

Bulletin

March 9, 2007

Minnesota Department of Human Services □ P.O. Box 64941 □ St. Paul, MN 55164-0941

OF INTEREST TO

- County Directors
- Social Services
Supervisors and Staff
- Financial Assistance
Supervisors and Workers
- Mille Lacs Tribal TANF
- MinnesotaCare
Operations Manager,
Supervisors and
Enrollment Reps
- HCEA Program
Demonstrations Unit

ACTION/DUE DATE

Please implement
immediately.

EXPIRATION DATE

September 2, 2007
After this date refer to the
Health Care Programs
Manual for instructions.

Changes and Clarifications for Citizenship and Identity Documentation

TOPIC

Changes and clarifications in policy and procedures for
documentation of citizenship and identity.

PURPOSE

Provide policy interpretation and instructions regarding
documentation of citizenship and identity.

CONTACT

MinnesotaCare Operations, counties and Tribal Agencies, submit
policy questions to HealthQuest.

All others, direct questions to:

Health Care Eligibility and Access (HCEA)
PO Box 64989
540 Cedar Street
St. Paul, MN 55164-0989

SIGNED

BRIAN J. OSBERG
Assistant Commissioner
Health Care Administration

I. Background

On August 1, 2006, DHS issued Bulletin #06-21-09 containing instructions to counties and MinnesotaCare Operations on the new requirement under the Federal Deficit Reduction Act (DRA) that Medical Assistance and MinnesotaCare for families with children applicants and enrollees must provide documentation of their citizenship and identity. Several minor changes were made to the initial bulletin and it was reissued on September 14, 2006 as #06-21-09C. DHS also provided teleconferences and added an online training course. Following the teleconferences, questions were submitted by counties and MinnesotaCare Operations and answers provided by policy staff.

II. Introduction

The intent of this bulletin is to clarify and emphasize some of the policies previously issued in Bulletin #06-21-09C and in the Questions and Answers (Q&As) document that was subsequently sent to counties and MinnesotaCare Operations. In addition, this bulletin provides new instructions on implementing DRA amendments passed by the federal government in December of 2006.

III. Action Required

A. Exemptions from Documentation Requirements

On December 20, 2006, a new federal law was enacted that amends the Deficit Reduction Act (DRA) of 2005 to allow additional exemptions from the citizenship and identity documentation requirements.

1. Policy prior to December 20, 2006

- a. Individuals who receive or previously received Supplemental Security Income (SSI) must have their citizenship and identity documentation verified through the State Data Exchange (SDX).
- b. Individuals who receive or previously received Social Security Disability Insurance (SSDI), must provide documentation of citizenship and identity at application or renewal.

► Note: SSDI is the program under the Social Security Administration's Retirement, Survivors and Disability Insurance (RSDI) that provides payment to persons with a disability.

- c. Children receiving IV-E foster care or adoption benefits must provide documentation of citizenship and identity at renewal.

2. New policy

- a. Individuals who receive or previously received SSI are exempt from citizenship and identity documentation requirements. It is no longer necessary to verify the applicant/enrollee's citizenship on the SDX.

- b. Individuals who receive or previously received SSDI are exempt from citizenship and identity documentation requirements. Determine if applicants/enrollees are receiving Social Security based on a disability through one of the following:
 - 1) Request a copy of the most recent award letter from the enrollee.
 - 2) Check if there is a BNDX interface or other information in the case record from Social Security indicating a disability, or,
 - 3) Contact the Social Security Administration (SSA) through your regular agency procedures.
- c. Individuals receiving RSDI retirement or survivor's insurance benefits who are not receiving or entitled to receive Medicare are still required to document citizenship and identity.
- d. Children receiving IV-E foster care or adoption benefits are exempt from citizenship and identity documentation requirements.

B. Retention of Citizenship and Identity Documentation

DHS has received numerous inquiries from counties and MinnesotaCare Operations for clarification of the policy and procedural requirements when an applicant/enrollee has previously provided documentation of citizenship or identity.

1. Clarification of policy

County agencies and MinnesotaCare Operations are responsible for ensuring that documentations of citizenship and identity are maintained in the case record after the initial documentation has been provided. Follow the current retention schedule for destroying case records when cases become inactive. The Centers for Medicare and Medicaid Services (CMS) has been asked to clarify this issue since providing documentation of citizenship and identity is considered a one-time activity.

- a. A paper or electronic copy of citizenship and identity documentation must be available in the current case record.
- b. Verify that documentation is available in the case record at each renewal.
 - 1) Check all case records, including MFIP, food support, child support and child care records, to determine if the applicant/enrollee has previously provided acceptable documentation.
 - 2) If the applicant or enrollee has ever received services from a social worker or case manager check if they have documents verifying citizenship and identity.

- 3) If documentation is not available within the agency and the applicant/enrollee previously received assistance in another county or MinnesotaCare Operations, request the former agency to provide copies of the documentation.

 ► Note: The agency in possession of citizenship or identity documentation must provide copies for the current case record.
 - 4) If previously provided copies are difficult to obtain from other records, request that applicants/enrollees provide the documentation of citizenship or identity again, if it is readily available to them.
 - 5) If documentation is not readily available to the applicant/enrollee, offer to assist them with obtaining the documentation.
 - 6) If the case record has been purged or destroyed, request that the applicant/enrollee provide the documentation again.
- c. Do not delay approving eligibility if the case notes indicate the applicant/enrollee has previously provided documentation or citizenship or identity.
 - d. The first line of all case notes regarding documentation of citizenship and identity must clearly identify that the note contains information about this documentation. At a minimum it should state in capital letters "CITIZENSHIP AND IDENTITY" so that the information can be located more easily for reviews and audits.

2. Policies as addressed in bulletin #06-21-09C

These policies and procedures were previously addressed in bulletin #06-21-09C and have not changed.

- a. Do not request additional documentation of citizenship or identity if it is already in the case record. Check case records before requesting documentation from the applicant/enrollee. (See section III (H) (1) in bulletin #06-21-09C.)
- b. Obtain citizenship and identity documentation from enrollees at their first renewal if documentation is not already in the case record. (See section III (H) (8) in bulletin #06-21-09C.)
- c. Documentation of citizenship and identity is a one-time activity.
Once an applicant/enrollees' citizenship and identity is documented and recorded in the case record, subsequent changes in eligibility do not require repeating the documentation process. (See section III (I) in bulletin #06-21-09C.)
- d. When a case is transferred from one county to another, the transferring county is responsible for ensuring that citizenship and identity documentation is transferred with the case records.

Example

Ryan applies for MHCP for his family on September 8, 2006 and declares he is a U.S. citizen. He is potentially eligible for MA or MinnesotaCare for families with children. Ryan provides documentation of his citizenship and identity. Copies are retained in case record and the system(s) are updated to indicate Ryan has provided the required documentation. Ryan will not be required to repeat documentation of his citizenship and identity if he reapplies for MHCP at any time in the future in his current county of residence, if he moves to another county or transfers to MinnesotaCare Operations. (See section III (I) (2) of bulletin #06-21-09C.)

- e. For applicants and enrollees previously enrolled in MA in another state, request copies and indicate in case notes if the previous state has verified citizenship and identity. Approve if all other eligibility criteria is met. (See section III (E) (3) in bulletin #06-21-09C.)
- f. Case notes must be entered with detailed information about citizenship documentation. (See section IV (B) in bulletin #06-21-09C)

3. Teleconference questions and answers (Q & A's)

- a. Teleconference Q & A's are available on the CountyLink.
 - Click **County and Tribal Workers** at the top of the page
 - Click on **Worker support eTools** on the left side of the screen
 - Under **Worker support eTools**, click on **Health Care Resources**
 - You will then enter your password and select the Q & A's you want to review.
- b. The following Q & A's have to do with issues that relate directly to retention of documentations of citizenship and identity.
 - 1) Question 3: An example in bulletin #06-21-09 says Mary is enrolled in MinnesotaCare for adults without children and becomes pregnant. George is enrolled in GAMC and is determined disabled. The instructions say to leave them in the state program until documentation is obtained. How long should we wait for documentation? What action should be taken if it is not provided?

Answer: First, determine whether citizenship or identity documentation is already in the case record. This includes checking MFIP, food support, child support, or any other case records. If no documentation is found, request it from the applicant using the DHS-4807, Request for Proof of Citizenship and Identity. Allow ten days for the documentation to be provided.

If the documentation is not received within ten days, initiate a follow-up contact by phone or mail asking whether the applicant has documentation, or needs assistance in obtaining documentation. If the applicant does not have

documentation, pursue obtaining the birth record from the appropriate vital statistics office, and have the applicant complete Level 4 affidavits. MA cannot be approved until all eligibility factors are met, including citizenship documentation.

Open eligibility back to the date of conception once the pregnant woman's citizenship and identity is documented. Any services she received that were not covered under MinnesotaCare for adults without children will be paid on a fee-for-service basis. Adjust the household size and premium back to the date of conception. If all attempts at obtaining documentation fail or the applicant does not cooperate, refer the case to HealthQuest.

- 2) Question 4: If another division within the agency has citizenship or identity documentation should copies be requested from them before asking the applicant/enrollee to provide documentation?

Answer: Yes

- 3) Question 25: Page 10 of the bulletin (#06-21-09C) discusses the transfer of documentation between counties but does not discuss the transfer of cases to the state's MinnesotaCare Operations. Are counties required to provide paper copies of documentation to MinnesotaCare when they transfer a case?

Answer: Yes

C. Denying Eligibility for Failure to Provide Documentation

1. Policy prior to December 20, 2006

According to bulletin #06-21-09C, section III (J) (3):

- a. Do not deny a case for failure to cooperate with citizenship and identity documentation requirements.
- b. Refer cases to HealthQuest when everything possible has been done to obtain documentation and when applicants do not cooperate in obtaining documentation.

2. New policy

Deny eligibility with appropriate 10-day notice if an applicant does not respond to written requests for documentation of citizenship and identity. Take the following actions:

- a. Determine whether the applicant is required to provide documentation of citizenship and identity according to section III (A) of bulletin #06-21-09C and section III (A) (2) of this bulletin.

- b. If the applicant has ever received services from a social worker or case manager check if they have documents verifying citizenship and identity.
 - c. If acceptable documentation is not already in the case record, send the applicant DHS-4807, Request for Proof of Citizenship and Identity (Attachment A). Allow the applicant 10 days to respond.
 - d. If the applicant does not respond within 10 days, follow up by sending DHS-4940, Second Request for Proof of Citizenship and Identity (Attachment B). Allow 10 days for the applicant to respond to this second request.
 - e. If the applicant has not provided the required documentation by 10 days prior to the end of the processing period deny eligibility so the automated notice of denial is sent. (See HCPM 07.20.15)
- **NOTE:** Continue to refer cases to HealthQuest when applicants are cooperating with obtaining documentation and have made a good faith effort to obtain documentation, but appropriate documentation of citizenship and identity cannot be obtained.

D. Terminating Eligibility for Failure to Provide Documentation

1. Policy prior to December 20, 2006

- a. Bulletin #06-21-09C, section III (J) (3) states eligibility should not be terminated for failure to cooperate with citizenship and identity documentation requirements.
- b. Cases were to be referred to HealthQuest after all attempts have been made to obtain documentation and enrollees do not cooperate in obtaining documentation.

2. New policy

Terminate eligibility with appropriate 10-day notice when an enrollee does not respond to requests for documentation within the renewal processing time period. Take the following actions:

- a. Determine whether the enrollee is required to provide documentation of citizenship and identity according to section III, (C), (D), and (E) of bulletin #06-21-09C.
- b. Review entire case record, including MFIP, food support, child care and child support records to determine whether enrollee has previously provided acceptable documentation.
- c. If the enrollee has ever received services from a social worker or case manager check if they have documents verifying citizenship and identity.

- d. If documentation has not been previously provided and is difficult to obtain from other agency sources, send DHS-4807 (Attachment A) informing enrollee of documentation requirements. Request a response within 10 days.
 - e. If the enrollee does not respond within 10 days, send DHS-4940A, Second Request for Proof of Citizenship and Identity (Attachment C). Allow 10-days for the enrollee to respond.
 - f. Follow the steps specified in HCPM §§08.20.05 and 08.25.05 for renewals with missing information or verifications and late renewals.
 - g. After the appropriate steps are completed and the enrollee has not responded to the request for citizenship and identity documentation, cancel eligibility with a 10-day notice.
- **NOTE:** Continue to refer cases to HealthQuest when applicants are cooperating with obtaining documentation, have made a good faith effort to obtain documentation, but appropriate documentation of citizenship and identity cannot be obtained.

IV. Compliance Requirements

Federal and state laws require that DHS monitor and regulate administration of health care programs by counties and MinnesotaCare Operations. If the agencies do not comply with required policies, DHS is then required to initiate sanctions.

A. Federal law

Federal law requires the Department of Human Services (DHS) to supervise county administration of the medical assistance (MA) program to assure uniform and equitable standards throughout the state.

1. Medicaid Error Quality Control System (MEQC)

The Medicaid Error Quality Control System (MEQC) requires DHS to establish a quality control process to monitor administration of MA eligibility.

2. Payment Error Rate Measurement System (PERM)

The Payment Error Rate Measurement System (PERM) establishes that Minnesota will be audited by the federal government in 2009.

- a. The audit will determine if improper MA payments have been made, such as providing MA when there is no documentation of citizenship and identity in the case record.
- b. If improper MA payments are identified, Minnesota will be required to provide the federal government with an action plan to correct the error rate.

B. State law

State law requires DHS to administer a medical assistance compliance system to reduce the possibility of sanctions and fiscal disallowances for failure to comply with federal and state law.

1. Withholding of federal funds

DHS must disallow or withhold federal funds from agencies that are not in compliance with DHS' written policies and procedures.

2. Penalties

The amount of the penalties imposed on agencies is based on:

- a. The numbers of applicants/enrollees affected by the agencies' failure to comply with DHS policies, and;
- b. The fiscal impact of the agency's actions.

C. Centers for Medicare and Medicaid Services (CMS)

The Centers for Medicare and Medicaid Services (CMS) has stated that federal funding is not available for MA expenditures if the state does not obtain documentary evidence of applicants' and enrollees' citizenship and identity.

1. CMS reviews

CMS will review states' implementation of the citizenship and identity documentation requirements to determine whether claims for federal funding should be deferred or disallowed based on this requirement.

2. Documentation needed to avoid sanctions

Copies of citizenship and identity documentation must be available in the current case record in order for Minnesota to avoid federal sanctions for not complying with documentation requirements.

V. Systems Instructions

A. MAXIS

Deny or close a case for failure to provide documentation of citizenship and/or identity.

1. STAT/PACT

Complete the STAT/PACT panel using code "3" – Refused/Failed Required Information.

- a. This will cause the Cooperation test to be FAILED in HC Elig.
- b. The reason for denial or closing on the notice will say:

“You did not provide the information requested. If you provide the information by (date of closing or 10 days from date of approving denial) we will look at your case again. Please contact your financial worker if you have questions.”

2. Worker comment

Add a worker comment to the denial or termination notice stating:

“You did not give us proof of your citizenship (and/or identity). Call your worker if you need help getting proof.”

B. MMIS

1. MinnesotaCare denials

- a. No additional action is required in order to deny an applicant for failure to provide proof of citizenship or identity. Follow usual processing procedures:
 - 1) On the RELG panel, enter status code “P” (pending) and reason code “30” (incomplete application) if documentation of both citizenship and identity have not been received.
 - 2) On the RIND panel enter pending reason “81” (need citizenship and/or identity verification).
- b. Eligibility will automatically be denied by MMIS if documentations are not received.
- c. Eligibility may be “manually” denied by entering an Elig End Date for the pending span, and replacing the Elig Status/Reason codes of P-30 with D-82.

2. Minnesota Family Planning Program (MFPP) denials

- a. Enter an Elig End Date for the last day of the month for the same month as the Elig Begin Date.
- b. Enter Elig Status Reason code “82” (failure to verify citizenship and/or identity).

3. MinnesotaCare or MFPP terminations

- a. Close the appropriate eligibility spans on RELG with an Elig End Date for the next possible month,
- b. Enter Elig Status “C”
- c. Enter Elig Reason code “82”.

4. Medical Assistance (MA)

Close the appropriate eligibility spans on RELG according to normal procedures by entering the Elig End Date for the same date as the last day of eligibility on MAXIS.

VI. Legal References

Tax Relief and Health Care Act of 2006, Public Law No. 109-432

Deficit Reduction Act of 2005, §6036, Public Law No. 109-171

Federal Register, Volume 71, No. 133 (July 12, 2006) p. 39,214, 39,217

42 Code of Federal Regulations §§ 431.40, 431.902, 435.911 & 435.930

Improper Payments Information Act of 2002, Public Law No. 107-300

Federal Register, Volume 71, No. 166 (August 28, 2006) p. 51,010

Laws of Minnesota 2006, Chapter 282, Article 17, Section 34 and 35

Minnesota Statutes §§256.017; 256B.06, subdivision 4; 256L.04, subdivision 10

VII. Attachments

Attachment A – Request for Proof of Citizenship and Identity (DHS-4807)

Attachment B – Second Request for Proof of Citizenship and Identity (DHS-4940)

Attachment C – Second Request for Proof of Citizenship and Identity to Process Your Renewal (DHS-4940A)

VIII. Special Needs

This information is available in other forms to people with disabilities by contacting us at (651) 431-2283 or toll free at (888) 938-3224 or through the Minnesota Relay Service at (800) 627-3529 (TDD), 711 or (877) 627-3848 (speech to speech relay service).



Minnesota Department of Human Services

Minnesota Health Care Programs

Request for Proof of Citizenship and Identity

Date: _____

Case Number: _____

Worker Name: _____

Worker Phone Number: _____

Fax Number: _____

Agency Name: _____

Agency Address: _____

To: _____

Address: _____

Why am I getting this letter?

We are writing because we need proof of citizenship or national status **and** proof of identity for people who get health care. We need the proofs checked below by _____.

Name	Citizenship proof	Identity proof
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Name	Citizenship proof	Identity proof
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

What proof can I give?

To prove both citizenship and identity, you can give us a U.S. passport, Certificate of Naturalization or Certificate of Citizenship.

What if I do not have any of those proofs?

If you do not have one of the proofs listed above, you can give us:

- A birth certificate **or** other proof that you are a U.S. citizen or that you were born in American Samoa or Swains Island **and**
- Proof of your identity, such as a driver's license or state ID.

Give us whatever proofs you have. We will look at the documents to see if we can use them. Look at the back of this letter for more information about what documents you can give us.

Can I give you a copy of the document?

The law says that we need to look at original documents. However, we prefer that you do not mail originals.

- If you bring original documents to us, we will make copies and give the originals back to you.
- If you need to mail them, send copies. At a later date we may ask you to give us the originals.
- You can fax the documents to the office fax number shown above.

What will happen if I do not give this proof?

If we do not get proof or if you do not help us to get the proof, the household member may not get coverage or coverage may end.

What if I have questions or need help?

If you have questions or need help, call the phone number shown above.

Level 1 – Provides proof of both citizenship and identity

If you have a Level 1 proof for each household member, that is all you need to give us.

- U.S. passport, Certificate of Naturalization, or Certificate of Citizenship
- If you currently or previously received SSI, let your worker know. If we are able to run a data match that will meet citizenship and identity requirements, then you will not need to give us proofs.

If you do not have Level 1 proofs, we will need two proofs for each person: one proof of citizenship and one proof of identity.

- **For citizenship:** Check the proofs listed below in Levels 2, 3 and 4. Use a proof listed in Level 2 if you have one. Only look at Levels 3 and 4 if you do not have something from Level 2.
- **For identity:** See the list at the bottom of the page.

Level 2 – Proof of citizenship

With a Level 2 citizenship proof, we also need proof of identity (listed at the bottom of the page).

- Birth certificate or other certification of birth issued by the U.S. Department of State
- U.S. citizen ID card
- American Indian card
- Final U.S. adoption decree
- Evidence of U.S. government employment before June 1976
- Official military record of service showing United States place of birth

Level 3 – Proof of citizenship

With a Level 3 citizenship proof, we also need proof of identity (listed at the bottom of the page).

- Hospital record created at time of birth, showing that person was born in the United States (examples: hospital chart pages with notes of the birth and/or a record of the baby's hospital stay after birth)
- Insurance company record showing United States place of birth.

Level 4 – Proof of citizenship

With a Level 4 citizenship proof, we also need proof of identity (listed at the bottom of the page).

- Federal or state census record showing person's age and U.S. citizenship or place of birth
- Medical records (clinic, doctor or hospital) showing United States place of birth, statement signed by physician or midwife in attendance at birth – must have been created at least five years before the application or renewal
- Institutional admission papers showing United States place of birth – must have been created at least five years before the application or renewal.

Proof of identity

You must give us proof of identity if you gave us proof of citizenship from Level 2, 3 or 4.

- State driver's license or state ID card with picture
- School ID card with picture
- Military ID card or draft record
- Certificate of Degree of Indian Blood or other U.S. American Indian/Alaska Native tribal document with a picture or other identifying information
- For children under 16 years of age, the signature of a parent or guardian on the application or renewal.

If you do not have proof of citizenship and/or identity, call your worker.

This information is available in other forms to people with disabilities by contacting us at (651) 431-2670 (voice) or toll free at (800) 657-3739. TTY/TDD users can call the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.



Minnesota Department of Human Services

Minnesota Health Care Programs

Second Request for Proof of Citizenship and Identity

Date: _____

Case Number: _____

Worker Name: _____

Worker Phone Number: _____

Fax Number: _____

Agency Name: _____

Agency Address: _____

To: _____

Address: _____

Why am I getting this letter?

Shortly after we received your health care application, we sent you a letter telling you about a new law requiring that U.S. citizens and nationals give us proof of their citizenship or national status and their identity.

We have **not** received any proof from you.

What proof can I give?

To prove both citizenship and identity, you can give us a U.S. passport, Certificate of Naturalization or Certificate of Citizenship.

What if I do not have any of those proofs?

If you do not have one of the proofs listed above, you can give us:

- A birth certificate **or** other proof that you are a U.S. citizen or that you were born in American Samoa or Swains Island **and**
- Proof of your identity, such as a driver's license or state ID.

Look at the back of this letter for more information about what documents you can give us.

Can I give you a copy of the document?

The law says that we need to look at original documents. **We prefer that you do not mail originals.**

- If you bring original documents to us, we will make copies and give the originals back to you.
- If you need to mail them, send copies. At a later date we may ask you to give us the originals.
- You can fax the documents to the office fax number shown above.

What if I have questions or need help?

- If you have questions or need help, call the phone number shown above.
- We can help you get copies of birth records.
- If you cannot afford it, we will pay for the birth records.

What will happen if I do not give you the proofs?

If we do not hear from you by _____, we will send you a letter denying your health care application. **Please contact us as soon as possible!**

Level 1 – Provides proof of both citizenship and identity

If you have a Level 1 proof for each household member, that is all you need to give us.

- U.S. passport, Certificate of Naturalization, or Certificate of Citizenship
- If you currently or previously received SSI, let your worker know. If we are able to run a data match that will meet citizenship and identity requirements, then you will not need to give us proofs.

If you do not have Level 1 proofs, we will need two proofs for each person: one proof of citizenship and one proof of identity.

- **For citizenship:** Check the proofs listed below in Levels 2, 3 and 4. Use a proof listed in Level 2 if you have one. Only look at Levels 3 and 4 if you do not have something from Level 2.
- **For identity:** See the list at the bottom of the page.

Level 2 – Proof of citizenship

With a Level 2 citizenship proof, we also need proof of identity (listed at the bottom of the page).

- Birth certificate or other certification of birth issued by the U.S. Department of State
- U.S. citizen ID card
- American Indian card
- Final U.S. adoption decree
- Evidence of U.S. government employment before June 1976
- Official military record of service showing United States place of birth

Level 3 – Proof of citizenship

With a Level 3 citizenship proof, we also need proof of identity (listed at the bottom of the page).

- Hospital record created at time of birth, showing that person was born in the United States (examples: hospital chart pages with notes of the birth and/or a record of the baby's hospital stay after birth)
- Insurance company record showing United States place of birth.

Level 4 – Proof of citizenship

With a Level 4 citizenship proof, we also need proof of identity (listed at the bottom of the page).

- Federal or state census record showing person's age and U.S. citizenship or place of birth
- Medical records (clinic, doctor or hospital) showing United States place of birth, statement signed by physician or midwife in attendance at birth – must have been created at least five years before the application or renewal
- Institutional admission papers showing United States place of birth – must have been created at least five years before the application or renewal.

Proof of identity

You must give us proof of identity if you gave us proof of citizenship from Level 2, 3 or 4.

- State driver's license or state ID card with picture
- School ID card with picture
- Military ID card or draft record
- Certificate of Degree of Indian Blood or other U.S. American Indian/Alaska Native tribal document with a picture or other identifying information
- For children under 16 years of age, the signature of a parent or guardian on the application or renewal.

If you do not have proof of citizenship and/or identity, call your worker.

This information is available in other forms to people with disabilities by contacting us at (651) 431-2670 (voice) or toll free at (800) 657-3739. TTY/TDD users can call the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.



Minnesota Health Care Programs

Second Request for Proof of Citizenship and Identity to Process Your Renewal

To: _____

Address: _____

Date: _____

Case Number: _____

Worker Name: _____

Worker Phone Number: _____

Fax Number: _____

Agency Name: _____

Agency Address: _____

Why am I getting this letter?

We recently sent you a letter telling you about a new law requiring that U.S. citizens and nationals give us proof of their citizenship or national status and their identity.

We have **not** received any proof from you.

What proof can I give?

To prove both citizenship and identity, you can give us a U.S. passport, Certificate of Naturalization or Certificate of Citizenship.

What if I do not have any of those proofs?

If you do not have one of the proofs listed above, you can give us:

- A birth certificate *or* other proof that you are a U.S. citizen or that you were born in American Samoa or Swains Island *and*
- Proof of your identity, such as a driver's license or state ID.

Look at the back of this letter for more information about what documents you can give us.

Can I give you a copy of the document?

The law says that we need to look at original documents. **We prefer that you do not mail originals.**

- If you bring original documents to us, we will make copies and give the originals back to you.
- If you need to mail them, send copies. At a later date we may ask you to give us the originals.
- You can fax the documents to the office fax number shown above.

What if I have questions or need help?

- If you have questions or need help, call the phone number shown above.
- We can help you get copies of birth records.
- If you cannot afford it, we will pay for the birth records.

What will happen if I do not give you the proofs?

If we do not hear from you by _____, we will send you a letter terminating your health care coverage. **Please contact us as soon as possible!**

Level 1 – Provides proof of both citizenship and identity

If you have a Level 1 proof for each household member, that is all you need to give us.

- U.S. passport, Certificate of Naturalization, or Certificate of Citizenship
- If you currently or previously received SSI, let your worker know. If we are able to run a data match that will meet citizenship and identity requirements, then you will not need to give us proofs.

If you do not have Level 1 proofs, we will need two proofs for each person: one proof of citizenship and one proof of identity.

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- **For identity:** See the list at the bottom of the page.

Level 2 – Proof of citizenship

With a Level 2 citizenship proof, we also need proof of identity (listed at the bottom of the page).

- Birth certificate or other certification of birth issued by the U.S. Department of State
- U.S. citizen ID card
- American Indian card
- Final U.S. adoption decree
- Evidence of U.S. government employment before June 1976
- Official military record of service showing United States place of birth

Level 3 – Proof of citizenship

With a Level 3 citizenship proof, we also need proof of identity (listed at the bottom of the page).

- Hospital record created at time of birth, showing that person was born in the United States (examples: hospital chart pages with notes of the birth and/or a record of the baby's hospital stay after birth)
- Insurance company record showing United States place of birth.

Level 4 – Proof of citizenship

With a Level 4 citizenship proof, we also need proof of identity (listed at the bottom of the page).

- Federal or state census record showing person's age and U.S. citizenship or place of birth
- Medical records (clinic, doctor or hospital) showing United States place of birth, statement signed by physician or midwife in attendance at birth – must have been created at least five years before the application or renewal
- Institutional admission papers showing United States place of birth – must have been created at least five years before the application or renewal.

Proof of identity

You must give us proof of identity if you gave us proof of citizenship from Level 2, 3 or 4.

- State driver's license or state ID card with picture
- School ID card with picture
- Military ID card or draft record
- Certificate of Degree of Indian Blood or other U.S. American Indian/Alaska Native tribal document with a picture or other identifying information
- For children under 16 years of age, the signature of a parent or guardian on the application or renewal.

If you do not have proof of citizenship and/or identity, call your worker.

This information is available in other forms to people with disabilities by contacting us at (651) 431-2670 (voice) or toll free at (800) 657-3739. TTY/TDD users can call the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.