

**SA-3230 AGE**  
**Re-Issued 09/01/2010**

**I. ELIGIBILITY REQUIREMENTS**

For the purposes of Special Assistance, age must be verified. The income maintenance case worker (IMC) must determine whether applicant should apply for SAA or SAD.

**A. SAA**

The individual must be age 65 or older.

**B. SAD**

The individual must be under age 65. (Individuals under 18 must have legal blindness established.)

**NOTE:** A child or adolescent is eligible to receive SA in a specialized community residential center only until his/her 18<sup>th</sup> birthday. When he/she becomes 18, he/she may be eligible for SA in an adult care home, or other SA facility for adults if a move is made to one of these facilities and if he/she continues to meet all other SA requirements.

**II. PROCEDURES FOR VERIFICATION**

**A. Verification Methods**

1. Verify applicant's age by SOLQ.
2. If the applicant's age cannot be verified by SOLQ and is **not** questionable, accept applicant's statement.
3. If applicant's age cannot be verified by SOLQ and the applicant's statement of age is questionable, any one of the following sources can be used.
  - a. Birth certificate issued by a governmental body, or
  - b. Hospital records established at time of birth (including a hospital-issued birth certificate).
4. If neither of the verification documents in [II.A.3.](#) above are available and the applicant's statement of age is questionable, use any two of the following documents:
  - a. Driver's license

- b. Marriage license
- c. Family Bible records
- d. Church documents such as baptismal or confirmation records
- e. Passport
- f. Military records
- g. School records
- h. Department or institution records
- i. Court records, including adoption records
- j. Immigration records
- k. Naturalization records
- l. U.S. census records
- m. Witnessed statement from an individual having specific knowledge about the age of the applicant/recipient including:
  - (1) The name of the child,
  - (2) Date and place of birth
  - (3) Name of father
  - (4) Maiden name of mother,
  - (5) Why the verification is needed,
  - (6) A signed statement authorizing release of the information

## **B. Verification Sources**

- 1. Individuals born in NC:
  - a. NC Vital Records  
1903 Mail Service Center  
Raleigh, NC 27699-1903  
OR

- b. The County Health Department where the individual was born. For individuals born in other states, contact the state to determine what agency to contact for birth verification.
2. Verification of age of children born to U.S. citizens who were in overseas governmental services may be accomplished by contacting:  
Authentication Officer  
U.S. Department of State  
Washington, D.C. 20524
  - a. The following information must be included with the request:
    - (1) The name of child
    - (2) Date and place of birth
    - (3) Name of father
    - (4) Maiden name of mother
    - (5) Why the verification is needed
    - (6) A signed statement authorizing release of the information.