

## Charts of Acceptable Verification for Citizenship and Identify Medical Assistance and General Assistance

01-10

The following charts list acceptable documentation of U.S. citizenship and identity for medical assistance and General Assistance determinations. A hierarchical approach is used when obtaining documentation. Documents must be initially requested from the list of primary documents, found in Chart A, before considering documents in Chart B, Chart C or Chart D.

Current and former Medicare beneficiaries, current and former SSI recipients, current and former SSD recipients, foster care recipients, and adoption support recipients are exempt from these requirements.

See KEESM [1322.1\(5\)](#) and KEESM [2145.2](#).

The following process is used when considering documentary evidence:

1. A primary document presented from Chart A, Primary Documents For both Citizenship and Identity, must be initially considered. These items are the only items that provide documentation of both citizenship and identity. If a document from this list is provided, no other documentation is needed.
2. If one of these documents is not readily available, two separate documents must be provided:
  - An item from a subsequent citizenship chart AND
  - An item from Chart I - Documents to Verify Identity or, for children under age 16, an item from Chart J - Documents to Verify Identity for Children Under age 16
3. Consider items from Chart B - Secondary Documents to Establish U.S. Citizenship after determining an item in Chart A is not available.
4. If an item in Chart B isn't available, request an item from Chart C - Third Level Documents to Establish U.S. Citizenship.
5. If an item from Chart C isn't available, request an item from Chart D - Fourth Level Documents to Establish U.S. Citizenship.
6. Obtain a separate document to document identity from Chart I. An item from Chart J may be used for children under age 16.
7. Individuals receiving U.S. citizenship status through collective naturalization are listed in Chart N.
8. Note some documents can not be used for verification of either citizenship or identity. Examples include: Social security card or other court records where a place of birth is not listed.

**Chart A: Primary Documents to Establish Both U.S. Citizenship and Identity**

For foreign-born persons a document from this chart must be provided unless the person is considered a citizen at birth per KEESM 2141.1. Documents in a subsequent chart may be used to establish citizenship and identity for citizens at birth.

<b>Document</b>	<b>Explanation</b>
U.S. Passport	<p>Issued by the Department of State. The passport must be issued without limitation, but does not have to be currently valid.</p> <p>Through 1980, spouses and children were sometimes included on a single passport. Passports after 1980 show only one person. The passport may be used for all persons included on the passport.</p>
Certificate of Naturalization (N - 550 or N - 570)	<p>Issued by Department of Homeland Security</p> <p>** See Chart B for more information about children of naturalized citizens.</p>
Certificate of Citizenship (N - 560 or N - 561)	<p>Issued by Department of Homeland Security.</p> <p>For individuals who derive citizenship through a parent, including adopted foreign-born children and other foreign-born children of citizen parents as described in KEESM 2141.1</p>
Indian Tribal Document	<p>Issued by a Federally recognized Indian Tribe.</p> <p>Document identifies membership, enrollment, or affiliation with the tribe. Examples include a tribal enrollment card or a certificate of degree of Indian blood.</p>

<b>Chart B: Secondary Documents Used to Establish US Citizenship</b>	
<b>Document</b>	<b>Explanation</b>
A U.S. Birth Certificate or Other Public Birth Record Includes a Delayed Certificate of Birth	The results of a query from the KDHE Birth Registration - <b>Screen Print the query results.</b>  The birth record must be issued by the state before the person was 5 years old.  Note: An amended record after the person is 5 is a lower-level document.
A Public Birth Record showing birth in one of the following: American Samoa Puerto Rico or Swain's Island (if after Jan 13, 1941) Virgin Islands of the US Northern Mariana Islands (after Nov 4, 1986) Guam	If the document indicates the individual was born in one of the territories prior to these dates, the individual may be collectively naturalized citizen.  See Chart N - Collectively Naturalized Citizens for requirements to be considered a collectively naturalized citizen
Certification of Report of Birth ( DS-1350)	Issued by Dept of State. Issued to citizens born outside of the US and acquired citizenship based on the Consular Report of Birth (FS-240).
Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240)	Issued by Dept of State consulate. For children under the age of 18. Note: Children born abroad to U.S. military personnel usually have one of these.
Certification of Birth Abroad (FS-545)	Issued by Dept of State consulate prior to Nov 1, 1990. Similar to the DS-1350.
United States Citizen Identification Card (I-197) and the prior version, I-179	Issued by INS between 1960 and 1973 (I-179) and from 1973 - 04-07-1983 (I-197) to citizens living near a Canadian or Mexican border. These are no longer issued, but are still valid.
American Indian Card (I-872)	Issued by Dept of Homeland Security. Identifies a member of the Texas Band of Kickapoo. A code of 'KIC' and statement on the back denote US citizenship.
Northern Mariana Card (I-873)	Issued by INS to a collectively naturalized citizen born in the NMI before 11-04-1986. The card is no longer issued, but is still valid.
Final adoption decree	The decree must show the child's name and U.S. place of birth. If the 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 providing the child's name and U.S. place of birth is acceptable. The agency must state the original source of this information is the birth certificate.

Evidence of civil service employment by the U.S. government	The document must show employment by the U.S. government prior to June 1, 1976.
Official Military record of service	The document must show a U.S. place of birth (for example a DD-214 or other official document)
Evidence of meeting the automatic criteria for U.S. citizenship outlined in the Child Citizenship Act of 2000.	<p>This only applies to children under the age of 18 residing in the custody of the U.S. citizen parent. The following must be provided:</p> <ul style="list-style-type: none"> <li>- Verification of citizenship or naturalization for one of the child's parents,</li> <li>- Verification of the child's lawful permanent residence status including SAVE verification, and</li> <li>- Verification of the child's adoption, if applicable.</li> </ul>

**Chart C: Third Level Documents Used to Establish U.S. Citizenship**

Note: These documents can only be used if the applicant alleges he was born in the United States and the place of birth on the document is consistent with client statement.

Document	Explanation
Extract of hospital record on hospital letterhead and meets the following: * established at the time of birth * was created at least 5 years before the initial application date * indicates a U.S. place of birth	Includes 'Footprint' document, Crib card. Doesn't include a souvenir birth certificate issued by the hospital.  For children under 16, document must have been created near the time of birth OR five years before date of application.
Life insurance record or Health insurance record or Other insurance record if a U.S. place of birth is showing and was created at least 5 years before the initial application date.	Includes a copy of the policy or a letter from the insurance company stating this information.
Religious Records	Must be recorded in the U.S. within three months of birth showing the birth occurred in the United States and showing either the date of birth or the individual's age at the time the record was made. Example: baptismal certificates.
Early School Records	Must show the name of the child, the date of admission to the school, the date of birth, a U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parents.

**Chart D: Fourth Level Documents Used to Establish U.S. Citizenship**

Document	Explanation
Federal or State Census Records showing U.S. citizenship or a U.S. place of birth for persons born between 1900 and 1950	Census record must have individual's age  To obtain, complete a form BC-600, Application for Search of Census Records for Proof of Age. Annotate in the remarks portion, 'U.S. citizenship data request for Kansas Medicaid eligibility.' There is a fee required, to be paid by the requesting agency.
Institutional Admission papers from a nursing home or other institution created at least 5 years before the initial application date and indicates a U.S. place of birth	Admission papers reflect biographical information for the person, including place of birth.

<p>Medical records created at least 5 years before the initial application date and indicates a U.S. place of birth</p>	<p>Medical records may show biographical information for the person, including place of birth.</p> <p>Immunization records are not sufficient for this purpose</p> <p>For children under age 16, the document must have been created near the time of birth or 5 years before the date of application.</p>
<p>Other documents which were created at least 5 years before the application for medical assistance.</p>	<p>The following documents must reflect a U.S. place of birth:</p> <ul style="list-style-type: none"> <li>* Seneca Indian tribal census record</li> <li>* Bureau of Indian Affairs tribal census records of the Navaho Indians</li> <li>* U.S. State Vital Stats official notification of birth registration</li> <li>* An amended U.S. public birth record that was amended more than 5 years after the person's birth</li> <li>* Statement signed by the physician or midwife who was in attendance at the time of birth</li> </ul>
<p>Roll of Alaskan Native</p>	<p>The Roll only contains information about individuals who were born prior to December 18, 1971. With permission from the consumer, the agency may contact the Bureau of Indian Affairs regional office in Juneau, Alaska at (907) 586-7177 to request information on the individual.</p>

<p><b>Chart E: Declaration of Citizenship</b> - may be accepted from an individual that is U.S. born or a Naturalized citizen.</p>	
<p>Declaration of Citizenship (Appendix item P-8)</p>	<p>Two declarations must be submitted, one from a non-relative. Both individuals completing the declarations must also submit proof of their own citizenship.</p>

<b>Chart I: Secondary Documents Used to Establish Identity</b>	
<b>Document</b>	<b>Explanation</b>
Certificate of Indian Blood, or Other U.S. American Indian/Alaska Native tribal document	Accept if document includes a photo or has other personal identifying information relating to the individual.
Drivers License or ID card issued by a State or U.S. Territory  Includes Expired Licenses	Accept if it contains a photograph of the individual or Other identifying information, such as name, date of birth, gender, height, eye color and address
U.S. Coast Guard Merchant Mariner Card	
Federal, State or Local Government ID Card  Including Employee ID Cards and Prisoner IDs.	Accept if it contains a photograph of the individual or Other identifying information, such as name, date of birth, gender, height, eye color and address
U.S. Military Card or draft record	
Military Dependent's ID Card	
Native American Tribal Document	
School ID Card	Must contain a photograph of the individual Applicable for students at all levels (e.g., elementary, post-secondary, vocational-technical, etc).

<b>Chart M: Multiple Documents</b> - If an applicant has none of the documents listed above as proof of identity, multiple documents may be allowed as proof of identity. Multiple documents can only be accepted as proof of identity when a second or third level of citizenship has been provided.	
<b>Document</b>	<b>Explanation</b>
When none of the above items of identity is available, a consumer may submit three or more of the following documents:	<ul style="list-style-type: none"> <li>- employer identification cards</li> <li>- high school or college diplomas, including GED</li> <li>- marriage certificates</li> <li>- divorce decrees</li> <li>- property deeds/titles</li> </ul>

**Chart J - Other Documents Used to Establish Identity For Children Under Age 16**

Note: May use these documents if none of the preceding documents are available  
 In addition, when no other documents are available, these documents may also be used for children age 16-18 if still residing in the home.

<b>Document</b>	<b>Explanation</b>
Clinic, Doctor or Hospital Records	Must include child's name and date of birth Examples: 'Footprint' document, immunization records, hospital bracelet with child's name (e.g., Baby Boy Baker), Crib card with child's name (e.g., Baby Girl Green).
School records - including nursery school and daycare	Document must include: -Child's name  Examples: Report Cards, Transcripts and Admission Form.  Includes yearbook or school directory if a photo is included.  Includes evidence from KsCares of enrollment with a licensed or registered daycare provider due to past or current Child Care Subsidy eligibility.  Note: School records being used as verification must be verified with the issuing school.
Child Identification cards	Must be issued by law enforcement, school or other government entity.

**Chart K: Declaration of Identity - may be accepted as a last resort from a child or a disabled adult.**

Disabled Adult	Declaration (Appendix P-9) must be signed by a director or administrator of a residential facility where the individual resides.
Child	Declaration (Appendix P-7) must be signed by a parent, legal guardian, or caretaker relative. This will be permitted for a child up to the age of 18 when a photo ID is not available.



**Chart N: Individuals Collectively Naturalized**

The following individuals gained U.S. citizenship through Collective Naturalization. This is a process where a group of individuals are granted citizenship by treaty or by an act of Congress. Residents of the territories were collectively naturalized U.S. citizens.

<p>Puerto Rico</p> <p>The individual must meet either of these requirements:</p>	<p>1. Evidence of birth in Puerto Rico on or after April 11, 1899 and A statement of residence in the U.S., a U.S. possession or Puerto Rico on January 13, 1941.</p>
	<p>2. Evidence the applicant was Puerto Rican citizen and The applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and The applicant's statement that he or she did not take an oath of allegiance to Spain.</p>
<p>U.S. Virgin Islands</p> <p>The individual must meet one of these requirements.</p>	<p>1. Evidence of birth in the U.S. Virgin Islands and a statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927.</p>
	<p>2. Client statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and a residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927 and that he or she did not make a declaration to maintain U.S. Danish citizenship</p>
	<p>3. Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932</p>
<p>Northern Mariana Islands (NMI) formerly part of the Trust Territory of the Pacific Islands (TTPI).</p> <p>The individual must meet one of these requirements.</p>	<p>1. Evidence of birth in NMI and TTPI citizenship and Residence in the NMI, the U.S. or a U.S. territory or possession on November 4, 1986 NMI local time.</p>
	<p>2. Evidence of TTPI citizenship and Continuous residence in the NMI since November 3, 1987 (NMI local time) and Voter registration prior to January 1, 1975 and Client statement that he or she did not have allegiance to a foreign state on November 4, 1986.</p>
	<p>3. Evidence of continuous domicile in the NMI since before January 1, 1974 and Client statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time)</p>