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**State of Wisconsin
Department of Health and Family Services**

Division of Long-Term Care
Bureau of Long Term Support
Children's Services Section

**IMPORTANT INFORMATION THAT MAY AFFECT MEDICAID and
CHILDREN'S LONG-TERM SUPPORT (CLTS) WAIVER ELIGIBILITY**

This is notification about an updated federal requirement for Medicaid eligibility under the Katie Beckett and CLTS Waiver Programs regarding verification of a child's citizenship AND identity. Failure to comply with this new requirement could result in loss of benefits for the children you serve and non-reimbursable expenses to the county or contracted agency.

The new Federal law requires children receiving or applying for Medicaid benefits, to show proof of citizenship **AND** identity. The new law does NOT apply to people receiving Medicare or Supplemental Security Income (SSI). It does apply to Badger Care, the Kate Beckett Program and the CLTS Waivers. For more information regarding these procedures, refer to the Operational Memo 07-69 Citizenship and Identification Requirements Final Rule Summary, located on State of Wisconsin DHFS website at: <http://www.dhfs.state.wi.us/em/ops-memos/2007/pdf/07-69.pdf> and 06-32 Acceptable Citizenship and Identity Documentation - Jan 2008 - Updated, located on the website <http://www.dhfs.state.wi.us/em/ops-memos/2006/pdf/06-32.pdf>

Effective 10/1/06, the CLTS Waiver intake worker or service coordinator will have to visually verify both the child's citizenship AND identity for every new application to a Medicaid funded program. A summary list of accepted documentation appears below. See the memos referenced above for the Citizenship Documentation and CARES verification Code List. This further outlines acceptable documentation. Citizenship and identity only have to be verified one time as long as the child is receiving Medicaid and CLTS Waiver benefits. However, a **copy of the documents, unless prohibited by law,** used to verify both citizenship and identity must be kept in each child's file.

If the child has been approved for Medicaid via the Katie Beckett Program or Badger Care with an application taken after 9/1/06, this requirement has already been met.

Below is a brief list of documents that are acceptable proof of citizenship and identity. The applicant will need to have available to the worker the **original** verification documents at the intake or assessment appointment for the worker to visually verify citizenship and identity. In most cases, copies of these documents should also be given to the worker at the intake or assessment appointment.. **Certain documents such as a child's passport or birth certificate cannot be copied. Therefore, the worker needs**

to visually verify these original documents and document that they were seen. The applicant should not send originals in the mail or give original documents to the worker

Items that are acceptable as proof of **both citizenship and identity**:

- U.S. Passport
- Certificate of Naturalization
- Certificate of Citizenship

If the applicant does not have one of the above items, they must provide one item to prove citizenship and another to prove identity.

Items that only prove **citizenship**:

- U.S. Birth Certificate
- U.S. State Department Report of Birth Abroad
- Hospital Record of U.S. birth
- U.S. Citizen ID card
- Adoption papers showing U.S. birth
- Nursing Home admission papers showing U.S. birth
- U.S. Military record of service
- Life or Health insurance record showing birth in the U.S.

The child's Social Security Number is NOT an acceptable document to prove citizenship.

Items that only prove **identity**:

- Driver's License
- Native American Tribal ID or document
- ID card issued by federal, state, or local government
- U.S. Military dependent ID card
- School ID card with photo
- U.S. Military ID card or draft record of service
- For children under 18: a signed "Statement of Identity for Children Under 18 Years of Age." (This is on the internet at: <http://dhfs.wisconsin.gov/forms/DHCF/HCF10154.pdf>)

This new requirement has NOT been incorporated into the CLTS-Functional Screen eligibility calculations. The CLTS-FS Work Group is reviewing whether the Functional Screen can, or should be, used to meet this requirement. As of September 18, 2006 the Functional Screen eligibility page states Pending Verification of U.S. Citizenship for all children. A Functional Screen ListServ will be sent when this decision is finalized. In the meantime, a screener must continue to answer all the citizenship questions on the Functional Screen using acceptable, verified documentation. **The screener must state in the notes section what documents were seen and used to verify citizenship and identity. In addition, screeners are expected to have all the proper documentation on file.** Please contact your Regional Children's Service Specialist, if there are questions regarding this memo.