



DEPARTMENT OF  
CHILDREN AND FAMILIES  
Secretary Reggie Bicha  
201 East Washington Avenue, Room G200  
P.O. Box 8916  
Madison, WI 53708-8916  
Telephone: 608-266-8684  
Fax: 608-261-6972  
www.dcf.wisconsin.gov

DEPARTMENT OF HEALTH SERVICES  
Secretary Karen E. Timberlake  
1 West Wilson Street  
P.O. Box 7850  
Madison, WI 53707-7850  
Telephone: (608) 266-9622  
FAX: (608) 266-7882  
www.dhfs.wisconsin.gov

**State of Wisconsin  
Governor Jim Doyle**

**TO: Income Maintenance Supervisors  
Income Maintenance Lead Workers  
Income Maintenance Staff  
W-2 Agencies  
Workforce Development Boards  
Job Center Leads and Managers  
Training Staff  
Child Care Coordinators**

**FROM: Amy Mendel-Clemens, Chief  
Technical Assistance and Training Section  
Bureau of Enrollment Management  
Division of Health Care Access and Accountability**

<b>BEM/DFS OPERATIONS MEMO</b>		
<b>No:</b>	<b>09-23</b>	
<b>DATE:</b>	<b>04/10/2009</b>	
<b>FS</b>	<input type="checkbox"/>	<b>MA</b> <input checked="" type="checkbox"/>
<b>SC</b>	<input type="checkbox"/>	<b>CTS</b> <input type="checkbox"/>
<b>CC</b>	<input type="checkbox"/>	<b>W-2</b> <input type="checkbox"/>
<b>CF</b>	<input type="checkbox"/>	<b>JAL</b> <input type="checkbox"/>
<b>RAP</b>	<input type="checkbox"/>	<b>WIA</b> <input type="checkbox"/>
		<b>BC+</b> <input checked="" type="checkbox"/>
		<b>FSET</b> <input type="checkbox"/>
		<b>EA</b> <input type="checkbox"/>
		<b>JC</b> <input type="checkbox"/>
		<b>Other</b> <input type="checkbox"/> *
		<b>EP</b>
<b>PRIORITY: HIGH</b>		

**SUBJECT: Documentation of Citizenship Requirements**

**CROSS REFERENCE:** BC+HB, Section 4.2, Documenting Citizenship and Identity  
MEH, Section 7.2, Documenting Citizenship and Identity  
Process Help Manual, Section 68.3, Acceptable Citizenship and  
Identity Documentation

**EFFECTIVE DATE:** April 1, 2009

**PURPOSE**

This memo announces a change to the requirements for the documentation of citizenship of all persons applying for Medicaid (MA) and BadgerCare Plus (BC+) resulting from a recent change in federal law.

**BACKGROUND**

President Obama signed into law the State Children's Health Insurance Program Reauthorization Act of 2009 (Public Law 111-3) on February 4, 2009. Section 211(b) of the law modified several of the citizenship documentation requirements for persons applying for Medicaid and the State Children's Health Insurance Program. As eligibility under the Wisconsin Medicaid and BadgerCare Plus programs are tied to these federal programs, we must implement these changes. These changes in the law are effective immediately.

## ***POLICY CHANGES***

The following changes affect all persons applying for or are currently eligible for BC+ and MA, including Katie Beckett, Tuberculosis-related Medicaid (TB MA), Wisconsin Well Woman Medicaid and Medicare Beneficiaries. It does not affect persons applying for the BC+ Emergency Services, BC+ Prenatal Program or MA Emergency Services.

These policy changes became effective April 1, 2009. Any person who was denied or terminated effective April 1, 2009, from any MA or BC+ benefit solely for failure to provide the documentation of citizenship, should have their eligibility and benefits restored according to these policy changes.

### **TRIBAL ENROLLMENT DOCUMENTATION**

A document issued by a federally recognized Indian tribe evidencing membership or enrollment in, or affiliation with the tribe (such as a tribal enrollment card or certificate of degree of Indian blood) is now considered a "Level 1" form of documentation of citizenship and identity.

We are still waiting for clarification on what would be considered acceptable documentation from federally recognized tribes that border on Canada or Mexico and have members who are not U.S. citizens. We will communicate that clarification once we have received guidance from the federal government.

### **NO DELAY IN BENEFITS FOR APPLICANTS**

Applicants who are otherwise eligible and are only pending for verification of citizenship and identity must be certified for health care benefits, within the normal application processing timeframe (30 days from the filing date), as long as the applicant has notified the worker that s/he is taking steps to obtain the necessary documentation or has asked for the worker's assistance to obtain it.

The applicant will have 90 days after the request for verification to provide the requested documentation. If the requested verification is not provided by the end of the 90 days, the eligibility will be terminated with Adverse Action notice. This 90 day period applies to applications, reviews and person adds.

### **CONTINUOUSLY ELIGIBLE NEWBORNS (CENS)**

All persons who have ever been eligible for Wisconsin Medicaid or BadgerCare Plus as a CEN, are now exempt from ever having to provide documentation of citizenship.

## ***CARES***

### **NO DELAY IN BENEFITS PROCESSING**

All MA/BC+ applications must be processed within 30 days of the application filing date if the only verification they are waiting for is citizenship and identity documentation.

When BC+ or MA eligibility is only pending for verification of citizenship and/or identity:

1. Enter <Q?> into the Citizenship and Identity verification fields for the individual(s) who needs to provide this information. Run eligibility on the case to generate the verification checklist.
2. Return to the Citizenship and Identity fields and enter the <CN> (conversion) code for citizenship and identity verification on the pending individual. Run eligibility for the case and confirm the passing eligibility for all members including the individual(s) pending for citizenship/identity verification.
3. Return to the Citizenship and Identity verification and replace the <CN> with <Q?> for the pending individual while waiting for the verification. Allow 90 days (three months) for the person to provide the verification.
4. Set a CARES alert (ACEC in CARES mainframe) to display prior to Adverse Action in month 3. When the alert displays the worker must check for the citizenship and identity verification. If no verification is received and the individual(s) did not request more time to provide the verification, enter <QV> on the citizenship and identity verification fields. Run eligibility and confirmation to issue a timely negative notice to the individual.

### CENS PROCESSING

The current citizenship verification code for all MA/BC+ CEN newborns is <NB>. The <NB> code drops off at the next review or at the end of the one year eligibility certification.

Because these MA/BC+ CEN newborns do not have to provide any documentation to verify citizenship workers should first check for the birth query and enter the <BQ> code if one is available. If the birth query is not found, enter <MB> (Medicaid Birth Claim) as the citizenship verification.

**Note:** The <MB>code will drop off at each review. Workers must re-enter this code at each review if a birth query is not found. CARES will be updated in the future to hold the <NB> and <MB> codes at review. .

### **CONTACTS**

BEM CARES Information & Problem Resolution Center

\*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DHS/DHCAA/BEM/PH