

Policy Clarification – Medicaid – All PMA-17124-322

Submitted: 05/14

Agency: CAOs

Subject: Citizenship and Immigration Status Verification Requirements for Medical Assistance (MA) and the Reasonable Opportunity Period

Question:

What are the requirements for verification of Citizenship and Immigration Status for MA?

Response By: Division of Health Services Date: 05/14

When an individual declares to be a citizen of the United States (U.S.) or have a satisfactory immigration status when applying for MA, the County Assistance Office (CAO) caseworker should verify citizenship and immigration status as follows:

U.S. Citizenship

For individuals who declare to be U.S. citizens, the Master Client Index (MCI) interface with the Social Security Administration (SSA) verifies citizenship electronically. With the implementation of the Affordable Care Act, U.S. citizenship verification is completed in real-time when applications are processed through Application Processing or new individuals are added to a case in Case Processing (CP).

NOTE: For MA purposes, the term “U.S. citizenship” includes both U.S. citizens and U.S. nationals.

Citizenship verification results display on the Demographics screen in CP. If citizenship is verified electronically, the U.S. Citizenship verification field will populate with “V – Electronic Verification.”

If the SSA match to verify citizenship is not successful, the caseworker must follow the procedure below:

- When a caseworker frontloads an application in CP, the caseworker must request citizenship verification from the individual on a PA 253, if verification for other factors of eligibility is required.
- If verification for other factors of eligibility is on file or verified electronically except for the citizenship verification and the individual is otherwise eligible, the caseworker must process the application and enter “P - Verification Pending” in

the U.S. Citizenship verification field on the Demographics screen and authorize MA.

- If the individual provides verification for other factors of eligibility requested on the PA 253 but verification of citizenship is not provided and if the individual is otherwise eligible, the caseworker must enter “P - Verification Pending” in the U.S. Citizenship verification field on the Demographics screen and authorize MA.

After the application is processed, the caseworker should make an effort to obtain verification of citizenship by following the procedure outlined in [OPS-10-06-02](#).

NOTE: Recipients of the following benefits are not required to provide citizenship verification:

- Individuals who are getting Supplemental Security Income (SSI) benefits.
- Individuals entitled to or enrolled in Medicare Part A or Part B.
- Individuals who are getting Retirement, Survivors and Disability Insurance benefits.
- Individuals who are getting Title IV-B or Title IV-E foster care or adoption assistance (PC/PCN 31, 32, 33, 34, 35, 36 or 37).
- Children who are eligible for MA because their mother was getting MA or Children’s Health Insurance Program (CHIP) at the time of the child’s birth.
- Individuals who are presumptively eligible for MA. In order to authorize ongoing MA, the caseworker must verify citizenship or satisfactory immigration status in accordance with the procedures outlined in this document.

If the caseworker’s attempt to verify citizenship is not successful, the caseworker must request citizenship verification from the individual in writing, regardless of whether or not citizenship verification was previously requested, and allow a reasonable opportunity period of 90 days for the individual to provide citizenship verification.

The caseworker must allow five days for mailing the request and set an alert for 95 days from the day the request is mailed.

If the individual fails to provide citizenship verification and the inconsistency is not resolved by the end of the 90-day period, the caseworker must close MA for that individual with a 15-day advance notice. The caseworker must close MA within 30 days from the date the 90-day reasonable opportunity period ends, if the individual has not made a good faith effort to provide necessary verification. If the individual is making a good faith effort to provide necessary documentation and there is a reasonable

expectation that verification is pending from a third party or the caseworker needs additional time to complete the verification process, the caseworker may extend the reasonable opportunity period beyond 90 days.

If an individual verifies his or her citizenship by providing paper documentation, the caseworker must scan and attach the document to the individual's electronic record and update the case in CP with the appropriate verification code. Once the individual's citizenship is verified, the caseworker may not require the individual to verify citizenship.

If the individual fails to provide verification of citizenship during the reasonable opportunity period and MA is closed for failure to provide this verification, the individual's MA cannot be reopened until the caseworker verifies citizenship electronically or the individual provides required verification.

Immigration Status

For individuals who declare to have a satisfactory immigration status and provide their immigration document type and the immigration document number when applying for MA, the caseworker must attempt to verify immigration status electronically first.

NOTE: Satisfactory immigration status means an immigration status that makes the individual eligible for the applicable MA category.

The caseworker will use Verify Lawful Presence (VLP) service to confirm satisfactory immigration status with the Department of Homeland Security (DHS). The caseworker will initiate the verification process with the DHS by entering immigration information on the Alien/Refugee screen and clicking "Next." If the immigration information is verified, the verification field will automatically be updated to "V-Electronic Verification."

The caseworker must follow the procedure below when processing applications for individuals who declare to have a satisfactory immigration status and do not provide their immigration document type and the immigration document number or VLP service returns inconsistent results:

- When a caseworker frontloads an application in CP, the caseworker must request immigration status verification from the individual on a PA 253.

NOTE: On the Demographics screen in CP the caseworker must choose the correct immigration status with the verification code "S – Client Statement."

- If the individual provides the required documentation, the caseworker will use VLP service to confirm satisfactory immigration status with the DHS. If electronic verification fails, the caseworker must follow the Systematic Alien Verification for Entitlements (SAVE) procedure outlined in [Supplemental Handbook Chapter 740: SAVE Procedures](#).

- If the caseworker is able to confirm the individual's satisfactory immigration status through either VLP or SAVE procedure, the caseworker must update the Demographics screen with an appropriate verification code, before finishing processing the application.
- If the caseworker is unable to confirm the individual's satisfactory immigration status through both VLP and SAVE procedures, the caseworker must process the individual's application if all other conditions for MA eligibility are met and if otherwise eligible for MA.
- If the individual fails to provide the required documentation, the caseworker must process the individual's application if all other conditions for MA eligibility are met and if otherwise eligible for MA.

Once the caseworker opens MA for the individual, the caseworker must request verification of the immigration status in writing if the individual did not provide the documentation or the caseworker was unable to verify immigration status electronically. The request must allow a reasonable opportunity period of 90 days for the individual to provide immigration status verification.

The caseworker must allow five days for mailing the request and set an alert for 95 days from the day the request is mailed.

If the individual fails to provide citizenship verification and the inconsistency is not resolved by the end of the 90-day period, the caseworker must close MA for that individual with a 15-day advance notice. The caseworker must close MA within 30 days from the date the 90-day reasonable opportunity period ends, if the individual has not made a good faith effort to provide necessary verification. If the individual is making a good faith effort to provide necessary documentation and there is a reasonable expectation that verification is pending from a third party or the caseworker needs additional time to complete the verification process, the caseworker may extend the reasonable opportunity period beyond 90 days.

If an individual verifies his or her satisfactory immigration status by providing paper documentation, the caseworker must scan and attach the immigration documents, including SAVE, to the individual's electronic record and update the case in CP with the appropriate verification code.

If the individual fails to provide verification of satisfactory immigration status during the reasonable opportunity period and MA is closed for failure to provide this verification, the individual's MA cannot be reopened until the caseworker verifies a satisfactory immigration status electronically or the individual provides required verification.