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Number: OMAP-IM-06-129

Issue Date: 08/23/2006

Authorized Signatures

Topic: Medical Benefits

Subject: Staff Announcement: Information about U.S. citizenship and identity requirements sent with OHP Application Packets and to Outreach Facilities

Applies to:

- | | |
|--|--|
| <input type="checkbox"/> All DHS Employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): <u>DHS staff and others identified on the SPD, CAF, OMHAS and OMAP transmittal lists</u> |

Message:

Client/Applicant Materials

OMAP began including the attached form – *Important Information* U.S. Citizenship and Identity Requirements (OHP 7206) with OHP Application packets, on August 21, 2006.

The OHP 7206:

- Informs clients/applicants about the new U.S. citizenship and identity documentation requirements
- Lists the documents that can be used to meet the new requirements, and
- Gives information about where to get the documentation they need.

Outreach Facility Information

OMAP contracted Outreach Facilities are authorized by DHS to view original U.S. citizenship and identity documents. Outreach Facilities who choose to view original documents must complete the new U.S. Citizenship and Identity Proof Documentation (OHP 7203) form and attach photocopies of the applicant's proof. DHS will accept these photocopies as original documentation.

OMAP sent the following attachments to all OMAP contracted Outreach Facilities:

- Cover letter from Nancy Horn, Outreach Coordinator,
- U.S. Citizenship and Identity Proof Documentation (OHP 7203), and
- Documents Accepted by DHS as Proof of U.S. Citizenship and Identity (OHP 7205).

The cover letter:

- Gives information about the new requirements, and
- Explains how Outreach Facilities can view original documents for DHS.

Other Information

Policy transmittals explaining the new requirements and procedures can be found at:

- CAF – Self Sufficiency <www.dhs.state.or.us/policy/selfsufficiency/publications/ss-pt-06-016.pdf>
- CAF – Child Welfare <www.dhs.state.or.us/policy/childwelfare/pt/2006/cw_pt_06_023.pdf>
- SPD <www.dhs.state.or.us/policy/spd/transmit/pt/2006/pt06036.pdf>

If you have any questions about this information, contact:

Contact(s):	Tanya Allen, Communications Unit		
Phone:	(503) 945-6599	Fax:	(503) 947-5221
E-mail:	tanya.s.allen@state.or.us		

Beginning September 1, 2006, a new federal law requires most people who are applying for medical benefits to show proof of U.S. citizenship **and** proof of identity.

This requirement does not apply to people who are:

- Not U.S. citizens (current requirements still apply)
- Receiving Medicare or Supplemental Security Income (SSI)
- Not applying for medical benefits (i.e., a family asking for benefits for the children would only need to provide the children's proof of citizenship and identity)

How can you prove your U.S. citizenship and identity?

The documents listed on the next page can be used to prove U.S. citizenship and identity.

We must look at your original documents or copies certified by the issuing agency. We cannot accept photocopies. This means that you must:

- Take your documents to any DHS field office (call 1-800-699-9075 for locations), **or**
- Mail them with your application. If you mail your documents, we will mail them back to you.

You are only required to prove your U.S. citizenship and identity for the Department of Human Services (DHS) benefits, one time.

Born in Oregon?

If you were born in Oregon after 1920, we may be able to look up your birth certificate electronically. Remember, a birth certificate only proves U.S. citizenship. You will still be required to give us proof of identity.

Don't have the necessary documents?

If you do not have the documents you need, call your local DHS field office or 1-800-699-9075:

- For information about where to get the documents
- For other ways to prove your citizenship and identity
- To explain why you can't get the documents

Pages 3 and 4 list information about how to order birth certificates from other states and how to get photo ID.

Make sure you return your application as soon as possible, even if you don't have all of the documents you need.

Proof of U.S. citizenship and identity

The following documents prove both U.S. citizenship **and** identity. If you have one of these documents, we do not need anything else from you.

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

Proof of U.S. citizenship*

The following documents only prove your U.S. citizenship. You must also provide one of the documents listed under “Proof of identity.”

- U.S. birth certificate
- Northern Mariana ID Card
- Certification of birth issued by the Department of State
- One of the following documents that was created at least 5 years before applying for medical benefits for the first time:
 - ◆ Seneca Indian tribal census record
 - ◆ Bureau of Indian Affairs tribal census records of the Navajo Indians
 - ◆ U.S. State Vital Statistics official notification of birth registration
 - ◆ An amended U.S. public birth record that is amended more than 5 years after the person’s birth, or
 - ◆ A statement signed by the physician or midwife who was in attendance at the time of birth
- Report of Birth Abroad of a U.S. Citizen
- U.S. Citizen ID card
- American Indian Card issued by the Department of Homeland Security with the classification code “KIC”
- Final adoption decree
- Evidence of civil service employment by the U.S. government before June 1976
- Official military record of service showing a U.S. place of birth

Proof of identity*

The following documents only prove identity. You must also provide one of the documents listed under “Proof of U.S. citizenship.”

- Current state driver’s license
- U.S. military card or draft record
- ID card issued by the Federal, State, or local government with the same information included on driver’s licenses
- A school ID card with the person’s picture
- Certificate of Indian Blood, or other U.S. American Indian/Alaska Native tribal document
- U.S. Coast Guard Merchant Mariner card
- Military dependent’s ID card
- Children under 16: School records, including nursery or daycare records, or an affidavit signed by the parent or guardian

* This is not a complete list of documents that can be used. For more information, call your local DHS field office or 1-800-699-9075.

How to order U.S. birth certificates

You can order your birth certificate by contacting the state you were born in (phone numbers and birth certificate costs are listed below). The Centers for Disease Control and Prevention's Web site lists information about how to order birth certificates from each state at:

www.cdc.gov/nchs/howto/w2w/w2welcom.htm

State	Phone #	Cost
Alabama	334-206-5418	\$12
Alaska	907-465-3391	\$20
Arizona	602-364-1300	\$10-\$15
Arkansas	501-661-2174	\$12
California	916-445-2684 8am - noon	\$14
Colorado	303-692-2200	\$15
Connecticut	860-509-7897	\$15
Delaware	302-744-4549	\$10
Dist. of Columbia	202-442-9009	\$18-\$23
Florida	904-359-6900	\$9-\$14
Georgia	404-679-4701	\$10
Hawaii	808-586-4533	\$10
Idaho	208-334-5988	\$13
Illinois	217-782-6553	\$10-\$15
Indiana	317-233-2700	\$10
Iowa	515-281-4944	\$15
Kansas	785-296-1400	\$12
Kentucky	502-564-4212	\$10
Louisiana	504-568-5152	\$9.50- \$15.50
Maine	207-287-3181	\$15
Maryland	410-764-3038	\$12
Massachusetts	617-740-2600	\$18-\$28
Michigan	517-335-8656	\$26
Minnesota	651-201-5970	\$16
Mississippi	601-576-7450	\$7-\$12
Missouri	573-751-6387	\$15
Montana	406-444-2685	\$12

State	Phone #	Cost
Nebraska	402-471-2871	\$8
Nevada	775-684-4280	\$13
New Hampshire	603-271-4654	\$12
New Jersey	609-292-4087	\$25
New Mexico	505-827-2338	\$10
New York City	212-788-4520	\$15
New York State	518-474-3075	\$30
North Carolina	919-733-3526	\$15
North Dakota	701-328-2360	\$7
Ohio	614-466-2531	\$16.50
Oklahoma	405-271-4040	\$10
Oregon	971-673-1190	\$20
Pennsylvania	724-656-3100	\$10
Rhode Island	401-222-2811	\$15
South Carolina	803-898-3630	\$12
South Dakota	605-773-4961	\$10
Tennessee	615-741-1763	\$7/L \$12
Texas	512-458-7111	\$22
Utah	801-538-6105	\$15
Vermont	802-863-7275	\$9.50
Virginia	804-662-6200	\$12
Washington	360-236-4300	\$17
West Virginia	304-558-2931	\$5
Wisconsin	608-266-1371	\$12
Wyoming	307-777-7591	\$12

How to get photo identification (ID)

The Oregon Department of Motor Vehicles (DMV) issues photo IDs to people of any age. There is a cost and you will be required to show proof of age, identity and address. For more information:

- Go to their Web site <www.oregon.gov/ODOT/DMV/driverid/>, or
- Call one of the following general information numbers:
 - ◆ Salem (503) 945-5000
 - ◆ Portland Metro Area (503) 299-9999
 - ◆ Bend (541) 388-6322
 - ◆ Medford (541) 776-6025
 - ◆ Roseburg (541) 440-3395
 - ◆ Eugene (541) 686-7855
 - ◆ TTY (503) 945-5001



Oregon

Theodore R. Kulongoski, Governor

Department of Human Services

Health Services

Office of Medical Assistance Programs

500 Summer Street NE, E35

Salem, OR 97301-1077

Voice (503) 945-5772

FAX (503) 373-7689

TTY (503) 378-6791

August 17, 2006



To all OMAP Contract Outreach Sites:

Beginning September 1, 2006, the Department of Human Services (DHS) will require most people who are applying for medical benefits to show proof of U.S. citizenship **and** proof of identity. DHS is required to view original documents or copies certified by the issuing agency only. This means applicants must either go to a DHS office or send their original documents to DHS in the mail. However, as an Office of Medical Assistance Programs (OMAP) contracted Outreach Facility, you can view the original documents for DHS. (See DHS/OMAP Outreach Contract: Sec. III, A. 8 and Sec. V, H. 1)

If you view original documents for DHS, you must complete the U.S. Citizenship and Identity Proof Documentation (OHP 7203) form and attach photocopies of the documents you viewed. You can mail the OHP 7203 and documents for applicants or they can include them with their completed application.

Only the documents listed in the Documents Accepted by DHS as Proof of U.S. Citizenship and Identity (OHP 7205) form can be used to prove U.S. citizenship and identity.

We have included a copy of both the OHP 7203 and OHP 7205 forms. You will need to make your own copies of these forms. They will not be posted to our Web site and you will not be able to order them from OSCI.

If you decide not to view original documents, you can direct applicants to the nearest DHS field office. We have enclosed a list of all of our branch office locations.

"Assisting People to Become Independent, Healthy and Safe"
An Equal Opportunity Employer

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If you have questions regarding your outreach contract with OMAP, call or e-mail Nancy Horn at (503) 945-6736 <nancy.g.horn@state.or.us>.

If you have questions about the proof of U.S. citizenship and identity requirements, call or e-mail one of the following people:

- Michelle Mack (503) 947-5129 <michelle.mack@state.or.us>
- Michael Avery (503) 945-6072 <michael.g.avery@state.or.us>
- Joyce Clarkson (503) 945-6106 <joyce.clarkson@state.or.us>

Thank you in advance for once again helping our clients expedite enrollment in the Oregon Health Plan.

Nancy Horn
Outreach Coordinator

Enclosures:

U.S. Citizenship and Identity Proof Documentation (OHP 7203)

Documents Accepted by DHS as Proof of U.S. Citizenship and Identity (OHP 7205)

DHS local branch office list

Beginning September 1, 2006, a new federal law requires most people who are applying for medical benefits to show proof of U.S. citizenship **and** proof of identity.

This requirement does not apply to people who are:

- Not U.S. citizens (current requirements still apply)
- Receiving Medicare or Supplemental Security Income (SSI)
- Not applying for medical benefits (i.e., a family asking for benefits for the children would only need to provide the children's proof of citizenship and identity)

Only the documents listed on the Documents Accepted as Proof of U.S. Citizenship and Identity (OHP 7205) can be used to prove U.S. citizenship and identity.

Documents must be originals or copies certified by the issuing agency. Each applicant's documentation must be viewed and copied by either:

- A DHS field office, or
- An Office of Medical Assistance Programs (OMAP) contracted Outreach Facility.

OMAP contracted Outreach Facilities

If the applicant's documents are viewed at an OMAP contracted Outreach Facility, the Facility must:

- Complete this form, and
- Attach copies of the documents that were viewed.

This form and copies of documents can be mailed to DHS by the Outreach Facility or the applicant.

① Outreach Facility Information:

Name: _____

Address: _____

Phone: _____

② **Date Stamp** – *stamp must include facility code*

③ Name and address of person signing the OHP Application:

Name: _____

Address: _____

④ List of proof viewed

Full Name (Last, First, MI)	Date of Birth	Name/type of proof provided for:	
		U.S. Citizenship	Identity

⑤ Authorized signature

By signing this form I attest under penalty of perjury that:

- I have read and understand the Terms and Conditions of the OMAP Outreach Facility contract, and
- The documents that I listed for each applicant were either originals or copies certified by the issuing agency.

Signature _____ **Date** _____

Print Name and Title _____

Documents Accepted by DHS as Proof of U.S. Citizenship and Identity

The documents listed in this form can be used to prove U.S. citizenship **and** identity. Documents must be originals or copies certified by the issuing agency.

Proof of U.S. citizenship and identity

The following documents prove both U.S. citizenship **and** identity. No other proof is needed from someone with one of these documents.

- ① U.S. Passport
 - ② Certificate of Naturalization
 - ③ Certificate of U.S. Citizenship
-

Proof of U.S. citizenship

The following documents only prove U.S. citizenship. Proof of identity must also be provided.

- ④ U.S. birth certificate
- ⑤ Certification of birth issued by the Department of State
- ⑥ Report of Birth Abroad of a U.S. Citizen
- ⑦ Certification of Birth Abroad
- ⑧ U.S. Citizen ID card
- ⑨ Final adoption decree
- ⑩ American Indian Card issued by the Department of Homeland Security with the classification code “KIC”
- ⑪ Evidence of civil service employment by the U.S. government before June 1976
- ⑫ Official military record of service showing a U.S. place of birth
- ⑬ Northern Mariana ID Card
- ⑭ Extract of U.S. hospital record of birth established at the time of the person’s birth that:
 - ◆ Was created at least 5 years before the initial application date, and
 - ◆ Shows a U.S. place of birth
- ⑮ Federal or State census record showing U.S. citizenship or a U.S. place of birth
- ⑯ Life or health or other insurance record that:
 - ◆ Was created at least 5 years before the initial application date, and
 - ◆ Shows a U.S. place of birth
- ⑰ Other document that was created at least 5 years before the application for Medicaid. These documents are:
 - a. Seneca Indian tribal census record
 - b. Bureau of Indian Affairs tribal census records of the Navajo Indians
 - c. U.S. State Vital Statistics official notification of birth registration
 - d. An amended U.S. public birth record that is amended more than 5 years after the person’s birth
 - e. A statement signed by the physician or midwife who was in attendance at the time of birth
- ⑱ Institutional admission papers from a nursing home, skilled nursing care facility or other institution that:
 - ◆ Was created at least 5 years before the initial application date, and
 - ◆ Shows a U.S. place of birth

Proof of U.S. citizenship – continued

- ⑲ Medical (clinic, doctor, or hospital) record that:
 - ◆ Was created at least 5 years before the initial application date, and
 - ◆ Shows a U.S. place of birth unless the application is for a child under 5
- ⑳ Written affidavit. Written affidavits may be used only in rare circumstances when the state is unable to secure evidence of citizenship from another listing. If the documentation requirement needs to be met through affidavits, the following rules apply:
 - ◆ There must be at least two affidavits by individuals who have personal knowledge of the event(s) establishing the applicant's or recipient's claim of citizenship (the two affidavits could be combined in a joint affidavit).
 - ◆ At least one of the individuals making the affidavit cannot be related to the applicant or recipient and cannot be the applicant or recipient.
- ◆ In order for the affidavit to be acceptable the persons making them must be able to provide proof of their own citizenship and identity.
- ◆ If the individual(s) making the affidavit has (have) information which explains why documentary evidence establishing the applicant's claim of citizenship does not exist or cannot be readily obtained, the affidavit should contain this information as well.
- ◆ The State must obtain a separate affidavit from the applicant/recipient or other knowledgeable individual (guardian or representative) explaining why the evidence does not exist or cannot be obtained.
- ◆ The affidavits must be signed under penalty of perjury.

Proof of identity

The following documents only prove identity. Proof of U.S. citizenship must also be provided.

- ⑳ Current state driver's license
- ㉑ Certificate of Indian Blood, or other U.S. American Indian/Alaska Native tribal document
- ㉒ A school ID card with a photograph of the individual
- ㉓ U.S. military card or draft record
- ㉔ ID card issued by the Federal, State, or local government with the same information included on driver's licenses
- ㉕ Military dependent's ID card
- ㉖ Native American Tribal document
- ㉗ U.S. Coast Guard Merchant Mariner card
- ㉘ Children under 16: School records, including nursery or daycare records, or an affidavit signed under penalty of perjury by a parent or guardian attesting to the child's identity