

**Acceptable Citizenship Documentation
(Effective 7/1/2018)**

Groups Exempt From Documentation Of Citizenship

(Use the verification codes below for both Medicaid Citizenship and Medicaid Identification)

Exempt Group	Valid CARES Verification Code	Description and Explanation
Foster care, adoption assistance, SSI, SSDI, or Medicare recipients	EX	<p>Citizenship verification is never required for members receiving foster care benefits or adoption assistance.</p> <p>However, once an individual stops being a recipient of these benefits and is not otherwise exempt, he or she must have U.S. citizenship verified. Verification must first be attempted through the data exchange. If that fails, request citizenship verification from the member.</p> <p>Note: If CARES determines an applicant is exempt from the citizenship verification requirement due to receipt of SSI, SSDI, Section 1619(b) status, or Medicare enrollment, it will enter an “EX” code instead of the “SC” code that workers are to use to signify someone is exempt due to receipt of SSI, SSDI or Medicare.</p>
Continuously eligible newborn (CEN)	NB	<p>Citizenship verification is never required for individuals who were ever eligible for Wisconsin Medicaid as a CEN and were born on or after July 1, 2005. Use the “NB” code for these individuals.</p> <p>Note: Effective July 1, 2018, for those CEN’s born before July 1, 2005, who are not otherwise exempt and who have not had their citizenship verified by the data exchange, use the MB code for verification of citizenship. Identity must then be verified separately for these individuals.</p>

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SSI, Medicare and SSDI recipient	SC	<p>Citizenship verification is never required for members receiving one of the following:</p> <ul style="list-style-type: none"> • SSI, including members eligible under Section 1619(b);, • SSDI; or • Medicare. <p>However, if an individual stops being a recipient of these benefits, and is not otherwise exempt, he or she must have U.S. citizenship verified. Verification must first be attempted through the data exchange. If that fails, request citizenship verification from the member.</p> <p>Use the SC code when updating SSI, SSDI, and Medicare recipient records via the SDX indicator of citizenship. Verify the receipt of these benefits by completing an online query (SOLQ) of DXSX for SSI and DXSA for Medicare and SSDI. To confirm SSDI receipt on DXSA, the person must be in current pay status on their own account and under age 62. The SSA claim number is the person's SSN and the BIC is "A".</p>
Data exchange	DX	<p>For members who are not otherwise exempt for one of the above reasons, the agency must attempt to verify citizenship through a data exchange. CARES will conduct a data match between SCHIP-I and individuals applying for health care benefits if they are not exempt. Both the MA citizenship and identification verification fields will be updated with the code "DX" whenever the Social Security Administration indicated that an individual's U.S. citizenship has been confirmed. Members whose citizenship was verified through a data exchange must not be required to provide any documentation of citizenship or identity.</p>
	DE	<p>In cases where the real time SCHIP-I data exchange does not verify citizenship, but a worker verifies citizenship using the Date Exchange Query, the worker should enter the DE code.</p>

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Stand-Alone Documentation Of Citizenship

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Acceptable Documentation	Valid CARES Verification Code	Description and Explanation
Certificate of Naturalization	CI	Form N-550 or N-570 issued by the Department of Homeland Security for naturalization.
Certificate of Citizenship	CI	Form N-560 or N-561 issued by the Department of Homeland Security to individuals who derive citizenship through a parent.
A state-issued enhanced driver's license	EN	A special type of driver's license identified as specifically as an enhanced driver's license. It requires proof of U.S. citizenship to obtain. Five states currently issue enhanced driver's licenses (Minnesota, Michigan, New York, Vermont, and Washington), but more states are expected to issue these licenses in the future. Accept an enhanced driver's license issued by any U.S. state.
U.S. passport	PP	The Department of State issues this. A U.S. passport does not have to be currently valid to be accepted as evidence of U.S. citizenship, as long as it was originally issued without limitation. Do not accept any passport as evidence of U.S. citizenship when it was issued with a limitation. Passports issued with a limitation may only be used as proof of identity.
Tribal identification documents	TR SN	<p>Documentary evidence issued by a federally recognized Indian tribe, which meets all the following criteria:</p> <ul style="list-style-type: none"> • Identifies the federally recognized Indian tribe that issued the document • Identifies the individual by name • Confirms the individual's membership, enrollment, or affiliation with the tribe <p>Such tribal identification documents include, but are not limited to:</p> <ul style="list-style-type: none"> • A tribal enrollment card; • A Certificate of Degree of Indian Blood; • A tribal census document; and • Documents on tribal letterhead, issued under the signature of the appropriate tribal official <p>A photograph is not required to be part of these documents.</p> <p>Use the "SN" code if the verification source is a Seneca Indian Tribal census record.</p>

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Acceptable Documentation	Valid CARES Verification Code	Description and Explanation
Final adoption decree	AD	The adoption decree must show the child's name and U.S. place of birth. Where an adoption is not finalized and the state in which the child was born will not release a birth certificate prior to final adoption, a statement from a state-approved adoption agency that shows the child's name and U.S. place of birth is acceptable. The adoption agency must state in the certification that the source of the place of birth information is an original birth certificate.
Birth certificate	BC	<p>A U.S. public birth certificate showing birth in one of the 50 States, the District of Columbia, Puerto Rico (born on or after January 13, 1941), Guam (born on or after April 10, 1899), the U.S. Virgin Islands (born on or after January 17, 1917), American Samoa, Swain's Island, or the Northern Mariana Islands (born after November 4, 1986). The birth record document may be recorded (previously 'issued') by the state, commonwealth, territory or local jurisdiction.</p> <p>Note: Effective October 1, 2010, all Puerto Rican birth certificates issued before July 1, 2010 are invalid. Current members of any IM program, W-2, or child care from Puerto Rico do not need to submit new, valid birth certificates. However, all Puerto Rican birth certificates submitted by new applicants must have been issued after July 1, 2010.</p>
Birth query	BQ	Use BQ when a birth record query confirms a person's birth in Wisconsin.
U.S. birth record amended more than five years after person's birth	BR	An amended U.S. public birth certificate showing birth in one of the 50 States, the District of Columbia, Puerto Rico (if born on or after January 13, 1941), Guam (born on or after April 10, 1899), the U.S. Virgin Islands (born on or after January 17, 1917), American Samoa, Swain's Island, or the Northern Mariana Islands (born after November 4, 1986). It must show a U.S. birthplace.
Acquired citizenship through parent(s) as outlined in the Child Citizenship Act 2000 (CCA)	CA	IM workers may use this code when an individual demonstrates that they gained their U.S. Citizenship through the Child Citizenship Act of 2000.

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Acceptable Documentation	Valid CARES Verification Code	Description and Explanation
U.S. Citizen ID Card or Northern Mariana Card	CD	<p>U.S. Citizen ID Card The Immigration and Naturalization Service (INS) issued the I-179 and the I-197 ID cards from 1960 until 1983 to naturalized U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings.</p> <p>Northern Mariana Card Form I-873 That was issued by INS for those born in the Northern Mariana Islands before November 4, 1986.</p>
State or Federal census record	CE	Documents must show birthplace and citizenship. Census records from 1900 through 1950 contain certain citizenship information. To secure this information the applicant, member, or state should complete Form BC-600, Application for Search of Census Records for Proof of Age. Add in the remarks portion "U.S. citizenship data requested for Medicaid eligibility." This form requires a fee.
Education document	ED	The school record must show a U.S. birthplace and the name of the child.
Evidence of civil service employment by U.S. government	ER	The document must show employment by the U.S. government before June 1, 1976 . Persons employed with the U.S. government prior to that date had to be U.S. citizens.
Hospital record	HR	Extract of a hospital record on hospital letterhead established at the time of the person's birth and that indicates a U.S. place of birth. Do not accept a souvenir birth certificate issued by the hospital.
Life, health, or other insurance record	IP	Must show a U.S. place of birth.

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Acceptable Documentation	Valid CARES Verification Code	Description and Explanation
Medicaid birth claim	MB	<p>When the Wisconsin Medicaid program pays the costs associated with the birth of an infant who either:</p> <ul style="list-style-type: none"> • Did not qualify as a CEN • Was a CEN, but born before July 1, 2005. <p>The infant will be considered a U.S. citizen who has met the citizenship documentation requirement. If citizenship is not verified through a data exchange, identity documentation is still required.</p>
Medical record (doctor, clinic, or hospital)	MD	The document must show a U.S. birthplace. An immunization record is not considered a medical record for purposes of establishing U.S. citizenship.
Official military record of service	MS	The document must show a U.S. birthplace.
Admission papers from nursing home, skilled nursing care facility, or other institution	NH	The document must show a U.S. birthplace.
Other Medicaid program verified citizenship	OP	Use this code when an individual has already provided proof of citizenship while they were receiving Wisconsin Medicaid outside of CARES. For example, use this code for members previously enrolled through the Katie Beckett program.
Birth Certificate paid by IM agency	PB	A U.S. public birth certificate (paid for by the IM agency) showing birth in one of the 50 States, the District of Columbia, Puerto Rico (if born on or after January 13, 1941), Guam (born on or after April 10, 1899), the Virgin Islands of the U.S. (born on or after January 17, 1917), American Samoa, Swain's Island, or the Northern Mariana Islands (born after November 4, 1986). The birth record document may be recorded (previously 'issued') by the State, Commonwealth, Territory or local jurisdiction.

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Acceptable Documentation	Valid CARES Verification Code	Description and Explanation
Religious record or baptismal certificate	RR	An official religious record. The document must show a U.S. birthplace and either the date of birth or the individual's age at time the record was made.
Certification of Report of Birth	SD	The Department of State issues a DS-1350 to U.S. citizens in the U.S. who were born outside the U.S. and acquired U.S. citizenship at birth.
Certification of Birth Abroad	SD	Form FS-545: Issued by the Department of State consulates prior to November 1, 1990.
Consular Report of Birth Abroad of a US Citizen	SD	Form FS-240: The Department of State consular office prepares and issues this form. Children born outside the U.S. to U.S. military personnel usually have one of these.
SAVE database	SV	Use this code when using the SAVE system to verify citizenship status for non-citizens who gained U.S. citizenship.
Written affidavit	WA	<p>If the applicant cannot produce the accepted documents verifying citizenship, then a written affidavit may be used. If the documentation requirement needs to be met through an affidavits, the following rules apply:</p> <ul style="list-style-type: none"> • Must be signed by an individual other than the applicant, who can reasonably attest to the applicant's citizenship; • Contain the applicant's name, date of birth, and place of U.S. birth; • The affidavits must be signed under penalty of perjury;and • The affidavit does not have to be notarized.

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Documentation Of Identity Only

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Acceptable Documentation	Valid CARES Verification Code	Description and Explanation
State or territory driver's license	DR	Driver's license issued by a U.S. state or territory either with a photograph of the individual or other identifying information of the individual such as name, age, sex, race, height, weight, or eye color.
Education document	ED	For children under age 19, school records providing the name and other identifying information. School records would include, but not be limited to report cards, daycare, or nursery school records.
FoodShare identification requirement met	FS	Verifying the identity of the primary person is a requirement for a FoodShare application. Once this requirement is met for FoodShare, it is also met for the identity verification requirement for Medicaid. The new <FS> code will be entered by CARES when there is a request for FoodShare and a valid verification code for identity is entered in the existing verification code field. When a valid verification code is entered, <FS> will automatically populate in the new Medicaid verification code field for the primary person. <FS> remains a valid Medicaid verification code for the primary person even if the individual is not currently eligible for FoodShare benefits.
Identification card issued by federal, state, or local government	GI	Must have the same information that is included on driver's license.
Institutional Care Affidavit	IC	If the applicant cannot produce the accepted documents verifying identity, a signed Statement of Identity for Persons in Institutional Care Facilities form, F-10175 may be used. A residential care facility administrator signs this form under penalty of perjury attesting to the identity of a disabled individual in the facility.
U.S. military card or draft record, military dependent's identification card, or U.S. Coast Guard Merchant Mariner Card	MI	Must show identifying information that relates to the person named on the document.

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Acceptable Documentation	Valid CARES Verification Code	Description and Explanation
Medical record	MR	Doctor, clinic, or hospital records for children under age 19.
Motor vehicle data exchange	MV	<p>This code will appear in the identity verification field as a result of a data exchange update with the Division of Motor Vehicles.</p> <p>This can also be used when verifying an individual's identity through the Department of Transportation Driver License Status Check website.</p>
Multiple identity documents	OI	An individual may provide two or more corroborating identity documents to verify their identity. Examples include marriage license, divorce decree, high school or college diploma, or an employer identification card.
Other Medicaid program verified identity	OP	Use this code when an individual has already provided proof of identity while they were receiving Wisconsin Medicaid outside of CARES. For example, use this code for members previously enrolled through the Katie Beckett program.
State identification card paid for by agency	PI	Must have the same information as is included on driver's license.
School identification card	SI	School identification card with a photograph of the individual and/or other identifying information.
Written Affidavit for Children	SW	<p>If the applicant cannot produce the accepted documents verifying identity for children under 18 years of age, a Statement of Identity for Children Under 18 Years of Age form, F-10154 is acceptable. The affidavit must be signed under penalty of perjury by a parent, guardian, or caretaker relative stating the date and place of birth of the child.</p> <p>The affidavit does not have to be notarized.</p>

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Written Affidavit	WA	<p>If the applicant cannot produce the accepted documents verifying identity, then a written affidavit may be used. If the documentation requirement needs to be met through an affidavit, the following rules apply:</p> <ul style="list-style-type: none"> • Must be signed by an individual other than the applicant, who can reasonably attest to the applicant's identity • Contain the applicant's name, and other identifying information such as, age, sex, race, height, weight, eye color, or address • Must be signed under penalty of perjury • Does not have to be notarize. <p>A signed Statement of Citizenship and / or Identity for Special Populations form, F-10161 may be used for individuals who are unable to obtain any level of acceptable documentation.</p>