

Version History Table			
Date:	Document:	Changes Made:	Impacted Pages:
3/2024	MLTC Citizenship and Immigration Guide	<ul style="list-style-type: none"> - Added reasonable opportunity (RO) notice language and clarifications when to allow RO. - Added information on verifying Victims of Trafficking. - Added language about SAVE verifications needing to be uploaded to DI. - Added a new link for the G-845 Immigration Documentation Process. 	Pgs. 2, 3, 5, 6, 8, 10, 11 & 12
9/2024	MLTC Citizenship and Immigration Guide	<ul style="list-style-type: none"> - Updated Reasonable Opportunity (RO) section. 	Pg. 3
10/2025	MLTC Citizenship and Immigration Guide	<ul style="list-style-type: none"> - Update made to Refugee Resettlement Program (RRP) eligibility from 12 months to 4 months. - Verify Lawful Presence (VLP) Agency Action Field document link added. 	Pgs. 5, 6 & 9

Medicaid Citizenship and Immigration Guide

Under federal law, states are required to verify the citizenship and immigration status of applicants for Medicaid. Individuals must be citizens of the United States or a qualified non-citizen to be eligible for Medicaid benefits.

The following guide has been created to provide workers with a tool to help with the collection of information, cut down on review time, and limit errors. By providing this guide, we hope to reduce the number of cases requiring Central Office review. Regulations will be updated to eliminate language requiring Central Office review.

Complex cases or questions can still be submitted to the Policy Questions mailbox for review. The steps contained in this document will need to be followed prior to submittal. This will aid in a faster review from Central Office staff and will ensure a quick turnaround for the worker to determine eligibility. The following information must be included with the question:

- Before the question is submitted, ensure a correct VLP request was submitted, and a response was received. **Policy cannot review a pending response.**
- If further documentation is needed, ensure a request has been made for immigration documents.
- Master case name and number in the subject line;
- Copies of all immigration documents or the specific Document Imaging sequence number(s) and date(s) for the documents if VLP is not available or inconclusive.

Determining an immigrant's eligibility is a multistep process. The worker must take into account not only their current immigration status, but how long the individual has had a valid immigration status (five-year bar), and state residency. Residency cannot be based solely on the immigration status, rather the worker must determine the individual's intent to reside in Nebraska. Refer to the [Nebraska Residency Guide](#) for additional information.

The Medicaid 477 NAC manual has been moved to the Secretary of State's website: [477 MEDICAID ELIGIBILITY](#). Staff will need to go to the SOS website, click on the applicable chapter and search for the manual reference noted (Tip: Use ctrl + F to bring up a search function).

Table of Contents

Reasonable Opportunity	3
Definitions	4
Common Citizenship and Immigration Statuses:	5
Codes / Immigration Types.....	7
Non-Qualified / Ineligible Immigrants	7
Qualified Immigration Types	8
Lawfully Present Immigration Types	8
Verification via the Federal Data Services Hub	9
Applications:	11
Renewals:.....	13
Updating Citizenship Verification Sources in NFOCUS	13

Reasonable Opportunity

Citizenship and immigration status must be verified; however, under the Affordable Care Act (ACA), a new regulation was created allowing a reasonable opportunity period to verify citizenship or immigration status while not holding up an eligibility determination. Individuals who meet all eligibility requirements and declare to be a U.S. citizen or qualified non-citizen must have their eligibility processed while verification of their citizenship or immigration status is pending.

Benefits cannot be denied, left pending, or terminated while awaiting verification, this does NOT require policy approval. If there is a response in VLP that won't allow NFOCUS budgets to be processed, follow the [VLP SAVE Workaround Process](#).

The reasonable opportunity period should be used when there are no electronic data sources available, VLP/SAVE steps 2 or 3 are being initiated, paper verifications are being requested, or the individual has no paper documentation immediately available to provide to the agency.

Reasonable opportunity can only be allowed once per eligibility period. The reasonable opportunity period encompasses all aspects of the process to verify citizenship or immigration status, including the time for the individual to provide and the department to verify. However, a new reasonable opportunity period must be given each time an individual applies and has been closed for more than 90 days or if there is an attested change in their immigration status, regardless of whether other immigration statuses have been previously verified or separate reasonable opportunity periods have been granted prior. An extension of an initial RO period must be sent to the Policy mailbox at DHHS.MedicaidPolicyQuestions@Nebraska.gov

Please see [Reasonable Opportunity Period](#) and [Reasonable Opportunity Examples](#) on MERL for further information.

Reasonable Opportunity Process:

1. A 90-day timeframe is given to verify an individual's attested citizenship or non-citizen status. The Department must provide notice of the RO period and the 90-day clock begins the date the individual receives the Notice of Action (NOA), generally 5 days after the "Notice Date".

Language to be added to the approval NOA or Generic Notice to notify the individual of the reasonable opportunity period:

Citizenship or non-citizen status has not been verified for (NAME). A 90-day reasonable opportunity period (477 NAC 5-006) has been applied for the Department to conclude the electronic verification process and/or the applicant to provide the satisfactory citizenship or immigration documents. Retroactive Medicaid cannot be authorized during the reasonable opportunity period (42 CFR 435.956(a)(5)(iii)). If citizenship or non-citizen status has not been verified by (DATE; use the calculator on MERL), Medicaid benefits will be terminated.

2. A manual alert must be created for the end of the reasonable opportunity period to review that citizenship or immigration status has been verified and all inconsistencies resolved. This alert must be set for 95 days from the notice date.
3. If additional information is needed from the individual to verify citizenship or non-citizen status, a VR must be sent. The VR due date must mirror the time allowed for the reasonable opportunity period. A request for information should not be included on the NOA.

Definitions

Class of Admission (COA): The COA is the immigrant category used to admit someone into the U.S. as a permanent resident or conditional permanent resident. It can find it under “category” on the front of a green card. The COA is typically one or two letters followed by a number (e.g., IR2). If the COA status on VLP or SAVE shows as *Pending* allow for the Reasonable Opportunity period, if lawfully present, and request a copy of their card. The card will indicate what the COA code is.

Five Year Bar: In order to receive Medicaid or CHIP coverage, many qualified non-citizens (such as LPRs) have a 5-year waiting period. This means they must wait 5 years after receiving a qualified immigration status before they can receive coverage. There are exceptions however, for example; COFA migrants, Ukrainian humanitarian parolees, Iraqi and Afghan special immigrants, refugees, asylees, or LPRs who used to be refugees or asylees do not have to wait 5 years.

Also, states have the option to waive the five-year bar for pregnant women and children. Nebraska took this option to remove the 5-year waiting period for children and pregnant women. They are not subject to the five-year bar and are eligible as long as they meet all other eligibility criteria.

Lawfully present pregnant women and children no longer require Central Office review

Immigrant: A person who comes to live permanently in a foreign country. An immigrant would also be viewed as an alien.

Lawful Permanent Resident (LPR): An LPR is sometimes confused with a lawfully present individual. However, LPR is a type of lawfully present status. LPRs are legally accorded the privilege of residing permanently in the United States. These individuals have a “green card” with an expiration ten years after issuance. They must reapply for a new LPR card at expiration or apply for citizenship.

Lawfully Present: Individuals who have a *qualified non-citizen* immigration status are lawfully present. This term is often used interchangeably with “lawfully residing” or confused with “Lawful Permanent Resident”. However, it applies to anyone who is in the United States legally but is not a citizen. These may include individuals who are LPRs, refugees, and asylees, or who have employment authorization, student visas, or visitor visas.

Provision of Law: The law in which an individual is admitted into the United States. The COA may reflect the particular provision of law that describes a non-citizen’s immigration status in the United States. Refer to the [Immigration and Citizenship](#) WINK-ed for screenshots.

Sponsor: A sponsor is an individual who:

1. Is a citizen or national of the United States, or an alien who is lawfully admitted to the United States for permanent residence;
2. Is eighteen (18) years of age or older;
3. Lives in any state or the District of Columbia; and
4. Is the person petitioning for the admission of the alien under Section 204 of the Immigration and Nationality Act.

NOTE: An organization cannot be a sponsor. An individual within an organization could be a sponsor. Refer to the [Immigration and Citizenship](#) WINK-ed for screenshots.

United States Citizen: A U.S. citizen is someone who was born in the United States (including U.S. territories, except for American Samoa) or who was born outside the U.S. and who:

- Was naturalized as a U.S. citizen;
- Derived citizenship through the naturalization of his or her parent(s);
- Derived citizenship through adoption by U.S. citizen parents, provided certain conditions are met;
- Acquired citizenship at birth because he or she was born to U.S. citizen parent(s); or
- Became a U.S. citizen by operation of law.

Common Citizenship and Immigration Statuses

- Anyone who is a U.S. citizen or U.S. national meets the citizenship criteria for eligibility.
- Lawfully Present / Qualified Aliens
 - Immigrants who are in the U.S. legally;
 - Must meet all other requirements such as residency and income; and
 - Must also be reviewed for the [5-year bar](#).
 - The list of immigrants who are exempt from the five-year bar is available via A2 of the [5-Year Bar Q&A](#) Policy Log on SharePoint.
- COFA Migrants
 - As of December 27, 2020, citizens of Palau, the Marshall Islands, and the Federated States of Micronesia living in the United States through treaties known as the Compacts of Free Association (COFA) are considered qualified non-citizens and are exempt from the five-year bar.
 - This change does not affect the definition of lawfully present under section 214 of the Children's Health Insurance Program Reauthorization Act (CHIPRA), therefore individuals with a COFA immigration status who are pregnant or under the age of 19 continue to be reviewed under lawfully present.
- Iraqi and Afghan Special Immigrants
 - Individuals with a special immigrant status are considered qualified non-citizens from the date they were granted a special immigrant status and are exempt from the five-year bar.
 - As part of Operation Allies Refuge, this status is expanded for Afghan evacuees, who may qualify as a Special Immigrant LPR, Special Immigrant parolee, or Special Immigrant Conditional LPR.
 - Afghan humanitarian parolees admitted under section 212(d) of the INA with a status grant date of July 31, 2021, or later, with COA of DT, PAR, and OAR are exempt from the five-year bar through March 31, 2023, or the term of the parole, whichever is later.
- Refugees
 - During their first months in the U.S., refugees may be eligible for assistance through the Refugee Resettlement Program (RRP), managed by the Office of Economic Assistance (OEA). Individuals may be eligible for Refugee Medical Assistance (RMA) through the RRP program if they are found to be ineligible for Medicaid;

- If their entry date is before 5/5/2025, and the individual has existing Refugee Cash Assistance (RCA) with an eligibility date before 5/5/2025, they may be eligible for RRP benefits during their first 12 months in the U.S. from entry date.
- If the entry date is 5/5/2025 or later, they may be eligible for RRP benefits during their first 4 months in the U.S. from entry date.
- Once a refugee has received their final months of RRP assistance, the Immigration Status in Expert must be updated from “Refugee” to “Refugee –Section 207” or their current immigration status.
 - OEA will no longer manage the case and MLTC will take over management of the Medicaid case.
 - The “Immigration Status Date” and “U.S. Entry Date” do not need to be updated.
- Refugees who are Medicaid eligible are processed by assigned staff. Follow the [Refugee Process](#) guide.

NOTE: Individuals found eligible for RRP benefits on or after 5/5/2025 will be eligible for 4 months of benefits. Individuals with existing eligibility may receive up to 12 months of RRP benefits.

- Victims of a Severe Form of Trafficking
 - Trafficking victims may be eligible for a T visa or Continued Presence (CP) from USCIS, though the average processing time for a T visa approval is 18.5 months after the application is submitted. If the applicant has a T visa or CP status, VLP must be used to verify status.
 - If a trafficking victim does not yet have a T visa or Continued Presence, they may present either a certification letter (for adults) or an eligibility letter (for children). These letters are issued by the Office of Refugee Resettlement.
 - **Do not submit these letters to VLP**, instead contact the Trafficking Victim Verification Line (1-866-401-5510) to verify the validity of the letter. The letter, along with this phone verification, are considered proof of status and no other verification is required.
 - The date within the body of the letter is the status effective date.
- Visas
 - Immigrants who have a valid visa (e.g., has not expired) are lawfully present and meet immigration requirements; and
 - Must meet all other requirements such as residency and income.
 - Refer to the [Nebraska Residency Guide](#) for additional information.
 - B visa holders (visitors) will be reviewed by central office.
 - Contact the individual to obtain additional information using the [Visa Supplemental Questions Tool](#) prior to submitting to CO.
 - For policy review submit the email to the policy questions mailbox, include the individual’s intent to remain and any other pertinent case information gathered when discussing the individual’s residency.

- Pending vs. Approved status
 - There is a difference between pending applicants for asylum, parolee, etc. and those that have an approved status.
 - Pending applicants for asylum, parolee, etc. would only meet eligibility requirements if they are a pregnant woman or a child under age 19 (see below).
 - All other individuals must have an approved status.
- Children under age 19 and pregnant women who are lawfully present:
 - These individuals are exempt from the five-year bar;
 - Must meet all other requirements such as residency and income; and
 - No longer require Central Office approval.
- Individuals turning age 19 and women at the end of their postpartum period who are lawfully present:
 - These individuals are no longer exempt from the five-year bar or considered lawfully present;
 - Citizenship and immigration status for these individuals must be re-verified following the [*Verification via the Federal Data Services Hub*](#) section below.

Codes / Immigration Types

Common Employment Authorization codes include:

- A = 6, 8, 11, 12, 16, 19, 20
- C = 08, 09, 10, 14, 19

Other common categories/codes:

- Visas
 - Fiancé, spouse, or child of a US citizen = K1 - 4
 - Victim of crimes = U
 - Student and Exchange = F, M, and J
 - Visitor = B (**requires Central Office approval**)
 - Other visas may apply
- An alien who is lawfully present in the Commonwealth of the Northern Mariana Islands
- Citizens of Federated States of Micronesia, Republic of the Marshall Islands, and Palau
- An alien who is lawfully present under the immigration laws of American Samoa

Non-Qualified / Ineligible Immigrants

- **DACA:** By federal law, Deferred Action for Childhood Arrivals (DACA) status is **NOT** a qualified alien status for Medicaid or CHIP. The DACA code of admission is **C33** on the employment authorization card. Also, VLP may show a code of EWI which is usually an indicator they are DACA. However, if the code shows EWI a call out to the individual is required. While EWI is an indicator it is not always confirmation of DACA status. Discuss with the individual what their status is before making a determination.
- **Undocumented / Illegal Immigrant:** An undocumented, or illegal, alien is a non-qualified immigrant.

- **Invalid status:** Individuals who may have been lawfully present, but no longer are, would be a non-qualified immigrant. Most often, these individuals had a valid status (e.g., student or visitor visa). However, their document has since expired.
 - **Example:** Individual entered the US on a student visa, legally, in January 2014;
 - The expiration date on the visa states December 30, 2015;
 - Applies for Medicaid July 15, 2016
 - VLP shows the expiration date of December 30, 2015
 - DHS shows they have an application pending for continued student status
 - Application is denied for Failed Immigration status.

Disclosure of Immigration Status: State Medicaid and CHIP agencies cannot require applicants to provide information about the citizenship or immigration status of any family or household members who are not applying for coverage. In addition, benefits cannot be denied because an applicant's family or household member who is not applying has not disclosed his or her citizenship or immigration status.

Qualified Immigration Types

The following immigration statuses may qualify someone for Medicaid. Also review the [Qualified Non-Citizen Status Eligibility](#) policy log and **477 NAC 5-002**.

- Lawful Permanent Resident (LPR/Green Card holder)
- Asylee
- Refugee
- Cuban/Haitian Entrant
- Paroled into the U.S. for at least one year
- Conditional Entrant granted before 1980
- Battered Non-citizens, Spouses, Children and Parents
- Victim of Trafficking and his/her Spouse, Child, Sibling or Parent
- Compacts of Free Association (COFA)
- Administrative order staying removal issued by the Department of Homeland Security
- Member of a federally recognized Indian tribe or American Indian Born in Canada
- Iraqi and Afghan Non-Citizens granted Special Immigrant Status
- Adjustment to LPR Status
- Non-citizens with past or current U.S. military involvement and their spouses or unmarried dependent children

Lawfully Present Immigration Types

The following immigration statuses may qualify someone for Medicaid. Also review: **477 NAC 5-003**.

- Temporary Protected Status (TPS)
- Temporary Protected Status with Employment Authorization

- Withholding of Removal, under the immigration laws or under the Convention against Torture (CAT)
- Resident of American Samoa
- Lawful Temporary Resident
- Deferred Enforced Departure (DED)
- Deferred Action Status (**Exception: Deferred Action for Childhood Arrivals (DACA) is not an eligible immigration status**)
- Special Immigrant Juvenile Status
- Employment authorization:
 - Registry Applicants
 - Order of Supervision
 - Applicant for Cancellation of Removal or Suspension of Deportation
 - Applicant for Legalization under Immigration Reform and Control Act (IRCA)
 - Legalization under the LIFE Act
- Individual with Non-immigrant Status includes worker visas (such as H1, H-2A, H-2B), student visas, U-visa, T-visa, and other visas.

Verification via the Federal Data Services Hub

The Federal Data Services Hub, which includes Social Security and SAVE interfaces (e.g., SSA and VLP), is the primary source for citizenship and immigration verification. To determine if citizenship has previously been verified by the Hub, review one of the following:

- SSA Interface
- VLP Interface
- Person Detail – Verifications
- Expert System – Verifications

For additional information regarding VLP steps see the [Verify Lawful Presence \(VLP\) Agency Action Field](#).

If citizenship or immigration has not been verified, attempt verification via the “US Citizenship and Immigration” window. For both scenarios below this is accessed from the *Actions Menu* of the *Detail Master Case* window:

For U.S citizens and U.S. nationals:

1. Select the person from the Medicaid person list.
2. Select the Attested US Citizen radio button.
3. The ‘Determine As of Date’ will default to the current date. Change if necessary.
4. Click the Submit for Verification button.

A citizenship verification request will be sent to SSA through the Hub. Verification should be received within about 10 minutes and will be visible via the SSA interface.

For Documented Non-Citizens:

1. Select the person from the Medicaid person list.

2. Select the Documented Non-US Citizen radio button.
3. The ‘Determine As of Date’ will default to the current date. Change it if necessary.
4. Select the Document Type that matches the document provided by the individual or that was indicated on the application form.
5. Enter the document numbers and the country that match the information provided on the document(s) or that were indicated on the application form.
6. Click the “**Submit to DHS/SAVE Interface**” button.
7. An immigration verification request will be sent to DHS/SAVE through the Hub. Verification should be received within about 10 minutes and will be visible via the VLP Interface. If verification via the Federal Data Services Hub is unsuccessful the worker may get a request to institute additional verification.

Verification Process if the Federal Data Services Hub is Unsuccessful:

NOTE: At this time, the Hub may not be correctly verifying the immigration status for individuals with a COFA status, see the [Compacts of Free Association \(COFA\) Policy Memo 21-04](#) for additional guidance.

Other Electronic Data Sources: Electronic sources must be used prior to requesting paper verification. These may include:

- VSTAT
- SAVE - If SAVE is utilized, copies of the SAVE responses must be uploaded to Document Imaging (DI).
- SVES

Paper Verification: Paper verification sources may be requested if there are no available electronic data sources. Once immigration documents are received, the paper verification must then be used to submit a request in VLP to verify electronically. These **may** include (a detailed description of each can be found online [here](#)):

- Permanent Resident Card, “Green Card” (I-551)
- Reentry Permit (I-327)
- Refugee Travel Document (I-571)
- Employment Authorization Card (I-766)
- Machine Readable Immigrant Visa (with temporary I-551 language)
- Temporary I-551 Stamp (on passport or I-94/I-94A)
- Arrival/Departure Record (I-94/I-94A)
- Arrival/Departure Record in foreign passport (I-94)
- Foreign Passport
- Certificate of Eligibility for Nonimmigrant Student Status (I-20)
- Certificate of Eligibility for Exchange Visitor Status (DS2019)
- Notice of Action (I-797)
- Document indicating membership in a federally recognized Indian tribe or American Indian born in Canada
- Certification from U.S. Department of Health and Human Services (HHS) Office of Refugee Resettlement (ORR)
- Office of Refugee Resettlement (ORR) eligibility letter (if under 18)
 - o This letter should **not** be submitted to VLP for electronic verification

- Document indicating withholding of removal
- Administrative order staying removal issued by the Department of Homeland Security
- Alien number (also called alien registration number or USCIS number) or 1-94 number

Remember: When approving Medicaid, the worker must ensure the applicant is a resident of Nebraska. A resident is defined as an individual living in the state voluntarily with the intent of making Nebraska his/her home. Contact with the individual may be required to ask additional questions regarding their intent to remain in the state. The information obtained from the individual should be documented in the case notes. Refer to the [Nebraska Residency Guide](#) for additional information.

Resources: The [U.S. Citizenship and Immigration Services](#) website is full of information. On it the worker can complete a search using plain language and simple searches. The site provides information including definitions for statuses, codes, documents, etc. Also, searching a specific code or status in Google will provide definitions and leads to more information. The [G-845 Immigration Documentation Process](#) has valuable information regarding a step 3 request. There are screenshots of steps to take within the [NFOCUS Interim Release Notes from January 13, 2019](#).

Applications:

The following procedure should be followed for **ALL** applicants:

1) Individual submits an application and attests to an eligible immigration status.

- a) If the “Is ___ a US Citizen” and/or “Does ___ have an eligible immigration status” questions are answered with ‘yes’ and document information is provided:
 - i) Enter reported immigration information by selecting from the Detail Master Case window, Actions > US Citizenship and Immigration for all household members that are applying.
 - ii) Submit VLP request using the instructions from page 9-10 of this guide.
 - (1) Once response is received, review to determine if the attested status was verified and that it meets an eligible status outlined in this guide.
 - (a) If yes, continue reviewing Medicaid eligibility.
 - (b) If response is pending or more information is needed, continue to number 2 below.

2) Individual attests to an eligible immigration status on the application, but more information is needed to verify the status.

- a) If the “Is ___ a US Citizen” and/or “Does ___ have an eligible immigration status” questions are answered with ‘yes’ but does not provide the document type or answer the corresponding immigration questions:
- b) Review Document Imaging performing a permanent ID search to look for unexpired immigration documents.
 - i) If a document is located, complete the steps in #1 above.
- c) If unable to locate verification:
 - i) Attempt to contact the individual by phone to obtain information regarding the immigration status.
 - (1) If unable to reach the individual, send a VR for immigration documents. Reasonable Opportunity would not apply.

3) Individual attests to an eligible immigration status on the application but more time is needed to verify the status.

- a) If the “Is _____ a US Citizen” and/or “Does _____ have an eligible immigration status” questions are answered with ‘yes’ and document information is provided:
 - i) Complete the steps in #1 above.
 - ii) If VLP does not provide a response in Step 1 and Step 2 or 3 of the VLP process have been initiated and the individual is otherwise eligible:
 - (1) Process Medicaid.
 - (2) Notify the individual(s) on the approval NOA of the Reasonable Opportunity Period.
 - (3) Set an alert for the case to be reviewed at the end of the Reasonable Opportunity Period.

4) Individual submits an application and the citizenship and/or lawful immigration status questions are incomplete, DO NOT immediately deny as an ineligible alien and follow the process below:

- a) If the “Is _____ a US Citizen” and/or “Does _____ have an eligible immigration status” questions are not answered **OR** if the application indicates they are not a US Citizen but the “Does _____ have an eligible immigration status” question is unanswered or not displayed:
 - i) Review Document Imaging performing a permanent ID search to look for unexpired immigration or citizenship documents.
 - (1) If a document is located, complete the steps in #1 above.
 - ii) If unable to locate verification:
 - (1) Attempt to contact the individual by phone to determine if s/he has an immigration status.
 - (a) If the individual indicates yes:
 - (i) Attempt to collect the document details (noted in step (b) below) and move to steps 1-2 above.
 - (b) If unable to reach the individual, a VR must be sent requesting the following information:
 - Does _____ have an immigration status? Yes or No.
 - If yes, please provide the details from your immigration document:
 - a. Document type. (I-94, I-327, I-20, I-571, DS2019, I-551 Permanent Resident Card, I-766 Employment Authorization Card, Certificate of Citizenship or Naturalization, VISA, *Passport, or Other).
 - *If the document is a passport, please list the Country of Issuance.
 - b. Document Expire Date.
 - c. Document Number.
 - d. SEVIS ID number (if listed on your document).
 - e. Provide name as it appears on the document.
 - f. Have you lived in the US since 1996?
- The worker may either submit a copy of the document, return a written statement with the information listed **OR** call the Customer Service Center at 1-855-632-7633 to discuss the immigration status.

NOTE: When a question is not answered or displayed, the information must be obtained by the worker. Refer to the “[Unanswered Questions](#)” document for additional information. This is crucial as an individual must first be determined as otherwise ineligible for Medicaid **PRIOR** to approving 599 CHIP or EMSA.

5) Individual declares no citizenship and indicates “No” to having a lawful immigration status, is pregnant, or has an emergency condition and is otherwise eligible:

- a) Deny Medicaid using denial reason of “Ineligible Alien”.
 - b) For pregnant woman:
 - i) Review eligibility for the unborn under the 599 CHIP program by using the 599 CHIP Process Guide.
 - c) For individuals with an emergency condition:
 - i) Review eligibility under the EMSA program.
- (1) See [SRT Process Guide](#) for additional information.

Renewals:

An individual’s immigration status must be reviewed at renewal to determine if the individual has attested to a new status or if the status on file has expired or changed. This includes resubmitting a VLP request and acting on the response.

For example, a lawful permanent resident may have become a naturalized citizen, or an individual here on a student visa may have expired the timeframe of their visa.

Updating Citizenship Verification Sources in NFOCUS

To assist you with updating citizenship verification sources in NFOCUS, the following guide has been developed. This guide lists the verification source options available in NFOCUS, when they should be selected, and their verification level. When verifying citizenship status, verification should be attempted via primary sources, then secondary sources, and finally level three and four sources as a last resort.

NOTE: The Federal Data Services Hub, which includes Social Security and SAVE, is the primary citizenship verification source for Medicaid. If the individual’s citizenship is verified via the HUB SSA Interface, then no additional citizenship verification is needed. Verification via the HUB SSA Interface can be viewed via the SSA Interface, Person Detail > Verifications, or the Verifications module in the NFOCUS Expert System.

Verification Source	Verification on File	Verification Level
Admission papers from institution	Institutional admission papers from a nursing home, skilled nursing facility or other institution. The admission papers must have been created at least 5 years before the individual’s initial application date and must indicate a U.S. place of birth.	3 & 4
Adoption Papers or Records	1. Documentation of the child receiving foster care or adoption assistance payments under Title IV-B or IV-E	Primary
	2. Final adoption decree showing the child’s name and U.S. place of birth	Secondary

Affidavit	Written affidavits should ONLY be used in rare circumstances. An affidavit by at least 2 individuals of whom one is not related to the applicant/recipient and who have personal knowledge of the event establishing the applicant's or recipient's claim of citizenship. The person(s) making the affidavit must be able to provide proof of his/her own citizenship and identity for the affidavit to be accepted. If the affiant has 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. It must also be signed under penalty of perjury by the person making the affidavit. A second affidavit from the applicant/recipient or other knowledgeable individual explaining why documentary evidence does not exist or cannot be readily obtained must also be requested.	3 & 4
American Indian Card	I-872 (American Indian Card)	Secondary
BENDEX / CMS-SSDI Copy in File	<ul style="list-style-type: none"> • Receipt of Social Security Disability Insurance (SSDI) as shown on BDE interface 	Primary
	<ul style="list-style-type: none"> • Entitlement to or enrollment in Medicare as shown on BDE interface 	Primary
Birth Abroad Certificate (FS-240 or FS-545)	<ul style="list-style-type: none"> • FS-240 (Consular Report of Birth Abroad of a Citizen of the United States of America) • FS-545 (Certification of Birth Abroad) 	Secondary
		Secondary
Birth Certificate	<p>U.S. public birth record issued by:</p> <ul style="list-style-type: none"> • One of the 50 U.S. States or Nebraska • DHHS IM-22 proof of birth • District of Columbia • American Samoa • Swain's Island (Puerto Rico if born on or after 1-12-1941) • Virgin Islands of the U.S. (on or after 1-17-1971) • Northern Mariana Islands (after 11-4-1986) • Guam (on or after 4-10-1899) <p>If created at least 5 years before the application for Medicaid:</p> <ul style="list-style-type: none"> • An amended U.S. public birth record that is amended more than 5 years after the person's birth. 	Secondary
		3 & 4

Census Records (Federal, State)	Federal or State census record showing U.S. citizenship or a U.S. place of birth (Generally for persons born 1900 through 1950).	3 & 4
Certificate of Degree of Indian Blood	A Certificate of Degree of Indian Blood issued by the Bureau of Indian Affairs.	Primary
Citizenship Certificate (N-560 or N-561)	N-560 or N-561 (Certificate of Citizenship).	Primary
Civil Service Employment Record	Evidence of civil service employment by the U.S. government showing employment by the U.S. government before 6-1-1976.	Secondary
Hospital or Clinic Records	<ul style="list-style-type: none"> Extract of hospital record on hospital letterhead established at the time of the person's birth and was created at least 5 years before the initial application date and indicates a U.S. place of birth. 	3 & 4
	<ul style="list-style-type: none"> Medical (clinic, doctor, or hospital) record and was created at least 5 years before the initial application date and indicates a U.S. place of birth 	3 & 4
In Progress	No current verification on file. This verification source should be selected when determining eligibility for an attested U.S. citizen during the 90-day reasonable opportunity period or for deemed newborns whose citizenship has not yet been verified.	
Indian Census Records	Any of the following documents that were created at least 5 years before the application for Medicaid: <ul style="list-style-type: none"> Seneca Indian tribal census record Bureau of Indian Affairs tribal census records of the Navaho Indians 	3 & 4 3 & 4
Insurance Policy/Company Records	Life or health or other insurance record showing a U.S. place of birth and was created at least 5 years before the initial application date.	3 & 4
Medical Professional Records	Statement signed by the physician or midwife who was in attendance at the time of birth (if created at least 5 years before the application for Medicaid).	3 & 4
Military Service Records	Official Military record of service showing a U.S. place of birth (for example a DD-214).	Secondary
Native American Tribal Document	A document issued by a federally recognized Indian Tribe evidencing membership, enrollment in, or affiliation with such tribe. The document must identify the federally recognized Indian Tribe which issued it, identify the individual by name, and confirm the individual's membership, enrollment in, or affiliation with that Tribe. Some	Primary

Cont. - Native American Tribal Document	examples include Tribal enrollment and membership cards, a certificate of degree of Indian blood issued by the Bureau of Indian Affairs, a Tribal census document, or a document issued by a Tribe indicating an individual's affiliation with the Tribe.	
Naturalization Certificate (N-550 or N-570)	Certificate of Naturalization (N-550 or N-570)	Primary
Northern Mariana ID Card (I-873)	Northern Mariana Card (I-873)	Secondary
Report of Birth (DS-1350)	DS-1350 (Certification of Report of Birth issued by Department of State if born outside the U.S.)	Secondary
SAVE Viewed	Verification obtained via the VLP/SAVE interface or SAVE verification in Document Imaging	Primary
SDX / CMS Copy in File	Receipt of Supplemental Security Income (SSI) as shown on SDX interface	Primary
Texas Kickapoo ID Card (I-872)	American Indian Card (I-872)	Secondary
U.S. Passport	U.S. Passport	Primary
Unverified	Used for Deemed Newborns ONLY	Primary
US Citizen ID Card (I-197) or (I-179)	United States Citizen Identification Card (I-197) or the prior version I-179	Secondary
Vital Statistics Records	<ul style="list-style-type: none"> Vital Statistics (VSTAT) interface U.S. State Vital Statistics official notification of birth registration (if created 5 years before the application for Medicaid) 	Primary 3 & 4