

**Select originating cluster**

Karen House, Medical Program Manager

**Authorized Signature**

**Number:** SS-IM-07-005

**Issue Date:** 07-12-07

**Topic:** Medical Benefits

**Subject:** Updates Regarding Citizenship/Identity Documentation Requirements

**Applies to (check all that apply):**

- |                                     |                               |                                     |                                      |
|-------------------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/>            | All DHS employees             | <input type="checkbox"/>            | County Mental Health Directors       |
| <input checked="" type="checkbox"/> | Area Agencies on Aging        | <input type="checkbox"/>            | Health Services                      |
| <input type="checkbox"/>            | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/>            | County DD Program Managers    | <input checked="" type="checkbox"/> | Other (please specify): CAF SSP      |

**Message:** Updates for verification of citizenship/identity.

**Hardship Assistance**

DHS has provided assistance in covering the cost of birth certificates and Oregon identification cards since the implementation of the citizenship documentation requirement in September 2006. This provision was to expire June 30, 2007. **DHS has extended this hardship assistance for an additional year, through June 30, 2008.**

CAF's Family Services Manual and SPD's Worker Guide will be revised to reflect the extension.

Note: For SPD/AAA offices, the SDS 437 cannot be auto filled on Oregon ACCESS. These forms must be manually completed to reflect the proper payment code of 30. Citizenship documentation is not currently available in the drop down box on the 437 pay reasons.

**JOB Corps ID**

The JOB Corps is a federal agency with authority to provide individuals in their program with JOB Corps ID. They have many checks in place to ensure they are issuing ID correctly, meeting federal requirements.

We have been given approval to consider copies of JOB Corps ID, sent directly to us from JOB Corps, as a certified copy by the issuing agency. The copy must bear the official JOB Corps office stamp with confirmation the ID was copied and sent directly to

DHS by JOB Corps staff.

**Citizenship/Identity Verified in Another State**

In the past, federal guidance was that we shouldn't take copies of citizenship/identity documentation from another state, that there was a 'level of risk' for DHS if we took it.

Recent federal guidance is that we can take the copies of documentation from another state's Medicaid office, when they have viewed the original documents and found it meets the federal requirements for verification of citizenship/identity. CMS is encouraging Medicaid offices to work with other states to share copies of documentation the individual may have provided in the other state. This is in support of the federal provision that individuals need only provide documentation once.

For your convenience, the currently revised [Hierarchical List](#) is attached.

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	Michelle Mack (CAF SSP) 503-947-5129 Joyce Clarkson (CAF SSP) 503-945-6106 Jennifer DeJong (SPD) 503-945-5856		
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