

2215 – CITIZENSHIP/ALIENAGE/IDENTITY

**POLICY
STATEMENT**

An individual must be a U.S. citizen or establish Department of Homeland Security (DHS) status as a lawfully admitted qualified alien in order to be eligible for Medicaid.

EXCEPTION: An individual determined ineligible for Medicaid solely because s/he does not meet the citizenship/alienage requirement is potentially eligible for Emergency Medical Assistance. Refer to [Section 2054, Emergency Medical Assistance](#) (EMA).

**BASIC
CONSIDERATIONS****Definition of
Citizenship**

Citizenship/alien status determines the benefits to which a person may be entitled.

A U.S. citizen is an individual who is one of the following:

- born in one of the 50 states, District of Columbia, Puerto Rico, Guam, U.S. Virgin Islands (St. Thomas, St. Croix and St. John), Northern Mariana Islands (Saipan, Rota and Tinian), American Samoa, or Swains Island.
- A child adopted by a U.S. citizen (Refer to Child Citizenship Act on page 2215-2)
- minor child born in another country to a non-U.S. citizen becomes a citizen when the parent resides in the U.S. for the required period of time and becomes a naturalized citizen.
- born in another country to a U.S. citizen.
- has fulfilled the requirements and completed the process of naturalization.

The Child Citizenship Act, which became effective February 27, 2001, amended the Immigration and Nationality Act (INA) to provide U.S. citizenship to certain foreign born children including adopted children of U.S. citizens when all required criteria are satisfied:

- At least one adoptive parent is a U.S. citizen,
- The child is under 18 years of age,
- If the child is adopted, a full and final adoption of the child, and
- The child is admitted to the United States as an immigrant

**Verification of U.S.
Citizenship**

Citizenship/alienage is **not** a requirement for an individual who is **not** a recipient in the Medicaid AU, but who is a member of the Medicaid budget group (BG) only.

NOTE: Citizenship status doesn't have to be verified for a child to receive Newborn Medicaid Class of Assistance (COA), or for an individual to receive EMA. A child who has received Newborn Medicaid since February 8, 2006 is considered to have provided satisfactory proof of citizenship and is not required to provide any additional verification at CMD or future application for another Medicaid class of assistance.

**BASIC
CONSIDERATIONS
Verification of U.S.
Citizenship (cont.)**

A hierarchical approach should be used in verifying citizenship. At application provide each head of household or authorized representative with a copy of “Providing Verification of Citizenship for Medicaid”. Use [Form 218](#), “Citizenship/Identity Verification Checklist” to give to the A/R or representative when actual verifications are requested. Both forms are found in Appendix F, Forms. If an applicant or recipient presents evidence from the listing of primary documentation, no other information will be required. When such evidence cannot be obtained, the next tier of acceptable forms of verification should be used. An attempt to obtain primary documentation should be made before continuing to secondary or tertiary lists. Secondary, third, and fourth level documentation also require verification of identity.

Primary Documents

- Current or expired U.S. passport (not limited passports)
- Certificate of Naturalization (N-550 or N-570)
- Certificate of Citizenship (N-560 or N-561)

Secondary Documents (also requires verification of identity)

- U.S. public birth record showing birth in one of the U.S. states, District of Columbia, American Samoa, Swain’s Island, Puerto Rico if born on or after January 13, 1941, Virgin Islands of the U.S. if born on or after January 17, 1917, Northern Mariana Islands if born after November 4, 1986, or Guam if born on or after April 10, 1899
- A U.S. birth certificate or data match with a State Vital Statistics Agency (refer to 2215-15 for instructions for accessing GA Vital Records)
- Certification of Report of Birth (DS-1350) issued by the Dept. of State.
- Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240) Certification of Birth Abroad (FS-545)
- United States Citizen Identification Card (I-197 or I-179)
- American Indian Card (I-872) issued by the Department of Homeland Security with the classification code “KIC”. (Issued by DHS to identify U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).
- Northern Mariana Identification Card (I-873) or Collective Naturalization for those who lived in the Northern Mariana Islands
- Final Adoption Decree
- Evidence of civil service employment by the U.S. government
- Official military record showing a U.S. place of birth

**BASIC
CONSIDERATIONS
Verification of U.S.
Citizenship (cont.)**Third Level Documents (also requires verification of identity)

- Extract of hospital record on hospital letterhead indicating a U.S. place of birth established at the time of the person's birth and was created at least 5 years before the initial application date (for children under 16, the document must have been created near the time of birth or 5 years before the date of application)
- 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
- Religious record recorded in the U.S. within 3 months of birth showing the birth occurred in the U.S. and showing either the date of the birth or the individual's age at the time the record was made. The record must be an official record recorded with the religious organization. (Entries in a family Bible are not considered religious records.)
- Early school record showing a U.S. place of birth. The school record must show the name of the child, the date of admission to the school, the date of birth, and name(s) and Place(s) of birth of the applicant's parents.

Fourth Level Documents (also requires verification of identity)

- Federal or State census record showing U.S citizenship or U.S. place of birth
- Institutional admission papers from a nursing home, skilled nursing care facility or other institution indicating a U.S. place of birth and was created at least 5 years before the initial application date
- Medical (clinic, doctor, or hospital) record indicating a U.S. place of birth and was created at least 5 years before the initial application date
- Other document that shows a U.S. place of birth and that was created at least five years before the application for Medicaid (or for children under 16 near the time of birth). These documents are a Seneca Indian tribal census record, Bureau of Indian Affairs tribal census records of the Navajo Indians, a U.S. State Vital Statistics official notification of birth registration, a delayed U.S. public birth record that was recorded more than 5 years after the person's birth, a statement signed by the physician or midwife who was in attendance at the time of birth, and the Bureau of Indian Affairs Roll of Alaska Natives.
- [Form 219 Citizenship Affidavit](#) (only used in rare circumstances as a last resort) by two individuals of whom one is not related to the applicant/recipient and who have personal knowledge of the event(s) establishing the applicants or recipient's claim of citizenship. The person(s) making the affidavit must be able to provide verification of his/her own citizenship and identity for the affidavit to be accepted. (A copy of the verification should be maintained in the case record.) A third affidavit from the applicant/recipient or other knowledgeable individual must also be obtained explaining why documentary evidence does not exist.

BASIC
CONSIDERATIONSVerification of U.S.
Citizenship (cont.)

NOTE: An affidavit may be used to verify citizenship of anyone or identity of a child, but not both

Verification
of Identity

Evidence of Identity (Any form of identity verification listed below is acceptable. The hierarchical approach is not required.) Proof of identity is not required for qualified or undocumented aliens.

- A state driver's license, Georgia Identification card or the Georgia Identification Card for Voting Purposes issued by the Department of Driver's Services
- Certificate of Indian Blood or other U.S. American Indian/Alaska Native tribal document
- U.S. military card or draft record (must contain photo or other identifying information)
- Identification card issued by federal, state, or local government agencies or entities either containing a picture or identifying information such as name, date of birth, sex, height, color of eyes, and address (includes the Georgia Identification card issued by the County Voter Registrar's office).
- Military dependent's identification card, if it contains a photograph or other identifying information
- United States Coast Guard Merchant Mariner Card
- School identification card with a photograph
- U.S. passport issued with limitations
- Data matches or documents from law enforcement or corrections agencies, such as police departments, sheriff's departments, parole office, DJJ and Youth Detention Centers. Information such as height, race, date of birth, weight, eye color and/or other identifying information should be included. A print-out from their data system with identifying information would verify identity. Identifying information for former inmates can be accessed through the Georgia Department of Corrections at <http://www.dcor.state.ga.us/GDC/OffenderQuery/jsp/OffQryForm.jsp>.

3 or more corroborating documents which must at a minimum contain the individual's name, plus any additional information establishing the individual's identity. All used must contain consistent identifying information, i.e. if a document is accepted that contains the name, DOB and address of the client, the other documents should contain the name, DOB and address of the client or contain either the name and DOB or the name and address. Identifying information includes full name, height, weight, eye color, date of birth, street address (must be current), driver's license number, photo, social security number, fingerprints, etc. Documents that may be used include employer identification cards, high school and college diplomas from accredited institutions (including general education and high school equivalency diplomas from accredited institutions), marriage certificates,

**BASIC
CONSIDERATIONS**
**Verification
of Identity
(cont.)**

divorce decrees or other court records, social security cards, check stubs, utility bills, transcripts, immunization records that are a part of a medical record (must be certified by the provider), property deeds/titles, school records, hospital records and insurance records. Other documents may be used if they meet the criteria listed above. Data matches with the marriage, divorce, or death records of the state vital records index are also acceptable. Any document used to verify citizenship can not be re-used to corroborate identity. These documents can only be used if applicant submitted 2nd or 3rd tier citizenship documentation.

NOTE: Driver's license cross match and criminal offenders or sexual predators match with the GA DataBroker system are valid verifications as long as they were completed prior to 6/30/10 .

- Disabled individuals in residential care facilities may have their identity attested to by the facility director or administrator when the individual does not have or cannot get any document on the preceding lists. Again, the affidavit is signed under penalty, but need not be notarized.

For individuals under age 16 who are unable to produce a document listed above, the following documents are acceptable to establish identity:

- School record including report card, daycare or nursery school record. (Must verify record with issuing school).
- Clinic, doctor or hospital record showing date of birth
- Form DMA-550 (Newborn certification) if it was created within 3 months of the child's birth and is signed by a provider.

NOTE: An immunization record is not acceptable as verification of identity for children under the age of 16 unless they are a part of a medical record (the record must be certified by the medical provider).

- An affidavit signed under penalty of perjury by a parent or guardian, stating the date and place of birth of the child and attesting to the identity of the child.

NOTE: A signed [Declaration of Citizenship](#) form that includes the above information can be accepted to verify the child's identity if he/she is under the age of 16.

An individual cannot use an affidavit for identity if he or she also submitted an affidavit for proof of birth or nationality.

An A/R is not required to provide documentation of citizenship/identity again unless documentation previously submitted is questionable.

**Reasonable
Opportunity to
Provide Verification**

Individuals who declare they are U.S. citizens, under penalty of perjury, must be given a reasonable opportunity to provide required proof of citizenship/identity without Medicaid benefits being denied, delayed or terminated. If an A/R provides all other verification necessary to determine eligibility, but does not provide proof of citizenship/ID, the case should be approved. The A/R will be given until the end of the third month following the month of approval to provide verification.

**BASIC
CONSIDERATIONS**
**Reasonable
Opportunity to
Provide Verification
(cont'd)**

Each applicant will be allowed one reasonable opportunity period (ROP) per year. This year will run twelve (12) consecutive calendar months beginning the first day of the month following the end of the ROP and will continue regardless of whether the Medicaid case remains active or not.

Reasonable opportunity applies to each individual AU member rather than the entire AU. If an A/R does not return verification of citizenship/ID by the beginning of the third month following the month of approval, the individual for whom citizenship/identity has not been verified should be penalized (an adult) or excluded (a child) from the Medicaid AU at the end of the ROP. Refer to [Section 2657](#), Penalized Individuals, and [Appendix J](#)-Family Medicaid SUCCESS Functions for proper coding procedures. The change must be completed in time for timely notice to expire no later than the end of the third month. If the A/R returns the verification after the closure but before the end of the third month, the individual should be reinstated. Citizenship/identity verification for a penalized or excluded AU member who received an ROP can be provided at any time during the 12 month period following the expiration of the ROP. No new application is required when removing the penalty or adding the child back to the original Medicaid AU. The previously penalized or excluded member should be added back to the Medicaid AU effective the first day of the month that verification provided.

EXCEPTION: In the following situations, a new application is required if verification of citizenship/identity is provided during the 12 month period following the ROP.

- A Medicaid case in which there is only one AU member
- A LIM case that contains only one eligible child and the child's verification of citizenship/identity is not provided. In this situation, the case would have closed as there would be no qualifying child in the AU under 18.

**Definition of
Alienage**

An alien is an individual who is not a U.S. citizen, but resides in the U.S. or its territories. Visitors, tourists, foreign students and diplomats are not eligible for benefits.

Alien status determines the benefits to which an alien may be entitled.

Date of Entry

The recognized date of entry into the U.S. is the date recognized by DHS as opposed to the actual, physical date of entry.

An alien who entered the U.S. on or after August 22, 1996, is not eligible for Medicaid, except under EMA procedures, for a period of five years from the date of entry into the U.S., unless s/he is a Qualified Alien and meets one of the criteria in Chart 2215.1.

An alien who entered the U.S. for permanent lawful residence prior to August 22, 1996, meets the citizenship/alien criteria for any Family or ABD Medicaid COA.

**BASIC
CONSIDERATIONS****Date of Entry
(cont'd)**

An alien who entered the U.S. for permanent lawful residence prior to August 22, 1996, and who is not potentially eligible for SSI based on the criteria in Chart 2215.1, meets the citizenship/alienage criteria for any ABD Medicaid COA.

An alien who entered the U.S. for permanent lawful residence after August 22, 1996, and who has lived in the U.S. for at least 5 years meets the citizenship/alienage criteria for any Family or ABD Medicaid COA.

EXCEPTION: All qualified alien children who are eligible for title IV-E retain their categorical eligibility for Medicaid under title XIX, regardless of how long they have been in the United States.

**Definition of
Qualified Alien**

According to the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 and subsequent legislation, a Qualified Alien is an alien who, at the time of Medicaid application or approval, is one of the following:

- Aliens lawfully admitted for permanent residence under the Immigration and Nationality Act (INA), 8 USC 1101 et seq.; This includes Special Immigrant Juvenile Status (SIJS) granted to an undocumented foster child that has petitioned U.S. Citizenship and Immigration Services and been granted SIJ status and is classified as a lawful permanent resident.
- Refugees admitted under Section 207 of the INA
- Aliens granted asylum under Section 208 of the INA
- Cuban and Haitian entrants (as defined in section 501(e) of the Refugee Education Assistance Act of 1980),
- Aliens granted parole for at least one year under Section 212(d)(5) of the INA
- Aliens whose deportation is being withheld under (1) Section 243(h) of the INA as in effect prior to April 1, 1997: or (2) Section 241(b)(3) of the INA as amended
- Aliens granted conditional entry under Section 203(a)(7) of the INA in effect before April 1, 1980
- Battered aliens, who meet the conditions set forth in Section 431(c) of PRWORA, as added by Section 501 of the Illegal Immigration Reform and Immigration Responsibility Act of 1996, P.L. 104-208 (IIRIRA), and amended by Section 5571 of the Balanced Budget Act of 1997, P.L. 105-33 (BBA), and Section 1508 of the Violence Against Women Act of 2000, P.L. 106-386. Section 431 (c) of PRWORA, as amended, is codified at 8 USC 1641 (c)
- Victims of a severe form of trafficking, in accordance with Section 107(b)(1) of the Trafficking Victims Protection Act of 2000, P.L. 106-386.

**Non-Immigrants
(temporary residents)**

Non immigrants may be legally admitted to the U.S., but only for a temporary or specified period of time. These aliens are **INELIGIBLE** for full Medicaid or emergency medical services because they do not meet the Georgia residency requirement unless they are admitted for employment purposes.

**BASIC
CONSIDERATIONS**
**Non-Immigrants
(temporary residents)
(cont'd)**

An alien admitted for a limited period of time who does not leave the U.S. when the period of time expires becomes an undocumented alien. If he/she then establishes Georgia residency, he/she may be eligible for Emergency Medical Assistance only. Examples of legal non-immigrants include:

1. Foreign government representatives on official business and their families and servants.
2. Visitors for business or pleasure, including exchange visitors.
3. Aliens in travel status while traveling directly through the U.S.
4. Ship crewmen on shore leave
5. Treaty traders and investors and their families
6. Foreign students
7. International organization representatives and personnel and their families and servants,
8. Temporary workers including agricultural contract workers
9. Members of foreign press, radio, film, or other information media and their families.

**Declaration of
Citizenship/
Alienage**

A declaration of citizenship/alienage **must** be obtained for **all** AU Medicaid recipients at the following times:

- at initial application
- when an individual is added to an AU
- when the agency becomes aware of a discrepancy

NOTE: A Declaration of Citizenship/Alien Status is required on each Medicaid recipient (except EMA recipients) if there is no previous Declaration for the person on file. If there are two adults in the AU, each must sign the Declaration of Citizenship. If the Form 94 (rev. 5/10) or the Form 700 is used as an application, a separate Declaration is not required as these forms contain the necessary language to meet the needs of a declaration.

EXCEPTION: Citizenship may be assumed for Newborn Medicaid. If you are adding a child to an AU and that child had previously received as a Newborn, a declaration of citizenship is **not** necessary until the next redetermination of eligibility or change in Class of Assistance (COA).

Do not require a written declaration of citizenship/alien status for any foster care or adoption assistance child.

Do not require a written declaration of citizenship/alien status for any applicant who indicates inability or unwillingness to do so. Failure to complete a declaration of citizenship will result in a citizen being ineligible for Medicaid. Classify a qualified alien as an undocumented alien and consider eligibility only for EMA. Refer to [Section 2054, Emergency Medical Assistance](#).

PROCEDURES**Verification of
Citizenship &
Identity**

Citizenship and identity must be verified at the following:

- at initial application
- when an individual is added to an AU
- when the agency becomes aware of a discrepancy
- at review if not previously verified

All documents verifying citizenship/identity must be either originals or copies certified by the issuing agency. Copies or notarized copies cannot be accepted. Faxed copies of documents used to verify citizenship and/or identity are considered copies and cannot be accepted unless the FAX or copy is sent by an outstationed RSM or DFCS employee from a hospital or other outreach site. The case record should be annotated and SUCCESS should be documented to indicate that original documents were viewed. Copies must be maintained in the case record and should be marked "Original document viewed". The copy should also contain the name of the person viewing the document and the date the document was viewed. The person viewing can be DFCS staff, staff from other state and federal agencies, medical provider staff (not contracted staff such as cost recovery agencies), Georgia Cares or Healthy Mothers/Healthy Babies staff who are routinely involved in assisting clients in completing Medicaid applications and gathering verification. These staff can make copies on the client's behalf. They are required to sign the copy and indicate that the original was seen.

Their phone number must be included along with the date the originals were viewed. If DFCS staff has any doubts about the copy, they should request that the individual send in or bring in the original documents for verification.

If an individual receives Medicaid, and it is determined that documents are inconsistent with pre-existing information, are counterfeit or altered, the Department of Family and Children Services should investigate for potential fraud and abuse, and refer to DCH's Program Integrity Unit (1-800-533-0696). However, if the case is denied because the citizenship criteria was not met or income discrepancies could not be resolved, then no referral is required. If an applicant or recipient tries to present documentation but is unable to do so because the documents are not available, the Medicaid worker should assist the individual in securing evidence of citizenship.

EXCEPTIONS

The following groups are exempt from further citizenship/identity verification requirements.

- Persons entitled to or enrolled in Medicare
- Individuals on Social Security disability, including a disabled child, widow, or widower receiving disability benefits on the account of a worker
- Persons currently receiving SSI cash benefits
- Children receiving Title IV-B Foster Care benefits
- Children receiving Title IV-E Foster Care benefits
- Children receiving Title IV-E Subsidized Adoption benefits
- Children who have received Newborn Medicaid since February 8, 2006

PROCEDURES

Verification of
Citizenship &
Identity
(cont.)

Any assistance unit (AU) member who fails or refuses to cooperate in determining his/her own citizenship/alienage/identity status is ineligible for any ABD or Family Medicaid COA.

Verifying Alien
Status

Verify alien status for **all** AU members who are not U.S. citizens. Use DHS documents and Chart 2215.1 to determine alien status and potential eligibility for Medicaid.

NOTE: Do not require verification of alien status for an alien that meets all of these criteria:

- Alien is unable or unwilling to provide verification
- Alien has a date of entry less than 5 years prior to application date
- Alien does not meet any of the exemptions from the 5 year rule.

An alien that meets all of the above criteria should be classified as an undocumented alien and would **only** be eligible for EMA.

A qualified alien who meets the 5 year requirement but does not provide proof of his/her alien status is not eligible for Medicaid. This includes EMA.

Additional documents may be requested from DHS only with the alien's written permission. Reconsider an alien for inclusion in the AU if DHS alien status verification is later received. Refer to Chapters 2500, ABD Responsibility Budgeting, 2600, Family Medicaid AUs/BGs and 2650, Family Medicaid Budgeting.

Document the following:

- AU's statement of alien status
- source of verification
- WEB-1 verification

WEB-1 VIS/CPS
Alien Verification

The Verification Information System (VIS), Customer Processing System (CPS) is provided by DHS to verify the immigration status of non-citizens who are applying for benefits. The WEB-1 Access Method is designed to assist government agencies with eligibility determinations for federal, state and/or local public benefits.

WEB-1 establishes the legitimacy of alien documentation and provides verification of the status under which an alien has been admitted to the U.S.

WEB-1 access is available at:

<https://save.uscis.gov/Web/vislogin.aspx?JS=YES>

A tutorial for the system is available from the main screen once the login is completed.

Complete WEB-1 procedures in the following situations:

- To establish the alien status of ALL non-citizens

EXCEPTION: Do **not** verify alien status for EMA determinations. Refer to [Section 2054](#), EMA, for additional information.

- To verify the legitimacy of an alien's documentation

PROCEDURES**WEB-1 VIS/CPS****Alien Verification****(cont.)**

- To determine the status of an alien whose documentation has been lost or has expired
- To determine if DHS has assigned a new alien status

If secondary verification is required, send a copy of the G-845 and copies of DHS documents to USCIS at: Russell Federal Annex, 77 Forsyth Street Room 85, Atlanta, Georgia 30303. Continue with the eligibility determination while awaiting secondary verification. Allow timely notice and deny Medicaid if secondary verification indicates the alien is unqualified. Consider EMA.

**Determining 40
Qualifying Quarters**

Lawful permanent residents who can be credited with 40 qualifying quarters of employment meet the citizenship/alienage requirement. No five (5) year waiting period is required.

To establish 40 qualifying quarters complete the following process:

Step 1

Obtain the name, SSN, date of birth and gender of each wage earner whose quarters are being used to establish eligibility.

The wage earner may be:

- the alien (self)
- a current spouse (consider only quarters worked during the marriage)
- a deceased spouse whose credited quarters were worked during the marriage

NOTE: The alien may not be currently married if considering a deceased spouse's qualifying quarters.

- A parent (deceased or divorced) whose children (biological or adopted) are/were under age 18 at the time the credited quarters are/were worked.

NOTE: Quarters earned prior to birth of the child may be used.

- A stepparent, if at the time the credited quarters were worked the child was under age 18, unmarried and there was a marital relationship with the child's parent.

NOTES:

- If the marital relationship ends for reasons other than death, credited quarters of a stepparent may not be used.
- A child's quarters of employment cannot be used by a parent to meet this requirement.

Step 2

Accept the A/R's or wage earner's statement of quarters worked if:

- Alone or in combination with parents and/or spouse the alien has sufficient time in the U.S. to have acquired 40 quarters;
- DHS documents verify that the dates of entry are consistent with 40 credited quarters or more;
- The alien, spouse, parent or a combination of both have sufficient quarters to meet the requirement. The same quarters may be used to meet the requirement for more than one alien.

Use the WEB-1 system interface with SSA to obtain verification needed to establish credit quarters.

PROCEDURES

**Determining 40
Qualifying Quarters
(cont.)**

Step 3

Have each wage earner whose quarters are being used to establish eligibility complete and sign Form SSA-3288, SSA Consent for Release Information, and to provide a statement if his/her work history as outlined in Step 2.

NOTE: The wage earner may be an alien or U.S. citizen by birth or naturalization. The wage earner does not have to have paid Social Security taxes or have earned quarters under the SSA.

Step 4

Exclude as a credit quarter any quarter in which the wage earner received federal public assistance on or after January 1, 1997. The result is the total qualifying quarters and must equal or exceed 40 for the lawful permanent resident to be eligible for Medicaid.

Public assistance is defined as Food Stamp benefits, housing, TANF, employment services, support services, child care subsidy, federal energy assistance, subsidized utilities, SSI or Medicaid (other than EMA). This list is not inclusive.

Public assistance does not include EMA, public health assistance, foster care, adoption assistance, soup kitchen meals, crisis counseling, short term shelter, educational assistance, WIA, disaster relief, or Head Start. This list is not inclusive.

Step 5

Determine the number of credited quarters, as follows and document calculations in the case record.

- **Prior to 1978:** If earnings totaled at least \$50 per quarter (January through March, April through June, July through September or October through December), a quarter was credited to the wage earner.
- **On or after January 1, 1978:** Credited quarters are based on the total yearly earnings. To determine the number of credited quarters, divide the total yearly earnings by the figures listed below for that year. The result (up to 4), minus the number of quarters public assistance was received, is the number of credit quarters.

1978	\$250	1987	\$460	1996	\$640	2005	\$920
1979	\$260	1988	\$470	1997	\$670	2006	\$970
1980	\$290	1989	\$500	1998	\$700	2007	\$1000
1981	\$310	1990	\$520	1999	\$740	2008	\$1050
1982	\$340	1991	\$540	2000	\$780	2009	\$1090
1983	\$370	1992	\$570	2001	\$830		
1984	\$390	1993	\$590	2002	\$870		
1985	\$410	1994	\$620	2003	\$890		
1986	\$440	1995	\$630	2004	\$900		

Step 6

Document calculations in the case record.

The chart below provides each DHS status, which is routinely applicable to eligibility determinations. This chart is not all-inclusive. The DHS has the discretion to change documents or codes to allow any alien or group of aliens to stay in the U.S. for an indefinite period. Service agencies may not be aware of these changes prior to implementation.

Additionally, documents issued by the DHS vary by local DHS office. For example, two aliens with the same immigration status may not have the same document to verify the same status. Letters of decision from immigration judges may identify DHS status, also. Direct questions regarding documents to the appropriate policy help desk.

CHART 2215.1 – DETERMINATION OF ALIEN STATUS		
IF the A/R's Alien DHS status is:	THEN the A/R meets the Citizenship/Alien eligibility criteria for the following COAs:	Verify with one of the following DHS documents:
Lawful Permanent Resident with 40 qualifying quarters of coverage who enters the U.S. <ul style="list-style-type: none"> • prior to 8/22/96 	SSI, Any Family Medicaid or ABD Medicaid COA.	Resident Alien Card Passport, Visa, I-94, I-181, DHS AR-3a or other DHS documentation stating the "Processed for I-551, Temporary Evidence of Lawful Residence"
<ul style="list-style-type: none"> • on or after 8/22/96 	Any Family Medicaid or ABD Medicaid COA, beginning from the date of entry. No waiting period applies.	
Lawful Permanent Resident without 40 qualifying quarters of coverage who entered the U.S. <ul style="list-style-type: none"> • Prior to 8/22/96 	SSI, Any Family Medicaid or ABD Medicaid COA.	
<ul style="list-style-type: none"> • On or after 8/22/96 	Any Family Medicaid or ABD Medicaid COA, beginning 5 years after the date of entry. Exception: EMA, beginning from the date of entry. No waiting period applies.	

CHART 2215.1 – DETERMINATION OF ALIEN STATUS (cont.)

IF the A/R's Alien DHS status is:	THEN the A/R meets the Citizenship/Alien eligibility criteria for the following COAs:	Verify with one of the following DHS documents:
Lawful Permanent Resident who was lawfully residing in U.S. on or prior to 8/22/96 and who is, or becomes disabled or blind	SSI, any Family Medicaid or ABD Medicaid COA.	Resident Alien Card Passport, Visa, I-94, I-181, DHS AR-3a or other DHS documentation bearing the endorsement "Processed for I-551, Temporary Evidence of Lawful Residence"
Lawful Permanent Resident who was lawfully residing in U.S. on or prior to 8/22/96 and was 65 years or older at that time	Ineligible for SSI, unless disabled or having 40 qualifying quarters. Refer to SSA to make application for SSI if appropriate. Eligible for any Family Medicaid COA or ABD Medicaid COA based on age.	
Any SSI recipient who applied for SSI before 1979	SSI, Any ABD Medicaid COA	Any DHS status or any documentation establishing that the alien applied for SSI prior to 1979
An alien granted asylum status under Section 208 of INA who entered the U.S. - Prior to 8/22/96	Any Family Medicaid or ABD Medicaid COA OR SSI for 7 years from date asylee status is granted, regardless of current DHS status	I-94 annotated with Section 208 I-688B annotated with 274a.12 (a) (5) Other DHS documents with asylum codes of AS1, AS2, AS3 AS6, AS7, AS8
- On or after 8/22/96	Any Family Medicaid or ABD Medicaid COA OR SSI for 7 years from date asylee status is granted, regardless of current DHS status	
An American Indian born outside the US, but recognized as a Lawful Permanent Resident if living along the Canadian border	SSI OR Any Family Medicaid or ABD Medicaid COA	Same as above or 50% blood is that of an American Indian or is a member of a federally recognized tribe.

CHART 2215.1 – DETERMINATION OF ALIEN STATUS (cont.)

IF the A/R's Alien DHS status is:	THEN the A/R meets the Citizenship/Alien eligibility criteria for the following COAs:	Verify with one of the following DHS documents:
<p>An alien paroled for at least one year under Section 212(d) (5) who entered the U.S.</p> <p>- prior to 8/22/96</p>	Any Family Medicaid or ABD Medicaid COA	I-688B annotated with 274a.12(a) (4) or c(11)
<p>- on or after 8/22/96</p>	<p>Any Family Medicaid or ABD Medicaid COA, beginning 5 years from the entry date</p> <p>EXCEPTION: EMA for 5 years beginning from the date granted parolee status</p>	<p>I-94 annotated with 212(d)(5an)</p> <p>I-512 annotated with Section 212(d)(5)</p>
A Cuban and Haitian entrant admitted under Section 501(3) of Refugee Education Assistance Act of 1980 (as of 11/98)	<p>SSI for 7 years from date of entering into U.S.</p> <p>OR</p> <p>Any Family Medicaid or ABD Medicaid COA</p>	<p>I-94 annotated with paroled as refugee, Section 207 or married Cuban</p> <p>I-551 or I-151 with CH6, CNP, CU6 or 7</p>
An immigrant with Amerasian DHS status who entered the U.S. either prior or on or after 8/22/96.	<p>SSI for 7 years from date of entry into the U.S. regardless of current status</p> <p>OR</p> <p>Any Family Medicaid or ABD Medicaid COA</p>	<p>I-95 annotated with AM1, AM2, AM3</p> <p>I-551 annotated with AM6, AM7, AM8</p> <p>Vietnamese Exit Visa, Vietnamese Passport, or U.S. Passport stamped AM1, AM2, AM3</p>
Any above listed alien and considered a battered spouse or child and who is no longer living with the batterer.	Any Family Medicaid or ABD Medicaid COA	Any DHS document that established a spouse or child(ren) as lawfully residing in the U.S. and considers them as a battered spouse or child(ren).

CHART 2215.1 – DETERMINATION OF ALIEN STATUS (cont.)

IF the A/R's Alien DHS status is:	THEN the A/R meets the Citizenship/Alien eligibility criteria for the following COAs:	Verify with one of the following DHS documents:
A qualified alien with any documented status if the alien is: <ul style="list-style-type: none"> • a veteran who has been honorably discharged for reasons other than alienage, OR • on active military duty (other than active duty for training) AND • a qualified alien spouse and unmarried children (natural, adoptive or step) under 18, of the veteran or military personnel on active duty 	SSI OR Any Family Medicaid or ABD Medicaid COA	Any DHS document that establishes that the alien is lawfully residing in the U.S. (Spouse and any unmarried children [natural, adoptive, or step] under 18, must also be documented as lawfully residing in the U.S.
A refugee admitted under Section 207 of Immigration & Naturalization Act (INA)	SSI for 7 years from date of entry into U.S., regardless of current status, Any Family Medicaid or ABD Medicaid COA	
Alien whose deportation is being withheld under Section 243(h) or 241(b) of the INA	SSI for 7 years from date of withholding deportation OR Any Family Medicaid or ABD Medicaid COA	I-94 annotated with Section 243(h) Other DHS documentation from an immigration judge showing that deportation has been withheld
Conditional entrants under Section 203(a)(7) of the INA in effect prior to 4/1/80 who entered the U.S. - Prior to 8/22/96 - On or After 8/22/96	Any Family Medicaid or ABD Medicaid COA EMA for 5 years beginning from the date of entry THEN Any Family Medicaid or ABD Medicaid COA	I-94 annotated with Section 203(a)(7)

CHART 2215.1 – DETERMINATION OF ALIEN STATUS (cont.)		
IF the A/R's Alien DHS status is:	THEN the A/R meets the Citizenship/Alien eligibility criteria for the following COAs:	Verify with one of the following DHS documents:
Iraqi and Afghani Special Immigrants (Public Law 110-161)	<p>Any Family Medicaid or ABD Medicaid COA beginning the date the A/R is granted the Special Immigrant status. The date the status is granted must be 12/26/07 or later.</p> <p>For dates prior to 12/26/07, these groups would only be eligible for EMA.</p>	<p>Iraqi or Afghani passport with an immigrant visa stamp noting that the individual has been admitted under IV (Immigrant Visa) category SI1, SI2, or SI3, and DHS stamp or notation on passport or I-94 showing date of entry.</p> <p>Iraqi passport with an immigrant visa stamp noting that the individual has been admitted under IV (Immigrant Visa) category SQ1, SQ2, or SQ3, and DHS stamp or notation on passport or I-94 showing date of entry.</p> <p>DHS Form I-551 showing Iraqi or Afghan nationality (or Iraqi or Afghan passport) with an IV (Immigrant Visa) code of SI6, SI7, or SI9.</p> <p>DHS Form I-551 showing Iraqi nationality (or Iraqi passport) with an IV (Immigrant Visa) code of SQ6, SQ7, or SQ9.</p>

CHART 2215.1 – DETERMINATION OF ALIEN STATUS (cont.)

Persons from the Compact of Free Association States, which include the Federated States of Micronesia, Republic of the Marshall Islands, and the Republic of Palau.	Citizens of the Compact of Free Association States have a special status with the U.S. that allows them to enter the country, work here and acquire a Social Security number without obtaining an immigration status from the Department of Homeland Security. They are NOT eligible for Medicaid (except EMA) unless they have obtained a qualifying alien status.	Any documentation stating they are a citizen of one of the Compact of Free Association States.
All other aliens	Any Medicaid COA using EMA procedures	N/A

Instructions for Vital Records Inquiry

	ACTIVITY	SCREEN DISPLAYS
1	From the GO screen, type DHR and press Enter. (This function is not available from DHR8).	The DFCS Integrated Systems Sign On menu appears. The cursor will appear in the selected field.
2	Type 2 (for \$TARS) In the selection field and press Tab. Type your RACF User ID in the RACF ID field and press Tab. Type your RACF password in the password field and press enter.	The following message appears: "DFHCE3549 Sign-on is complete".
3	Clear the screen.	A blank screen appears.
4	Type SIBI and press Enter for Birth Index Inquiry OR SIDT and press Enter for Death Index Search OR SIDV and press Enter for Divorce Index Search OR SIMI and press Enter for Marriage Index Search	The Birth Index Inquiry Screen appears. The Death Index Search Screen appears. The Divorce Index Search Screen appears. The Marriage Index Search Screen appears.
5	Type the year and last name. To narrow the search, type the month and day if known. Press Enter to complete the inquiry. If match appears on the Birth Index, tab down to the line with the match, type an "S" and press Enter. NOTE: To go from one Vital Record Inquiry to another, clear the screen after the inquiry is completed and type the next index screen desired.	Vital Record information on file (if any) will appear. A screen with the person's full name, birth date and parent's names will appear. This screen can be copied and pasted into SUCCESS. <u>DO NOT PRINT VITAL RECORD SCREENS.</u>
6	Clear the screen. Type CESF LOGOFF to exit	The GO screen will appear.

NOTE: Do not print Vital Record Screens. The information is confidential. Document case files but do not put screen print in case records.