

Karen House, CAF SSP Medical Programs
Manager

Dale Marande, SPD Medical Programs Manager

Authorized Signature

Number: SS-IM-11-005

Issue Date: 01/14/2011

Topic: Medical Benefits

Subject: New Citizenship Verification Field on W204 Screen

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
Transmittal Group |

Message: A new citizenship verification field has been added to the W204 screen (the "Response Selection Screen"). The new "citizenship code" field uses Social Security Administration (SSA) data to confirm the individual meets medical program U.S. citizenship documentation requirements.

Overview: DHS medical program applicants who declare U.S. citizenship are required to document citizenship. If the applicant has not already documented citizenship and is otherwise eligible for medical, do not delay issuing medical. Approve medical program benefits for the applicant and use the new citizenship verification process to document citizenship.

If unable to document citizenship, send the client a pend notice (such as the CMCITPD Notice Writer notice) and add the CIP need/resource item and CIP case descriptor to each person needing documentation.

New citizenship verification process: To determine if a medical program applicant meets the citizenship requirements, first check the citizenship field on Person Alias/Update. If not already documented, check the BBCN screen. If not born in Oregon, enter a TPQY request on the TPQY Request Screen. In order to submit a request, the client must have already been added to the CI system (must have a WEBM FIND record).

To access the TPQY Request Screen:

- Select the {F23} TPQY key on the BEIN screen; or
- On a clear screen, enter WQY1 and press {enter}; or
- On a clear screen, enter WQY1, SSN and press {enter}.

On the TPQY Request screen:

- Enter the SSN if necessary, your branch ID and worker ID
- Press {F9} to save

Results will usually display in the “Citizenship Code” field on the W204 screen the next business day. If the TPQY request was entered after 2:00 PM, the response will display in two business days.

To view the citizenship code field:

- Enter WQY2, SSN or WQY2, branch number ID and press {enter};
- Select the response line (or SSN/CAN line) and press {enter};
- The Citizenship Code field will display on the W204 screen directly above the Verification Code field.

Note: *Because of a Help Window system issue, the citizenship code Help Window {F1 key} may not be immediately available.*

Citizenship Codes:

- “A”: The client’s U.S. citizenship is documented by SSA and meets the medical program citizenship documentation requirements. The SSA has no record the client has died.
- “B”: The SSA has determined the client’s declaration of U.S. citizenship is not consistent with SSA documents. (SSA has some documentation the client is not a U.S. citizen.) The SSA has no record the client has died.
- “C”: The client’s U.S. citizenship is documented by SSA and meets the medical program citizenship documentation requirements. SSA records indicate the client has died.
- “D”: The SSA has determined the client’s declaration of citizenship is not consistent with SSA documents. (SSA has some documentation the client is not a U.S. citizen). SSA records indicate the client has died.
- “Blank”: A blank Citizenship Code means the SSA does not have any citizenship-related documents. The client may be a U.S. citizen, but the SSA could not verify citizenship. A blank Citizenship Code could also mean the request has not been submitted to the SSA or that the SSA has not responded to a request yet.

If the response is “A” or “C,” citizenship is verified. Update the client’s Person Alias/Update screen with an “SR” citizenship source code and narrate.

If the medical program application states the client is a U.S. citizen but the SSA response is “B,” “D” or “blank,” citizenship is not documented. Send the client a pend notice (such as the CMCITPD Notice Writer notice) and add the CIP coding to each person needing documentation and narrate.

Converting existing W204 records: Most W204 records will have a blank Citizenship Code field for the first few weeks. Existing records will be submitted to SSA later this month and the Citizenship Codes added.

After the conversion, existing W204 records will all have the A, B, C, D or blank Citizenship Codes. If citizenship is documented, the citizenship source code on Person Alias/Update for the converted records will also be updated with an “SR” (citizenship documented using Social Security records).

Until the existing records are converted, eligibility workers must enter a TPQY Request in order to verify citizenship. After submitting a TPQY request, if the Citizenship Code field is still blank, the SSA could not document citizenship.

If you have any questions about this information, contact:

Contact(s):	For SSP: SSP-Policy, Medical or		
	Vonda Daniels	503 945-6088	
	Michelle Mack	503 947-5129	
	Joyce Clarkson	503 945-6106	
	Jewell Kallstrom	503 947-2316	
	Carol Berg	503 945-6072	
	Audray Hunter	503 947-5519	
	For SPD:		
	Michael Avery	503-945-6410	
Phone:		Fax:	
E-mail:			