

---

**US CITIZENSHIP REQUIREMENTS**

---

**MA-2506 US CITIZENSHIP REQUIREMENTS**

**ISSUED 07/01/10 – CHANGE NO. 10-10**

**I. INTRODUCTION**

Each applicant/recipient (a/r) must provide or cooperate in obtaining proof of **U.S.** citizenship. Once documented in the case record, no further requests are made unless the documents become questionable. The purpose of this section is to provide instructions for determining **U.S.** citizenship and identity.

The Deficit Reduction Act of 2005 (P.L. 109-171) mandated requirements that affect all Medicaid applicants and recipients claiming to be citizens of the United States. The Children’s Health Insurance Program Reauthorization Act of 2009 (CHIPRA or P.L. 111-3) extended those requirements to North Carolina Health Choice applicants and recipients.

**CHIPRA (P.L. 111-3) requires that Tribal enrollment or membership documents issued from a federally recognized Indian Tribe must be accepted as verification of citizenship. No further citizenship/identity documents are required. Additionally, newborn babies who are born in the United States and whose mother is covered by Medicaid for the delivery are exempt from having to provide further verification of citizenship and identity.**

**II. PRINCIPLE**

To be eligible for full Medicaid or North Carolina Health Choice (NCHC), an individual must be a U.S. citizen or an alien admitted to the United States by USCIS under a specific immigration status. See [MA-2504, Alien Requirements](#). Immigrants who do not meet this requirement or citizens for whom citizenship and identity are questionable are eligible for Medicaid for emergency medical services only.

**III. UNITED STATES CITIZEN**

**A. U.S. citizens may receive full Medicaid or North Carolina Health Choice (NCHC) benefits provided all other eligibility requirements are met. All applicants and recipients claiming U.S. citizenship, must provide or cooperate in obtaining proof of citizenship and identity. Below is a list of individuals who are U.S. citizens but it is not an all inclusive list. Refer to **IV.D. and V.C.** for exceptions to proving citizenship and identity.**

**US CITIZENSHIP REQUIREMENTS  
ISSUED 07/01/10 – CHANGE NO. 10-10**

(III.)

**B. A U.S. citizen is:**

1. Any person born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, Virgin Islands, Northern Mariana Islands, American Samoa, Swain's Island, or
2. Any person born outside the U.S. to a U.S. citizen, or
3. A person born outside the U.S. who has been approved by USCIS as a naturalized citizen, or
4. A person born outside of the U.S. who was under the age of 18 on February 27, 2001, and who meets all of the following criteria:
  - a. Had at least one U.S. citizen parent (by birth or naturalization), and
  - b. While under the age of 18 he resided permanently in the U.S. in the legal and physical custody of the U.S. citizen parent, and
  - c. Was a lawful permanent resident before age 18.

Citizenship begins no earlier than February 27, 2001.

**NOTE:** 4 a. – c. also applies to an adopted child who meets the requirements applicable to adopted children under immigration law.

Individuals who meet this criteria are not automatically issued proof of citizenship by USCIS. The parent may apply for a certificate of citizenship for his child with the USCIS and/or for a passport for his child with the Department of State.

5. A National of the U.S.

**IV. CITIZENSHIP AND IDENTITY REQUIREMENTS AT APPLICATION**

Each applicant or recipient claiming U.S. citizenship must provide or cooperate in obtaining acceptable proof of both citizenship and identity.

**A. Procedures to Document Citizenship and Identity at Application**

1. The preferred method of citizenship/identity verification for applicants stating they are a US Citizen is a SSA Citizenship/Identity data match. See [MA-2505, Citizenship/Identity SSA Data Match](#), for procedures.

**US CITIZENSHIP REQUIREMENTS**

**ISSUED 07/01/10 – CHANGE NO. 10-10**

(IV.A.)

2. If unable to verify citizenship/identity through a SSA data match, follow the procedures outlined below. [MA-2506/3332 Figure 5, US Citizenship Documentation Desk Reference](#), is a guide/worksheet to assist in this process. **Figure 4 is a desk reference only and it is not all inclusive. The US Citizenship Desk Reference (Figure 5) is for county DSS use only and is not to be sent to the a/r.**

**NOTE: The following procedures include instances in which SSA cannot document citizenship and identity due to a hyphen or embedded spaces in the spelling of the name, individuals with no SSN, newborns not entitled to auto newborn coverage, individuals who previously received the 90 day reasonable opportunity period, and recipients at redetermination. See MA-2504, Alien Requirements, for individuals who are qualified aliens.**

3. Review the case record and all county records, including other program records, for citizenship and/or identity evidence the agency may have on file.
4. If evidence is located, make a copy of the evidence documentation for the Medicaid file and clearly document:
  - a. Where the evidence was located,
  - b. The date the documentation was provided to the county, and
  - c. What hierarchy code it falls in.

If the date of receipt by the county is unknown, note the date the worker located the document.

5. If the evidence is not on file, discuss with the applicant what documents may be available and who can obtain those documents. If the applicant cannot obtain the necessary documents, requests help, or has special needs demonstrating a need for assistance and lacks someone who can act on his behalf, the county must assist the applicant/recipient in acquiring the documents, **including cost involved**. See [MA-2303](#), Verification Requirements for Applications. **Send or give the individual the Request for Information (DMA-5097) advising what items can be used to verify citizenship and identity.**
6. If possible in your county, establish citizenship through electronic data matching with the local register of deeds. Screen print the data. The county may also go to the register of deeds and locate the birth record. Document the birth record observed and the location at the register of deeds. Place documentation and **complete the Documentation of Identity and Citizenship ([MA2506/3332f4](#)) in the CID subfolder in the recipient's permanent record.**

**US CITIZENSHIP REQUIREMENTS**

**ISSUED 07/01/10 – CHANGE NO. 10-10**

(IV.A.)

7. When the a/r requests assistance in obtaining citizenship documentation, use [MA-2506 Figure 3](#), U.S. Citizenship Documentation Birth Certificate Request, to send to the county register of deeds or State Vital Records to request a birth certificate. For the county to make a request for a birth certificate, the applicant, a parent or legal guardian must sign an authorization. A copy of the guardianship/custody papers must accompany the request.

Unless grandparents are legal guardians, they cannot authorize the release of the certified birth certificate to the county. However, the grandparent can request and obtain a birth certificate from the county register of deeds or State Vital Records.

Instructions on obtaining a North Carolina certified birth record/certificate are also on the North Carolina Vital Records web site at <http://vitalrecords.dhhs.state.nc.us>. Links to other state's Vital Records web sites are at <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>.

8. To establish identity, a document must show evidence that provides identifying information that relates to the person named on the document.
9. Conduct an SOLQ social security number inquiry for each applicant. The SSN given by the a/r when applying must match the information on the SOLQ. If the inquiry returns a validated social security number match, print the screen and Complete the Documentation of Identity and Citizenship ([MA2506/3332f4](#)). If the social security number does not validate, pursue another form of identity.
10. If any documentation no matter the level is provided within 45/90 days, process the application. See [MA-2304](#), Processing the Application.

**B. Reasonable Opportunity to Provide Documentation of Citizenship/Identity at Application**

If all other eligibility factors are met except for citizenship/identity documentation, an individual may receive Medicaid or NCHC while securing the documentation, known as the reasonable opportunity period. The reasonable opportunity to provide documentation is a one (lifetime) 90 day period.

1. Applicants who state they are a US Citizen are allowed one (lifetime) 90 day reasonable opportunity period to provide documentation of citizenship if all other eligibility factors are met. The 90 day reasonable opportunity starts the date the first Request for Information ([DMA-5097](#)) is sent to the individual.
2. Applications can include a request for retroactive and/or ongoing Medicaid and are treated as separate applications. The one (lifetime) 90 day reasonable opportunity period to provide documentation of citizenship applies whether the application is retroactive and/or ongoing. See [MA-2304](#), Processing the Application, for procedures.

**US CITIZENSHIP REQUIREMENTS**

**ISSUED 07/01/10 – CHANGE NO. 10-10**

(IV.B.)

3. The preferred method of citizenship/identity verification for applicants stating they are a US Citizen is a SSA Citizenship/Identity data match. See [MA-2505](#), Citizenship/Identity SSA Data Match for procedures.
4. Instances in which SSA cannot document citizenship/identity due to a hyphen or embedded spaces in the spelling of the name, individuals with no SSN, and newborns not entitled to auto newborn coverage, who state they are a US Citizen, are provided one (lifetime) 90 day reasonable opportunity period to provide documentation of citizenship if all other eligibility factors are met.
5. Send the individual the Request for Information form (DMA-5097) advising what items can be used to verify citizenship and identity.
6. Complete the 8125 approving the application and authorize with the appropriate certification period using C/I code 97. The date entered is the date the first Request for Information (DMA-5097) is sent to the individual.
7. Allow the individual 12 days and, if the requested information is not received, a second DMA-5097 is required.

**NOTE:** The 90 days remain the same. Do not give an additional 90 days from the date the second DMA-5097 is sent.

Complete the Documentation of Identity and Citizenship (MA2506/3332f4) in the CID subfolder with a C/I code 97. The date is the date the first Request for Information (DMA-5097) is sent.

8. Although the individual is authorized, citizenship and identity have not been verified, and the information must be requested from the individual. The individual is allowed 90 days from the date the first Request for Information form (DMA-5097) is sent to provide acceptable documentation of citizenship and identity. The individual appears on the Case Management Report under special message “RESOLVE CITIZENSHIP ISSUE DUE” until the individual is terminated, or the C/I code is changed to another code.

**NOTE:** It is important to key the date the first DMA-5097 is sent when entering C/I code 97 on the 8125. EIS automatically calculates the 90 days from the date entered for the Case Management report.

9. The caseworker must verify citizenship within 90 days. If unable to verify, send a timely notice, DSS-8110, on the 91<sup>st</sup> day or the next workday following the 90<sup>th</sup> day to terminate the individual or case.
10. The individual is allowed only one (lifetime) 90 day reasonable opportunity period to provide documentation of citizenship/identity. If he reapplies, citizenship documentation must be provided before approval of benefits.

**US CITIZENSHIP REQUIREMENTS**

**ISSUED 07/01/10 – CHANGE NO. 10-10**

(IV.)

**C. Pending the Application up to 6 Months for Citizenship/Identity Documentation**

1. Pend the application up to 6 months with a “CID” entry on the Date Screen in EIS when:
  - a. **The individual has an existing CID code 97 and has previously received his 90 day reasonable opportunity period to secure citizenship documentation, and**
  - b. The applicant is making a good faith effort to provide the documentation, or
  - c. The county has not received verification from an inquiry, and
  - d. All other eligibility requirements are met except for those items listed in MA-2304, Processing the Application.
2. If additional items in MA-2304, Processing the Application, are also needed prior to processing the application, pend the application with the item most likely to take the most time to obtain. Process the application when all information is received.
3. Deny the application after pending 6 months when documentation is not received or necessary information to seek the evidence is unavailable. At the end of the 6 months, if the county knows of emergency services the applicant incurred, evaluate for emergency Medicaid. Do an administrative application using as the application date the first day of the month of the emergency service.
4. **During the 6 month pending period, if all eligibility requirements are met except for citizenship/identity before the 90 day reasonable opportunity period ends, and the individual has not previously been approved with a C/I code 97, complete the 8125 approving the application and authorize with the appropriate certification period using C/I code 97. The date entered is the date the first Request for Information (DMA-5097) is sent to the individual. If documentation is requested from a third party source such as Vital Records, note on the DMA-5097 that the request was sent to the third party source. See 5. below for examples.**
  - a. **The 90 day reasonable opportunity period starts with the first notice (DMA-5097) even if the individual is not otherwise eligible at the time the first notice is sent. An individual pending 6 months for citizenship documentation and additional items in MA-3215 has been sent a Request for Information (DMA-5097) and a Your Application for Medicaid is Pending (DMA- 5098). It is not necessary to resend either request/form.**

**US CITIZENSHIP REQUIREMENTS**

**ISSUED 07/01/10 - CHANGE NO. 10-10**

(IV.C.4.)

- b. Although the individual is authorized, citizenship and identity have not been verified, and the information must be requested from the individual and/or third party source. The individual is allowed 90 days from the date the first Request for Information form (DMA-5097) is sent to provide acceptable documentation of citizenship and identity. The individual appears on the Case Management Report under special message “RESOLVE CITIZENSHIP ISSUE DUE” until the individual is terminated, or the C/I code is changed to another code.

NOTE: It is important to key the date the first DMA-5097 is sent when entering C/I code 97 on the 8125. EIS automatically calculates the 90 days from the date entered for the Case Management report.

- c. The caseworker must verify citizenship within 90 days. If unable to verify, send a timely notice, DSS-8110, on the 91<sup>st</sup> day or the next workday following the 90<sup>th</sup> day to terminate the individual or case.
- d. During the 6 month pending period if all eligibility requirements are met except for citizenship/identity after the 90 day reasonable opportunity period, or the individual has previously been approved with a C/I code 97, continue to pend the application for 6 months. Deny the application after pending 6 months when documentation is not received. At the end of the 6 months, if the county knows of emergency services the applicant incurred, evaluate for emergency Medicaid. Do an administrative application using as the application date the first day of the month of the emergency service.

5. Examples

- a. Application received 4/10/10 and Request for Information (DMA-5097) sent to individual 4/12/10 requesting documentation of citizenship and medical bills to meet a deductible. The 90 day reasonable opportunity period starts with the first notice (4/12/10) and the 90<sup>th</sup> day is 7/9/10. The individual does not respond and a DMA-5098 is sent. The Date Screen is completed in EIS and the application is put into 6 month pending.

**US CITIZENSHIP REQUIREMENTS**

**ISSUED 07/01/10 - CHANGE NO. 10-10**

(IV.C.5.)

The deductible is met on the 60<sup>th</sup> day (6/9/10). Authorize the individual because he became otherwise eligible prior to the 90<sup>th</sup> day (7/9/10), and the individual has not prior received his 90 day reasonable opportunity period to secure citizenship documentation. Authorize effective the date the deductible is met (6/9/10) for certification period 4/1/10 – 10/31/10. Key the 8125 entering C/I code 97 and the date the first notice was sent (4/12/10). EIS automatically calculates the 90 days from the date entered and the individual appears on the Case Management Report under special message “RESOLVE CITIZENSHIP ISSUE DUE” until the individual is terminated, or the C/I code is changed to another code. The individual has until the 90<sup>th</sup> day (7/9/10) to provide documentation of citizenship. If the documentation is not provided by or on the 90<sup>th</sup> day (7/9/10), send a timely notice on the 91<sup>st</sup> day or next workday following the 90<sup>th</sup> day to terminate.

- b. Application received 4/10/10 and Request for Information (DMA-5097) sent to individual 4/12/10 requesting documentation of citizenship and medical bills to meet a deductible. The 90 day reasonable opportunity period starts with the first notice (4/12/10) and the 90<sup>th</sup> day is 7/9/10. The individual does not respond and a DMA-5098 is sent. The Date Screen is completed in EIS and the application is put into 6 month pending.

The deductible is met on the 100<sup>th</sup> day (7/19/10). Do not authorize the individual because he became otherwise eligible beyond the 90 day reasonable opportunity period (7/9/10). The individual would remain pending until the end of the 6 month pending period or until all information is received. Deny the application after pending 6 months if information/documentation is not received.

**D. Exceptions to Providing Proof at Application**

Do not require further citizen/identity documentation of the following individuals:

1. Title IV-E and Title IV-B children are excluded from citizenship/identity documentation requirements. They are exempt as the social worker must verify citizenship/identity.
2. Children born in the United States whose mother was covered by Medicaid for the birth of the child. See [Figure 1](#), Hierarchy Charts.
3. A current or former SSI recipient. Use OLV to access the SDX to prove current or former SSI status.
4. A current or former Social Security Disability Insurance (SSDI) recipient, or Medicare recipient. Use OLV to access SOLQ to prove current or former Medicare and SSDI status.

**US CITIZENSHIP REQUIREMENTS**

**ISSUED 07/01/10 – CHANGE NO. 10-10**

(IV.D.)

5. Print the screen with the information and put in the Citizenship/Identity Documentation sub-folder in the recipient's permanent record.

**V. CITIZENSHIP AND IDENTITY REQUIREMENTS AT REDETERMINATION**

Citizenship and identity documentation is required at application and does not need to be re-established at redetermination. Conduct an SOLQ social security number inquiry for each recipient at re-enrollment.

There are a few exceptions when the case record may not contain citizenship documentation at redetermination.

**A. North Carolina Health Choice Children**

1. The citizenship/identity documentation requirement does not apply to North Carolina Health Choice (NCHC) recipients who applied prior to January 1, 2010. NCHC recipients who applied prior to January 1, 2010 and did not provide documentation of citizenship have a C/I code 98 in EIS. At redetermination, citizenship does not have to be established for these individuals who continue to be NCHC eligible. Complete the redetermination and continue to use C/I code 98.

**Note: If the individual terminates, at reapplication citizenship documentation is required.**

2. If a NCHC recipient who applied prior to January 1, 2010 and has a C/I code of 98 changes from NCHC to Medicaid at redetermination, citizenship/identity documentation must be provided. Contact the recipient using the [DMA-5097](#), Request for Information.
  - a. If the recipient has the documents to provide citizenship and/or identity evidence, obtain them. Make copies, document the record, and complete the re-determination. Return the original documents to the recipient.
  - b. If the recipient states he does not have documentation and is making a good faith effort to obtain the needed documents, document the record. If all other eligibility requirements are met, complete the redetermination and authorize with the appropriate certification period. Retain the C/I code 98 and use Special Review Code "Z" on the DSS 8125 to follow up on the status of obtaining the documents. Use the third month of the new certification period for the date. A message will show on the Case Management Report to remind the worker citizenship and/or identity documentation is needed. (See [EIS 4000](#), Codes Appendix.)

**US CITIZENSHIP REQUIREMENTS**

**ISSUED 07/01/10 -CHANGE NO. 10-10**

(V.A.2.)

- c. Contact the third party source or the recipient to determine status of obtaining the documents.
- d. Continue to use Special Review Code “Z” for another 3 months. Continue to contact the recipient every 3 months or until the end of the certification period, provided:
  - (1) The recipient has not yet provided documents but continues to make a good faith effort to obtain the documents, or
  - (2) The county has not received documentation or a response from an inquiry made to assist the client.
  - (3) Terminate at any time when a response is received indicating that no documentation confirming citizenship/identity is found or the recipient is not continuing a good faith effort to obtain the documents or provide the county with information needed to assist in obtaining documentation.
3. If documentation confirming citizenship/identity is not provided by or at the end of the certification period, complete the DSS 8125, update the C/I code to C/I code 97 with the date the first DMA-5097 was sent requesting the documentation. Terminate the case effective the last day of the current certification period. The individual has received reasonable opportunity to provide documentation of citizenship/identity and must provide documentation confirming citizenship/identity at reapplication.
4. If the recipient cannot obtain the necessary documents, requests help, or has special needs demonstrating a need for assistance and lacks someone who can act on his behalf, the county must assist the recipient in acquiring the documents including cost involved. See IV.A. above to establish citizenship through electronic data matching with the local register of deeds.

**B. Ex Parte**

1. Use OLV to document citizenship and identity for current or former SSI and Medicare recipients. Use **OLV to access the SDX** to document citizenship and identity for former SSI recipients. Use **OLV to access the SOLQ** to document citizenship and identity for current or former SSDI and Medicare recipients. Continue to use C/I code 50.
2. If the individual is changing programs and an 8124 is required, a SSA data match is completed.

**US CITIZENSHIP REQUIREMENTS**

**ISSUED 07/01/10 – CHANGE NO. 10-10**

(V.)

**C. Exceptions to Providing Proof at Redetermination**

Do not require further citizenship/ identity documentation at redetermination for the following:

1. Title IV-E and Title IV-B children. See [MA-3230](#), Eligibility of Individuals Under Age 21, and [MA-2320](#), Re-Enrollment, for procedures to obtain the necessary documentation of Title IV-B or Title IV-E status at redetermination.
2. Children born in the United States whose mother was covered by Medicaid for the birth of the child.
3. Current or former SSI recipient. Use OLV to access the SDX to prove current or former SSI status.
4. Current or former Social Security Disability Insurance (SSDI) recipient, or Medicare recipient. Use OLV to access SOLQ to prove current or former Medicare and SSDI status.
5. Print the screen with the information and put it in the Citizenship/Identity Documentation sub-folder in the recipient's permanent record.

**VI. CITIZENSHIP AND IDENTITY DOCUMENTATION**

**A. Citizenship/Identity Documentation Criteria**

1. To establish U.S. citizenship the document must show:
  - a. A U.S. place of birth, or
  - b. That the person is a U.S. citizen.

Note: Children born in the U.S. to foreign sovereigns or diplomatic officers are not U.S. citizens. However, children born to U.S. citizens in a foreign country have U.S. citizenship as well as citizenship in the foreign country. The parents or child chooses his citizenship.

- c. Puerto Rico born citizens must provide birth certificates issued or reissued on or after July 1, 2010 by the Puerto Rican Vital Statistics Record office. All birth certificates issued before July 1, 2010 are invalid. Citizens born in Puerto Rico may obtain a new birth certificate by filling out a Birth Certificate Application form at <http://www.salud.gov.pr/Programas/RegistroDemografico/Pages/InformacionobrenuevosCertificadosdeNacimiento.aspx>.

**US CITIZENSHIP REQUIREMENTS**

**ISSUED 07/01/10 – CHANGE NO. 10-10**

(VI.A.1.c.)

- (1) Applicants residing outside of Puerto Rico may mail the completed and signed application to the following address:  
  
Puerto Rico Vital Statistics Record Office  
(Registro Demografico)  
P.O. Box 11854  
San Juan, PR 00910
- (2) Include a photocopy of a valid government issued photo identification document (A passport or drivers license may be used). All other forms of government issued photo ID will be subject to approval.
- (3) Include a \$5.00 Money Order payable to the Secretary of the Treasury of Puerto Rico (If multiple copies are requested with one application, all additional copies after the first will cost \$4. Fees will be waived for all veterans and persons over the age of 60.)
- (4) Include a self-addressed envelope with paid postage.

2. Document:

SEE [FIGURE 1](#) for HIERARCHY CHART: Acceptable Documentation of Citizenship and Identity.

- a. The type of document used;
- b. How it was obtained (e.g. applicant, located in data match, etc.);
- c. The date it was provided, and
- d. Any other information the worker feels pertinent.

If a screen print is used, document the source of the evidence. Once citizenship and identity documentation is obtained, do not request documentation again unless you learn the previous document is questionable. Ensure any future reviewers or workers can find this file.

3. Citizenship documents must be either originals or copies certified by the issuing agency. Do not accept notarized copies. However, once you have seen the original or certified copy, document the record and make a copy of that document. In some situations, such as a mail-in application or redetermination, a copy of the original document is accepted. Do not ask the a/r to mail original documents such as driver's licenses. Ask the a/r to mail you a copy of the original document or come to the agency, if possible, so a copy can be made. A mother's copy of a birth certificate is not acceptable.

---

**US CITIZENSHIP REQUIREMENTS**

---

**ISSUED 07/01/10 – CHANGE NO. 10-10**

(VI.A.)

4. Place copies of the original documents, certified copies, or data match screen prints used to document citizenship and identity in a sub-folder or file in the a/r's permanent record labeled "Citizenship/Identity Documentation". Complete the Documentation of Identity and Citizenship ([MA2506/3332f4](#)) with the appropriate C/I code.
5. Use the following Citizenship/Identity (C/I) codes to document the appropriate hierarchy level. [See EIS 4000](#), Codes Appendix.
  - a. 10 is a document from Chart 1 (no further identity verification needed).
  - b. 11 is a document from Chart 1 (the allegation of citizenship is consistent with SSA data and no further identity verification needed). Code 11 is automatically entered by EIS.
  - c. 12 is a document from Chart 1 (the allegation of citizenship is consistent with SSA data and no further identity verification needed). Code 12 is used when manually entered by the IMC.
  - d. 25 is a document from Chart 2 and a document from Chart 5.
  - e. 35 is a document from Chart 3 and a document from Chart 5.
  - f. 45 is a document from Chart 4 and a document from Chart 5.
  - g. 50 shows permanently exempt, SSI, Medicare, Social Security Disability Insurance (SSDI), Title IV-B child, and Title IV-E (IAS) recipients of foster care maintenance or adoption assistance payments.
  - h. 51 shows Lawful Permanent Resident (LPR) status other than Afghan/Iraqi Special Immigrants. [See 6. below.](#)
  - i. 97 is used for individuals with an inconsistent C/I SSA match, **and** who are allowed 90 days to provide verification of citizenship/identity.
  - j. 98 is used for individuals who were receiving or applied for NCHC prior to 1/1/10. Individuals with a C/I code 98 and special review code Z must provide citizenship/identity verification by the next redetermination.
  - k. 99 is used for children in county custody at application if verification is unavailable.

---

**US CITIZENSHIP REQUIREMENTS**

---

**ISSUED 07/01/10 – CHANGE NO. 10-10**

(VI.A.5.)

**Note:** Children in the custody of a private adoption agency are required to provide documentation of US citizenship and identity. Follow the charts below for acceptable documentation. For example, CID code 35 can be used if an extract of hospital record on hospital letterhead is provided documenting US citizenship (3), and an affidavit attesting to child's identity is provided from the private adoption agency (5).

6. For Citizenship/Identity codes for Refugees or other Immigrants refer to, EIS 4000, Codes Appendix.

Note: The only individuals who are not required to have a C/I code are undocumented aliens and case heads who do not receive benefits.

**B. Procedures When No Documentation or Information is Provided or Obtained**

1. Individuals who meet this criteria are not automatically issued proof of citizenship by USCIS. The parent may apply for a certificate of citizenship for his child with the USCIS and/or for a passport for his child with the Department of State.
2. If documentation confirming citizenship and/or proof of identity is not provided at the end of the 6 month pending period for an application, evaluate for coverage under emergency Medicaid. Open an administrative application using the first of the month of the date of emergency services as the application date.
3. If an applicant is a naturalized citizen and cannot provide evidence or documentation of citizenship, refer the applicant to the address below:

United States Citizenship and Immigration Services  
Charlotte Sub Office  
6130 Tyvola Centre Dr.  
Charlotte, NC 28217  
Telephone (800) 375-5283

Treat this individual as a non-qualified alien until verification is provided. See [MA-2504, Alien Requirements](#).