall be given to an individual in his or her lifetime. No good cause criteria exist to extend the ROP.

Children born in the United States to a woman eligible for and receiving Medicaid.

- Proof that a person (less than 12 months old at the time of application, reapplication, renewal or “add-a-person”) was born in the United States to a mother eligible for and receiving Medicaid will now prove both citizenship and identity for that person. Research EMS to determine if such an individual’s mother was eligible for and receiving Medicaid in Connecticut. For those whose mothers were eligible for and receiving Medicaid in another state or territory at the time of one’s birth, request written documentation from that jurisdiction’s Medicaid program to confirm. This provision is effective 7/1/06.

Federally recognized Indian Tribal documents.

- A document issued by a federally recognized Indian tribe will now verify both citizenship and identity for that individual. This new rule applies to a document issued by a federally recognized Indian tribe evidencing membership or enrollment in, or affiliation with, such tribe unless tribal lands cross an international border whose membership includes individuals who are not U.S. citizens. This provision is effective retroactively to 7/1/06.

INSTRUCTIONS FOR UPDATING THE UPM:

Remove and Recycle

Insert

1540/1540.05

1540/1540.05

1599/1599.05

1599/1599.05

1599.05 page 2 / 1599.05 page 3

1599.05 page 2 / 1599.05 page 3

1599.05 page 4 / 1599.05 page 5

1599.05 page 4 / 1599.05 page 5

1599.05 page 6

P-1599.05

P-1599.05

3099 / 3099.03

3099 / 3099.03

3099.04 / 3099.04 page 2

3099.04 / 3099.04 page 2

3099.04 page 3 / 3099.04 page 4

3099.04 page 3 / 3099.04 page 4

3099.04 page 5 / 3099.04 page 6

3099.04 page 5 / 3099.04 page 6

3099.04 page 7 / 3099.04 page 8

3099.04 page 7 / 3099.04 page 8

3099.04 page 9 / 3099.04 page 10

DISPOSITION: This Policy Transmittal may be recycled once the UPM has been updated.

DISTRIBUTION: UPM list

RESPONSIBLE UNIT: Family Support Unit, (860) 424-5540

Date Issued: July 20, 2010

DJB

Reg. Control #10-01/DJB

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-87

Transmittal: UP-87-2

1540

Section:

The Eligibility Process

Type:

POLICY

Chapter:

General Principles of Verification

Program:

AFDC

AABD

FS

Subject:

MA

1540 Information which is provided to the Department for the purpose of determining eligibility or calculating benefits may require verification.

This chapter describes the methods used for verification, who bears the responsibility for verification, and when information must be verified.

The specific verification requirements pertaining to each eligibility factor can be found in the last chapter of the section which addresses the eligibility factor.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7/1/06

Transmittal: UP-10-09

1540.05

Section:
The Eligibility Process

Type:
POLICY

Chapter:
General Principles of Verification

Program: AFDC
AABD
MA
SNAP

Subject:
Requirements and Penalties

1540.05 A. Standard of Proof

A statement made by an applicant or a recipient is considered by the Department to be verified when the available evidence indicates that it is more likely to be true than not.

B. Verification of Citizenship and Identity-Special Rule for MA

Except for those individuals listed in section 1599.05 F. 8. and section 3099.04 N., claims of U.S. citizenship from individuals applying for or receiving MA, as well as statements from these individuals about their identities, shall be verified by only certain documents or databases as described in 42 USC 1396b(x) and 42 USC 1396a(ee) or by regulations subsequently promulgated by the Secretary of Health and Human Services. For purposes of this requirement, individuals who claim U.S. citizenship includes those individuals with a status as a national of the United States as defined by section 101(a)(22) of the Immigration and Nationality Act (8 U.S.C. 1101(a)(22)) including both citizens of the United States and non-citizen nationals of the United States. Except for the documents listed in section 3099.04 B., the same document cannot be used to verify both U.S. citizenship and identity. All documents shall be either originals or copies certified by the issuing agency.

C. When Verification is Required

1. The Department requires verification of information:

- a. when specifically required by federal or State law or regulations; and
- b. when the Department considers it necessary to corroborate an assistance unit's statements pertaining to an essential factor of eligibility.

2. The Department does not require applicants or recipients to provide documentary evidence to verify the nonexistence of any factor, including the following:

- a. lack of income; or
- b. lack of bank accounts or other assets; or
- c. absence of one parent from the home.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-87

Transmittal: UP-87-2

1599

Section:

Eligibility Process

Type:

POLICY

Chapter:

Verification

Program:

AFDC

AABD

MA

Subject:

FS

1599 This chapter discusses the verification requirements that are associated with the manual section on Eligibility Process. The subjects detail the primary issues, factors and issues that are subject to verification by the Department.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

1599.05

Section:

Eligibility Process

Type:

POLICY

Chapter:

Verification

Program:

AFDC

AABD

MA

SNAP

Subject:

Qualifications of Individuals

- 1599.05 A. Except for MA, individuals may be required to provide verification of their identity if they are not known to the Department or if their identity is otherwise questionable.
- B. MA
1. Except for those listed in 1599.05 F. 8 who are otherwise exempt, all individuals applying for or receiving MA who claim to be U.S. citizens shall verify their identity. Such verification shall be required only one time, unless later evidence raises a question about the person's identity or the Department's prior record is no longer available to the Department.
 2. Individuals are required to provide information to the Department that allows the Department to verify their U.S. citizenship through a match with Social Security Administration (SSA) records, as requested by the Department for this purpose. Verification of U.S. citizenship through this SSA match also verifies an individual's identity for purposes of eligibility for MA.
 3. Individuals are not required to provide verification of identity in order to be and remain eligible for MA when:
 - a. the Department is in the process of making a reasonable effort to verify U.S. citizenship with the SSA; or
 - b. the Department has successfully matched the individual's citizenship information with the SSA information; or
 - c. the Department has commenced the individual's reasonable opportunity period (ROP) because the SSA match has failed and the ROP has not ended.
- C. The following information concerning individuals who represent applicants or recipients is verified by the Department whenever questionable:
1. relationship or legal capacity;
 2. authorized representative status;
 3. absence of other qualified persons when a responsible adult applies on behalf of a deceased, incompetent or incapacitated individual;
 4. actions taken by the representative; or
 5. employment of an SNAP authorized representative.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

1599.05 page 2

Section: Eligibility Process	Type: POLICY
Chapter: Verification	Program: AFDC AABD MA SNAP
Subject: Qualifications of Individuals	

- 1599.05 | D. Failure to provide required verification may result in the following actions where appropriate to the particular circumstance in question:
1. the Department may deny an application or discontinue assistance;
 2. the Department may refrain from taking action until further clarification is obtained; or
 3. the Department may require that a qualified individual or the assistance unit take action.
- | E. If verification is required at the time of application, the representative shall be allowed to file the application even though his or her qualifications may be in question.
- | F. Special Identity Verification Rules for MA
1. Except for those individuals listed in section 1599.05 F. 8. who are exempt from this requirement, or individuals listed in section 1599.05 B.2 and B.3., to be eligible for MA, individuals claiming U.S. citizenship who are applying for or receiving MA shall verify their identity by having a successful SSA match or by submitting to the Department one of the following documents:
 - a. a valid or expired U.S. passport originally issued with or without limitation;
 - b. a Certificate of Naturalization (DHS Forms N-550 or N-570);
 - c. a Certificate of U.S. Citizenship (DHS Forms N-560 or N-561);
 - d. a document received on or after 7/1/06, issued by a federally recognized Indian tribe, evidencing membership or enrollment in, or affiliation with, such tribe unless tribal lands cross an international border whose membership includes individuals who are not U.S. citizens;
 - e. documentation received on or after 7/1/06, as approved by the Secretary of the U.S. Department of Health and Human Services, from a federally recognized Indian tribal member whose tribal location is located within a state that has an international border and whose tribal membership includes individuals who are not U.S. citizens;

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

1599.05 page 3

Section: Eligibility Process	Type: POLICY
Chapter: Verification	Program: AFDC AABD MA SNAP
Subject: Qualifications of Individuals	

- 1599.05 | F. 1. Special Identity Verification Rules for MA (continued)
- | f. a driver's license issued by a state or U. S. territory either with the individual's name and photograph, or the individual's name and other identifying information such as age, sex, race, height, weight, or eye color;
 - | g. a school identification card with a photograph of the individual;
 - | h. a U.S. military card or draft record;
 - | i. a state, federal, U.S. territory or local government issued identity card if that identity card has the same identifying information as found on a Connecticut driver's license;
 - | j. a military dependent's identification card;
 - | k. a Certificate of Degree of Indian Blood, or other American Indian/Alaska Native Tribal document with either the individual's name and photograph, or the individual's name and other personal identifying information such as age, weight, height, race, sex and eye color;
 - | l. a U.S. Coast Guard merchant mariner card;
 - | m. at the Department's option, a cross match with a federal or state governmental, public assistance, law enforcement or corrections agency's data system to establish identity if the agency establishes and certifies the true identity of individuals. Such agencies may include, but not be limited to, the food stamp agency, the child support agency, corrections, juvenile detention, motor vehicle or child protective services;
 - | n. for children under 16 years of age, school records (which may include nursery or daycare records and report cards), clinic, doctor, or hospital records. If the individual submits a school record, the Department shall verify the document's authenticity with the originating organization. For children under 16 years of age, if none of these documents are available, an affidavit may be used to verify identity if it is signed under penalty of perjury by a parent, guardian or caretaker relative stating the date and place of birth of the child. Such affidavits do not have to be notarized.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

1599.05 page 4

Section: Eligibility Process	Type: POLICY
Chapter: Verification	Program: AFDC AABD MA SNAP
Subject: Qualifications of Individuals	

1599.05 | F. 1. Special Identity Verification Rules for MA (continued)

| o. for children 16 or 17 years of age, an affidavit signed under penalty of perjury by a parent, guardian or caretaker relative stating the date and place of the birth of the child may be used to verify identity if a school identification card or driver's license is not available. Such affidavits do not have to be notarized.

| p. Corroborating Documents.

If attempts to verify identity for adults using documents listed in this subsection have not been successful and no other acceptable documents to verify identity are available, three or more available documents that together reasonably corroborate the identity of an individual shall be used provided such documents have not been used to establish the individual's citizenship and a Secondary or Third Level Document has been used to verify citizenship (cross reference UPM section 3099.04). Such corroborating documents shall, at a minimum, contain the individual's name plus any additional information that verifies the individual's identity. All documents shall contain consistent identifying information. Corroborating documents include the following:

- (1) employer identification cards;
- (2) high school and college diplomas from accredited institutions including general education and high school equivalency diplomas;
- (3) marriage certificates;
- (4) divorce decrees;
- (5) property deeds and titles;
- (6) government documents;
- (7) employer documents;
- (8) medical records; and
- (9) school records;

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

1599.05 page 5

Section:

Eligibility Process

Type:

POLICY

Chapter:

Verification

Program:

AFDC

AABD

MA

| SNAP

Subject:

Qualifications of Individuals

- 1599.05 | F. 1. Special Identity Verification Rules for MA (continued)
- q. for disabled adults residing in any licensed facility where adults with disabilities reside, including, but not limited to, nursing facilities, chronic disease hospitals and residential care homes, an affidavit completed and signed by the director or administrator of the facility (under penalty of perjury) that states the date and place of birth of the facility resident. All other means of verifying identity shall first be pursued prior to completion and acceptance of this affidavit. This affidavit is not required to be notarized. Any adult residing in such a facility will be considered a disabled adult for purposes of this subsection.
2. For children under the age of 18, if an affidavit is used to verify U.S. citizenship (cross reference UPM section 3099.04), an affidavit shall not be used to verify identity.
 3. The verification of identity for an applicant or recipient shall be required only once by the Department unless later evidence raises a question of the person's identity or the Department's prior record has been destroyed pursuant to record retention guidelines.
 4. All documents used to verify identity shall be either originals or copies certified by the issuing agency.
 5. Individuals may submit evidence of identity without appearing in person. Documents may be submitted in person, by mail or by another individual selected by the applicant or recipient.
 6. Individuals have one 90-day reasonable opportunity period (ROP) in their lifetimes, during which they are eligible for MA, to verify their identity either through a successful SSA match or by providing documents as set forth in this subsection. This ROP may not be extended for any reason. The 90 days of the ROP do not have to run consecutively. This ROP begins after the Department has made its own reasonable effort to verify citizenship through the SSA match process and the individual receives notification that this process has failed to verify his or her identity. If, by the end of the ROP, the SSA match process continues to fail and the individual does not provide the required documentation to establish identity, MA shall be discontinued for that individual within 30 days after the end of the ROP.
 7. Entities authorized by the Department as outstation locations pursuant to 42 CFR 435.904 may also view and validate identity documentation on behalf of the Department.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

1599.05 page 6

Section: Eligibility Process	Type: POLICY
Chapter: Verification	Program: AFDC AABD MA SNAP
Subject: Qualifications of Individuals	

1599.05 | F. Special Identity Verification Rules for MA (continued)

8. The following individuals are exempt from the verification requirements set forth in this section:
 - a. those entitled to, or enrolled in, Medicare;
 - b. those eligible in the HUSKY A for Newborn Children coverage group (cross reference UPM section 2540.52);
 - c. those eligible under the Presumptive Eligibility for Children process (cross reference UPM section 1523);
 - d. those presumptively eligible in the Women with Breast or Cervical Cancer Medicaid coverage group (cross reference UPM section 2540.74);
 - e. SSI recipients;
 - f. recipients of SSDI or Social Security benefits if receipt is based on their own disability;
 - g. foster care children receiving services funded by Titles IV-B or IV-E of the Social Security Act;
 - h. children receiving adoption assistance under Title IV-E of the Social Security Act;
 - i. those eligible under the Presumptive Eligibility for Pregnant Women process; or
 - j. a child who, at the time of his or her current application for Medicaid, is under 12 months old and who is documented to have been born in the United States to a mother eligible for and receiving Medicaid at the time of the child's birth.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

P-1599.05

Section:
Eligibility Process

Type:
PROCEDURES

Chapter:
Verification

Program: AFDC
AABD
FS
MA

Subject:
Qualifications of Individuals

- P-1599.05
1. Ask the individual to present or obtain verification if you question the capacity in which the person is acting or his or her identity.
 2. For those applying for or receiving MA who claim to be U.S. citizens and who are not otherwise exempt as stated in section 1599.05 F. 8., verify identity once at time of application or if active, at time of redetermination. Verify identity more than once if later evidence raises a question of the person's identity or if the Department's prior record has been destroyed under record retention guidelines.
 3. Except for those claiming to be U.S. citizens who are applying for MA and not otherwise exempt, acceptable means of verification of identity include such forms as:
 - driver's license;
 - photo I.D. cards;
 - letters of reference;
 - birth or marriage records;
 - records of the individual's signature.
 4. For those claiming to be U.S. citizens who are applying for MA and are not otherwise exempt, follow the rules in the OSD desk guide entitled "Citizenship and Identity Documentation for Medicaid" to verify identity.
 5. Verification of relationship or legal capacity includes, but is not limited to:
 - birth records;
 - marriage certificates;
 - documentation of legal court appointment.
 6. Obtain verification of authorized representative status from the requester.
 7. Obtain verification from collateral sources if necessary whenever a responsible adult applies on behalf of a deceased, incompetent or incapacitated individual.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 4-1-87

Transmittal: UP-87-1

3099

Section:

Technical Eligibility Requirements

Type:

POLICY

Chapter:

Verification Requirements

Program:

**AFDC
AABD
MA
FS**

Subject:

3099 This chapter contains the policy and procedures for all programs regarding verification requirements related to each of the technical eligibility requirements. There is a separate subject for each previous chapter topic in this section.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7/1/06

Transmittal: UP-10-09

3099.03

Section:

Technical Eligibility Requirements

Type:

POLICY

Chapter:

Verification Requirements

Program:

AFDC

AABD

SNAP

Subject:

Citizenship and Non-citizen Status

MA

3099.03 A. Citizens

For those claiming to be U.S. citizens including U.S. nationals as defined by section 101(a) (22) of the Immigration and Nationality Act (8 U.S.C. 1101(a) (22)), who apply for or receive MA, their claim of U. S. citizenship or U.S. national status shall be verified to be eligible for MA unless they are otherwise exempt as provided in section 3099.04 N. or during such circumstances as described in section 3099.04 A. 2 and A. 3. For other citizens or U.S. nationals, their claim of U.S. citizenship or U.S. national status needs to be verified only if it is considered questionable by the Department.

B. Non-citizens

1. Non-citizens are required to submit sufficient documentation to the Department to establish eligible non-citizen status.
2. Ineligible non-citizens applying for emergency medical treatment are not required to provide documentation of their non-citizen status.

C. Sponsored Non-citizens

Non-citizens sponsored by public agencies or organizations are required to provide:

1. verification of their dates of entry or dates of admission as lawful permanent residents; and
2. all pertinent available information about their sponsors, including verification of a sponsoring organization's ability to support them.

D. Penalty

The penalty for failure to verify citizenship status is ineligibility of the individual until the requirement is met.

E. Medical Emergency

Non-citizens who do not otherwise meet eligible non-citizen criteria (cross reference UPM section 3005.05), except for an emergency medical condition, are required to submit a statement signed by a physician verifying the need for emergency treatment.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

3099.04

Section:

Technical Eligibility Requirements

Type:

POLICY

Chapter:

Verification Requirements

Program:

MA

Subject:

U.S. Citizens

3099.04 A. U. S. Citizens-Basic Provisions

1. Except for those individuals listed in section 3099.04 N. who are exempt, or for individuals listed in 3099.04 A. 2 and A. 3, to be eligible for MA, U.S. citizens applying for or receiving MA shall verify their citizenship by having a successful SSA match or by submitting to the Department one of the documents listed in section 3099.04 B. (Primary Level Documents), or section 3099.04 C. (Secondary Level Documents), or section 3099.04 D. (Third Level Documents) or section 3099.04 E. (Fourth Level Documents). These documents shall be supplied to, and shall be accepted, by the Department, only in sequential order, starting with the Primary Level and progressing through the Fourth Level. The availability of documents in one level shall be exhausted prior to a request for, and submission of, a document in the next level. Such verification shall be required only one time, unless later evidence raises a question about the person's citizenship or the Department's prior record is no longer available to the Department.
2. Individuals are required to provide information to the Department that allows the Department to verify their U.S. citizenship through a match with Social Security Administration (SSA) records, as requested by the Department for this purpose. Verification of U.S. citizenship through this SSA match verifies an individual's U.S. citizenship for purposes of eligibility for MA.
3. Individuals are not required to provide verification of U.S. citizenship in order to be and remain eligible for MA when:
 - a. the Department is in the process of making a reasonable effort to verify U.S. citizenship with the SSA; or
 - b. the Department has successfully matched the individual's citizenship information with the SSA information; or
 - c. the Department has commenced the individual's reasonable opportunity period (ROP) because the SSA match has failed and the ROP has not ended.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

3099.04 page 2

Section:

Technical Eligibility Requirements

Type:

POLICY

Chapter:

Verification Requirements

Program:

MA

Subject:

U. S. Citizens

3099.04 | B. Primary Level Documents

- | 1. a valid or expired U.S. passport that was originally issued without limitation; or
- | 2. a Certificate of Naturalization (DHS Forms N-550 or N-570); or
- | 3. a Certificate of U.S. Citizenship (DHS Forms N-560 or N-561); or
- | 4. a document received on or after 7/1/06, issued by a federally recognized Indian tribe, evidencing membership or enrollment in, or affiliation with, such tribe unless tribal lands cross an international border whose membership includes individuals who are not U.S. citizens; or
- | 5. documentation received on or after 7/1/06, as approved by the Secretary of the U.S. Department of Health and Human Services, from a federally recognized Indian tribal member whose tribal location is located within a state that has an international border and whose tribal membership includes individuals who are not U.S. citizens; or

| C. Secondary Level Documents

- | 1. a U.S. public birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (if born on or after January 13, 1941), Guam (if born on or after April 10, 1899), the Virgin Islands of the U.S. (if born on or after January 17, 1917), American Samoa, Swain's Island or the Northern Mariana Islands (if born after November 4, 1986 Northern Mariana Islands local time). These U.S. birth records shall have been recorded by a state, commonwealth, territory or local jurisdiction before the person was 5 years of age; or
- | 2. Evidence of Collective Naturalization

Individuals are considered to be collectively naturalized if they provide evidence of the following;

 - | a. evidence of birth in Puerto Rico on or after April 11, 1899 and the individual states that he or she was residing in the U.S., a U.S. possession or Puerto Rico on March 1, 1917, and that he or she did not take an oath of allegiance to Spain; or

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

3099.04 page 3

Section:

Technical Eligibility Requirements

Type:

POLICY

Chapter:

Verification Requirements

Program:

MA

Subject:

U. S. Citizens

3099.04 | C. 2.

Evidence of Collective Naturalization (continued)

- | b. evidence that the individual was a Puerto Rican citizen and the individual states 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; or
- | c. evidence of birth in the U.S. Virgin Islands and the individual's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927; or
- | d. the individual's statement indicating he or she was a resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. 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
- | e. evidence of birth in the U.S. Virgin Islands and the individual's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932; or
- | f. evidence of birth in the Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)) or 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 individual's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- | g. evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration before January 1, 1975, and the individual's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- | h. evidence of continuous domicile in the NMI since before January 1, 1974 and the individual's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time). If an individual 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; or

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

3099.04 page 4

Section:

Technical Eligibility Requirements

Type:

POLICY

Chapter:

Verification Requirements

Program:

MA

Subject:

U.S. Citizens

3099.04 | C. Secondary Level Documents (continued)

- | 3. a Certificate of Report of Birth (DS-1350); or
- | 4. a Report of Birth Abroad of a U.S. Citizen (form FS-240); or
- | 5. a certificate of birth issued by the Department of State (form FS-545 issued prior to 1991, or DS-1350); or
- | 6. a U.S. Citizen I.D. card (INS Form I-179 issued from 1960 until 1973 or INS Form I-197 issued from 1973 until April 7, 1983); or
- | 7. a Northern Mariana Identification Card (I-873) ; or
- | 8. an American Indian Card (I-872) with the classification code of the Texas Band of Kickapoos abbreviated as "KIC" and a statement on the back denoting U.S. citizenship; or
- | 9. a final adoption decree showing the child's name and U.S. place of birth; or
- | 10. for an adoption that has not been 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 provided the adoption agency certifies that the source of the place of birth information is an original birth certificate; or
- | 11. evidence of U.S. Civil Service employment before June 1, 1976; or
- | 12. a U.S. military record showing a U.S. place of birth; or
- | 13. a U.S. state or territory vital records data match, computerized or manual; or
- | 14. verification from the Systematic Alien Verification for Entitlements (SAVE) system of the United States Department of Homeland Security that indicates U.S. citizenship.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

3099.04 page 5

Section:

Technical Eligibility Requirements

Type:

POLICY

Chapter:

Verification Requirements

Program:

MA

Subject:

U.S. Citizens

3099.04 | D. Third Level Documents

1. extract of a hospital record on hospital letterhead established at the time of the person's birth that was created at least 5 years before the initial application date and that indicates a U.S. place of birth. A souvenir birth certificate is not considered a hospital record or extract of a hospital record. For children under the age of 16 years, the document shall have been created near the time of birth or at least 5 years before the date of application; or
2. life, health or other insurance record showing a U.S. place of birth that was created at least 5 years before the initial application date and that indicates a U.S. place of birth. For children under the age of 16 years, the document shall have been created near the time of birth or at least 5 years before the date of application; or
3. religious record recorded in the U.S. within 3 months of birth showing the birth occurred in the U.S. and showing either the date of birth or the individual's age at the time the record was made. The record shall be an official record recorded with the religious organization. In questionable cases such as when the child's religious record was recorded near a U.S. international border and the child may have been born outside of the U.S., documentation shall be submitted to verify the information on the religious record for the child or that the mother of the child was in the U.S. at the time of birth. Entries in a family bible are not considered recorded religious records; or
4. early school record showing a U.S. place of birth. The school record shall indicate the name of the child, the date of admission to the school, the date of birth of the child, a U.S. place of birth for the child, and the name(s) and places(s) of birth of the child's parents.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

3099.04 page 6

Section:

Technical Eligibility Requirements

Type:

POLICY

Chapter:

Verification Requirements

Program:

MA

Subject:

U. S. Citizens

3099.04 | E. Fourth Level Documents

- | 1. Federal or state census record showing U.S. citizenship and the individual's age or a U.S. place of birth and the individual's age; or
- | 2. one of the following documents that show a U.S. place of birth and were created at least 5 years before the application for Medicaid. For children under 16 years of age, the document shall have been created near the time of birth or at least 5 years before the date of application:
 - | a. Seneca Indian tribal census records;
 - | b. Bureau of Indian Affairs tribal census records of the Navajo Indians;
 - | c. U.S. state vital statistics official notification of birth registration;
 - | d. a delayed U.S. public birth record that is recorded more than 5 years after the person's birth;
 - | e. a statement signed by the physician or midwife who was in attendance at the time of birth;
 - | f. the Roll of Alaska Natives maintained by the Bureau of Indian Affairs; or
- | 3. institutional admission papers from a nursing facility, skilled care facility or other institution, created at least 5 years before the initial application date, that indicates a U. S. place of birth ; or
- | 4. medical (clinic, doctor or hospital) record, created at least 5 years before the initial application date, that indicates a U.S. place of birth. For children under the age of 16 years, the document shall have been created near the time of birth or at least 5 years before the date of application. Immunization records maintained by parents, family members, friends or schools are not considered a medical record for purposes of establishing U.S. citizenship; or
- | 5. written affidavits that comply with the following requirements:
 - a. there shall be at least two affidavits by two individuals who have personal knowledge of the event establishing the applicant's or recipient's claim of U.S. citizenship (the two affidavits may be combined in a joint affidavit); and

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

3099.04 page 7

Section:

Technical Eligibility Requirements

Type:

POLICY

Chapter:

Verification Requirements

Program:

MA

Subject:

U. S. Citizens

3099.04 | E. 5. written affidavits that comply with the following requirements: (continued)

- | b. at least one of the individuals making the affidavit shall not be related by birth, marriage or adoption to the applicant or recipient. Neither of the two individuals shall be the applicant or recipient; and
- | c. in order for the affidavit to be acceptable, the persons making them shall provide proof of their own U.S. citizenship and identity; and
- | d. if the persons making the affidavit have information that explains why documentary evidence establishing the applicant's or recipient's claim of citizenship does not exist or cannot be readily obtained, the affidavit shall contain this information; and
- | e. the Department shall obtain a separate affidavit from the applicant or recipient, or other knowledgeable individual, such as a guardian or representative, explaining why the evidence does not exist or cannot be obtained; and
- | f. the affidavits shall be signed under penalty of perjury; and
- | g. the affidavits are not required to be notarized; and
- | h. written affidavits shall only be accepted as a Fourth Level document if no other Fourth Level documents are available.

| F. Special rules for citizens born outside of the U.S.

Citizens born outside of the U.S. who were not U.S. citizens at birth, may submit a document listed in section 3099.04 B. (Primary Level Documents) or section 3099.04 C. (Secondary Level Documents) to verify their U.S. citizenship to be eligible for MA. The Department may confirm U.S. citizenship of these individuals if they claim to be naturalized by using the SAVE system. When Primary Level Documents and Secondary Level Documents (including SAVE information) are not available, citizens born outside of the U.S. who claim to have been naturalized may use affidavits as listed in section 3099.04 E. 5. to verify U.S. citizenship.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

3099.04 page 8

Section:

Technical Eligibility Requirements

Type:

POLICY

Chapter:

Verification Requirements

Program:

MA

Subject:

U.S. Citizens

3099.04 | G. Special rules for children born outside of the U.S.

Adopted or biological children born outside of the U.S. may establish citizenship obtained automatically under section 320 of the Immigration and Nationality Act (8 USC 1431), as amended by the Child Citizenship Act of 2000 (Public Law 106-395, enacted on October 30, 2000). Documentary evidence shall be submitted to the Department to substantiate that the following was true at any time on or after February 27, 2001:

1. at least one parent of the child is a U.S. citizen by either birth or naturalization as verified by the documents listed in section 3099.04; and
 2. the child is under the age of 18; and
 3. the child is residing in the U.S. in the legal and physical custody of the U.S. citizen parent; and
 4. the child was admitted to the U.S. for lawful permanent residence as verified under the requirements of 8 USC 1641 pertaining to verification of qualified alien status. This status may be verified by the SAVE system; and
 5. if adopted, the child satisfies the requirements of section 101(b)(1) of the Immigration and Nationality Act (8 USC 1101(b)(1)) pertaining to international adoptions (admission for lawful permanent residence as IR-3 (child adopted outside the U. S.)), or as IR-4 (child coming to the U.S. to be adopted) with final adoption having subsequently occurred). These classifications may be verified by the SAVE system. When SAVE information is not available for these adopted children, an affidavit as listed in section 3099 A. 4. e. may be used to verify the child's U.S. citizenship.
- | H. The verification of citizenship for an applicant or recipient shall be required only once by the Department, unless later evidence raises a question of the person's citizenship or the Department's prior record has been destroyed pursuant to record retention guidelines.
- | I. All documents used to verify citizenship shall be either originals or copies certified by the issuing agency.
- | J. Individuals may submit evidence of citizenship without appearing in person. Documents may be submitted in person, by mail or by another individual selected by the applicant or recipient.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

3099.04 page 9

Section:

Technical Eligibility Requirements

Type:

POLICY

Chapter:

Verification Requirements

Program:

MA

Subject:

U.S. Citizens

- 3099.04 | K. The original or certified copy of documents shall be submitted directly to the Department or to an outstation location designated by the Department pursuant to 42 CFR 435.904.
- | L. The place of U.S. birth listed on all Third and Fourth Level Documents shall match the U.S. place of birth listed on the application or redetermination/renewal form.
- | M. Individuals have one 90-day reasonable opportunity period (ROP) in their lifetimes, during which they are eligible for MA, to verify their citizenship either through a successful SSA match or by providing documents as set forth in this subsection. This ROP may not be extended for any reason. The 90 days of the ROP do not have to run consecutively. This ROP begins after the Department has made its own reasonable effort to verify citizenship through the SSA match process and the individual receives notification that this process has failed to verify his or her citizenship. If, by the end of the ROP, the SSA match process continues to fail and the individual does not provide the required documentation to establish citizenship, MA shall be discontinued for that individual within 30 days after the end of the ROP.
- | N. The following individuals are exempt from the verification requirements set forth in this section:
1. those entitled to, or enrolled in, Medicare;
 2. those eligible in the HUSKY A for Newborn Children coverage group (cross reference UPM section 2540.52);
 3. those eligible under the Presumptive Eligibility for Children process (cross reference UPM section 1523);
 4. those presumptively eligible in the Women with Breast or Cervical Cancer Medicaid coverage group (cross reference UPM section 2540.74);
 5. SSI recipients;
 6. recipients of SSDI or Social Security benefits if receipt is based on their own disability;
 7. foster care children receiving services funded by Titles IV-B or IV-E of the Social Security Act;
 8. children receiving adoption assistance under Title IV-E of the Social Security Act;

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 7-1-06

Transmittal: UP-10-09

3099.04 page 10

Section:
Technical Eligibility Requirements

Type:
POLICY

Chapter:
Verification Requirements

Program: MA

Subject:
U.S. Citizens

- 3099.04 | N. The following individuals are exempt from the verification requirements set forth in this section: (continued)
- | 9. those eligible under the Presumptive Eligibility for Pregnant Women process; and
 - | 10. a child who, at the time of his or her current application for Medicaid, is under 12 months old and who is documented to have been born in the United States to a mother eligible for and receiving Medicaid at the time of the child's birth.