

**CITIZENSHIP / IDENTITY VERIFICATION REQUIREMENTS**

<b>Laws / Regulations</b>	<b>Deficit Reduction Act PL 109-171, §6036</b>	<b>Colorado HB06S-1023 / HB07-1314 / SB07-211</b>	<b>10 CCR 2506-1 “Volume 4”</b>	<b>Personal Responsibility and Work Opportunity Reconciliation Act of 1996 – Title IV PL 104-193, §400</b>
<b>Clients / Programs Specifically Affected</b>	<p>DOCUMENTATION REQUIRED FROM ALL APPLICANTS.</p> <ul style="list-style-type: none"> <li>- Medicaid</li> </ul>	<p>DOCUMENTATION AND AFFIDAVIT REQUIRED FROM ALL APPLICANTS 18 YEARS OF AGE OR OLDER.</p> <ul style="list-style-type: none"> <li>- TANF / Colorado Works</li> <li>- AND</li> <li>- Aid to the Blind</li> <li>- OAP</li> <li>- LEAP</li> <li>- 18-21 year olds needing after care services such as housing, education funding, and support services</li> <li>- Foster &amp; adoptive parents</li> <li>- CICP</li> <li>- OAP Health Care Program (“State Medicaid”)</li> <li>- Home Care Allowance</li> <li>- Licensed Child Care Providers</li> </ul>	<p>DOCUMENTATION REQUIRED FROM ALL APPLICANTS.</p> <ul style="list-style-type: none"> <li>- Food Assistance Program</li> </ul>	<p>DOCUMENTATION REQUIRED FROM ALL CHILDREN RECEIVING CHILD CARE ASSISTANCE.</p> <ul style="list-style-type: none"> <li>- Colorado Child Care Assistance Program (recipients)</li> </ul>
<b>Clients / Programs Specifically Exempt or Excluded from Verification Requirements</b>	<ul style="list-style-type: none"> <li>- Individuals receiving SSI benefits</li> <li>- Individuals receiving SSDI benefits based on the individual’s disability</li> <li>- Individuals entitled to or enrolled in any part of Medicare</li> <li>- Individuals who are in foster care (includes any child in out-of-home placement, regardless of licensing or payment status of the provider)</li> <li>- Individuals who are recipients of foster care maintenance or adoption assistance payments</li> <li>- Individuals receiving Medicaid during a period of presumptive eligibility</li> <li>- Newborns born to a mom who has applied for, has been determined eligible and is receiving Medicaid on the date of the child’s birth. The child remains eligible for one year so long as the woman remains (or would remain if pregnant) eligible and the child is a member of the woman’s household. The child must meet DRA requirements as part of the application process at one year of age.</li> </ul> <p>* Those considered “qualified aliens” are not affected by DRA</p>	<ul style="list-style-type: none"> <li>- Anyone under age 18</li> <li>- Medicaid (only)</li> <li>- Food Assistance (only)</li> <li>- Child Support Enforcement</li> <li>- Child Welfare Services, except for after care services and foster &amp; adoptive parents</li> <li>- Adult Protection</li> <li>- Refugee Services</li> <li>- Short-term, non-cash, in-kind emergency disaster relief</li> <li>- Crisis Intervention Program under LEAP</li> <li>- CSBG, ESG, S+C</li> <li>- Short-term, non-cash, in-kind services provided at community level; necessary for protection of life or safety; not conditioned on the individual recipient’s income or resources</li> <li>- Pregnant women (must meet requirements at redetermination)</li> <li>- Individuals over the age of 18 years and under the age of 19 years who continue to be eligible for medical assistance programs after their 18<sup>th</sup> birthday (must meet requirements upon turning 19)</li> <li>- Any program/service that does not require an application</li> </ul>	<ul style="list-style-type: none"> <li>- Those categorically eligible under Volume 4</li> </ul> <p>“For categorical eligibility, the food stamp office shall verify that each member receives benefits or services from Title IV-A, Title IV-A Maintenance of Effort (MOE) program, and/or that all members receive SSI, OAP, AND, or AB and includes no member disqualified as an ineligible alien, an ineligible student, for failure to obtain or apply for SSN, for failure to comply for work registration, for an intentional program violation (IPV), or institutionalized in a nonexempt facility.”</p>	

Laws / Regulations	Deficit Reduction Act PL 109-171, §6036	Colorado HB06S-1023 / HB07-1314 / SB07-211	10 CCR 2506-1 “Volume 4”	Personal Responsibility and Work Opportunity Reconciliation Act of 1996 – Title IV PL 104-193, §400
<b>Verification of</b>	Citizenship and identity at application or redetermination	“Lawful presence in the United States” at application or redetermination	Identity, Residence, Citizenship	Citizenship or Qualified Alien status at application or redetermination
<b>Verification Requirements</b>	<p><b>PRIMARY EVIDENCE OF CITIZENSHIP AND IDENTITY: (one document will prove both)</b></p> <ul style="list-style-type: none"> <li>- US passport without limitation</li> <li>- Certificate of Naturalization (DHS forms N-550 or N-570) for naturalized citizens</li> <li>- Certificate of US Citizenship (DHS forms N-560 or N-561) for individuals who derive citizenship through a parent</li> </ul> <p><b>SECONDARY EVIDENCE OF CITIZENSHIP: (Proof of Identity document also required)</b></p> <ul style="list-style-type: none"> <li>- US public birth certificate showing birth in one of the 50 States, the District of Columbia, Puerto Rico (if born after 1/13/1941), Guam (on or after 4/10/1899), the Virgin Islands of the US (on or after 1/17/1917), American Samoa, Swain’s Island, or the Northern Mariana Islands (after 11/4/1986). Document may be issued by State, Commonwealth, Territory, or local jurisdiction. It must have been recorded before the individual was 5 years of age.</li> <li>- Certification of birth abroad (State Dept forms DS-1350, FS-240, or FS-545)</li> <li>- US Citizen ID card (INS forms I-179 (1960 – 1973) or I-197 (1973 – 1983))</li> <li>- Northern Mariana ID card (INS form I-873)</li> <li>- American Indian card (DHS form I-872 issued with classification code “KIC”)</li> <li>- Final adoption decree showing name of child and US place of birth</li> <li>- Written statement from State-approved adoption agency showing name of child and US place of birth. Statement must include certification that source of place of birth information is an original birth certificate.</li> <li>- Evidence of civil service employment before 6/1/1976</li> <li>- Official military record of service showing US place of birth (including DD-214)</li> <li>- Data verification through SAVE for naturalized citizens who lack Certificate of Naturalization</li> </ul>	<p><b>TWO-STEP PROCESS:</b></p> <p><b>1) PRODUCE DOCUMENTATION:</b></p> <ul style="list-style-type: none"> <li>- Valid Colorado driver’s license or ID card – must be CURRENT driver’s license, minor driver’s license, probationary driver’s license, commercial driver’s license, restricted driver’s license, instruction permit, or identification card</li> <li>- US military card or military dependent’s ID card</li> <li>- US Coast Guard Merchant Mariner card</li> <li>- Native American Tribal Document</li> <li>- Current driver’s license or identification card w/photo issued by one of the following: Alabama, Arizona, Arkansas, California, Connecticut, Delaware, District of Columbia, Florida, Georgia, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Minnesota, Mississippi, Missouri, Montana, Nevada, New Hampshire, New Jersey, New York, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Virginia, West Virginia, and Wyoming</li> <li>- US public birth certificate showing birth in one of the 50 States, the District of Columbia, or any US Territory</li> <li>- US passport without limitation</li> <li>- Certificate of birth abroad (State Dept form DS-1350, FS-240, or FS-545)</li> <li>- Certificate of Naturalization (DHS forms N-550 or N-570)</li> <li>- Certificate of US Citizenship (DHS forms N-560 or N-561)</li> <li>- US Citizen ID card (INS forms I-179 (1960-1973) or I-197 (1973-1983))</li> <li>- Northern Mariana ID card (INS form I-873)</li> <li>- Statement provided by a US Consular Officer certifying that the individual is a US citizen</li> <li>- American Indian card (DHS form I-872 issued with classification code “KIC”)</li> <li>- Final adoption decree showing name of child and US place of birth</li> <li>- Evidence of civil service employment before June 1, 1976</li> </ul>	<p><b>IDENTITY</b> shall be verified through “readily available documentary evidence” or through “collateral contact”. Examples include:</p> <ul style="list-style-type: none"> <li>- Driver’s license</li> <li>- Birth certificate</li> <li>- Work / school ID</li> <li>- Voter registration card</li> <li>- Wage stubw</li> </ul> <p>“No requirement for a specific type of document may be imposed.”</p> <p><b>COUNTY RESIDENCE</b> may be verified through:</p> <ul style="list-style-type: none"> <li>- Driver’s license</li> <li>- Rent receipt</li> <li>- Utility or other recent bill</li> <li>- Voter registration card</li> <li>- “Similar means”</li> </ul> <p><b>CITIZENSHIP</b> may be verified by:</p> <ul style="list-style-type: none"> <li>- Birth certificate</li> <li>- Certificate of US Citizenship</li> <li>- Certificate of US Naturalization</li> <li>- Certification of birth abroad</li> <li>- US Citizen ID card</li> </ul> <p>“If no documentation is available and household can explain why, food stamp office shall accept a signed statement from a third party having personal knowledge of the person’s status and who declares, under penalty of perjury, that the applicant in question is a US citizen.”</p> <p>Aliens “lawfully admitted into the US are eligible to receive food stamps” as well. (SAVE verification is required.)</p>	<p><b>PROOF OF CITIZENSHIP:</b></p> <ul style="list-style-type: none"> <li>- US public birth certificate showing birth in one of the 50 States, the District of Columbia, or any US Territory</li> <li>- US passport without limitation</li> <li>- Certificate of birth abroad (State Dept form DS-1350, FS-240, or FS-545)</li> <li>- Certificate of Naturalization (DHS forms N-550 or N-570)</li> <li>- Certificate of US Citizenship (DHS forms N-560 or N-561)</li> <li>- Northern Mariana ID card (INS form I-873)</li> <li>- Statement provided by a US Consular Officer certifying that the individual is a US citizen</li> <li>- American Indian card (DHS form I-872 issued with classification code “KIC”)</li> <li>- Final adoption decree showing name of child and US place of birth</li> <li>- Religious record recorded in US within 3 months of birth showing birth occurred in US and showing either date of birth or individual’s age at time record was made. Record must be an official record recorded with religious organization</li> <li>- Early school record showing name of child, US place of birth, date of birth, name(s) and place(s) of birth of individual’s parents, and date of admission to the school</li> <li>- Federal or State census record showing US citizenship or a US place of birth</li> <li>- Any other document that establishes a US place of birth or in some way indicates US citizenship</li> <li>- Written declaration, made under penalty of perjury, and subject to later verification of status, from one or more third parties, indicating a reasonable basis for personal knowledge that the applicant is a US citizen or non-citizen national (used only in rare circumstances)</li> </ul> <p><b>PROOF OF QUALIFIED ALIEN STATUS:</b></p> <ul style="list-style-type: none"> <li>- Unexpired Alien Registration Receipt “Green Card” (INS form I-551)*</li> </ul>

Laws / Regulations	Deficit Reduction Act PL 109-171, §6036	Colorado HB06S-1023 / HB07-1314 / SB07-211	10 CCR 2506-1 “Volume 4”	Personal Responsibility and Work Opportunity Reconciliation Act of 1996 – Title IV PL 104-193, §400
	<p><b>THIRD LEVEL OF EVIDENCE OF CITIZENSHIP: (Proof of Identity document also required)</b></p> <ul style="list-style-type: none"> <li>- Extract of hospital record on hospital letterhead established at time of individual’s birth that was created at least 5 years before the initial application date and indicates a US place of birth. Hospital issued souvenir “birth certificate” not acceptable</li> <li>- For children under 16 – extract of hospital record on hospital letterhead established at time of individual’s birth that was created near the time of birth OR 5 years before the date of application and indicates a US place of birth. Hospital issued souvenir “birth certificate” not acceptable</li> <li>- Life, health, or other insurance record showing US place of birth and created at least 5 years before the initial application date</li> <li>- For children under 16 – life, health, or other insurance record showing US place of birth and created near the time of birth OR 5 years before the date of application</li> <li>- Religious record recorded in US within 3 months of birth showing birth occurred in US and showing either date of birth or individual’s age at time record was made. Record must be an official record recorded with religious organization</li> <li>- Early school record showing name of child, US place of birth, date of birth, name(s) and place(s) of birth of individual’s parents, and date of admission to the school</li> </ul> <p><b>FOURTH LEVEL OF EVIDENCE OF CITIZENSHIP: (Proof of Identity document also required)</b></p> <ul style="list-style-type: none"> <li>- Federal or State census record showing US citizenship or a US place of birth and applicant’s age</li> <li>- One of the following documents that show a US place of birth and was created at least 5 years before the application for Medicaid: Seneca Indian tribal census, Bureau of Indian Affairs tribal census records of the Navajo Indians, US State Vital Statistics official notification of birth registration, a delayed US public birth record that is recorded more than 5 years after the individual’s birth, statement signed by the</li> </ul>	<ul style="list-style-type: none"> <li>- Religious record recorded in US within 3 months of birth showing birth occurred in US and showing either date of birth or individual’s age at time record was made. Record must be an official record recorded with religious organization</li> <li>- Early school record showing name of child, US place of birth, date of birth, name(s) and place(s) of birth of individual’s parents, and date of admission to the school</li> <li>- Federal or State census record showing US citizenship or a US place of birth</li> <li>- Written declaration, made under penalty of perjury, and subject to later verification of status, from one or more third parties, indicating a reasonable basis for personal knowledge that the applicant is a US citizen or non-citizen national (used only in rare circumstances)</li> <li>- Written declaration, made under penalty of perjury, and subject to later verification of status, from applicant, verifying that he/she is a US citizen or non-citizen national (used only in rare circumstances)</li> <li>- Unexpired Alien Registration Receipt “Green Card” (INS form I-551)*</li> <li>- Unexpired foreign passport bearing an unexpired “Processed for I-551” stamp or with an attached unexpired “Temporary I-551” visa *</li> <li>- Unexpired foreign passport accompanied by an “I-94” indicating a specific future “until” date *</li> <li>- “I-94” with refugee or asylum status *</li> <li>- Employment Authorization Card (INS form I-688B)*</li> <li>- Employment Authorization Document (INS form I-766)*</li> <li>- Refugee Travel Document (INS form I-571)*</li> </ul> <p>* = Verification through SAVE required</p> <p><b>2) EXECUTE AFFIDAVIT STATING HE/SHE IS:</b></p> <ul style="list-style-type: none"> <li>- A US citizen;</li> <li>- A legal permanent resident; or</li> <li>- Otherwise lawfully present in US pursuant to federal law (Verification through SAVE required)</li> </ul>		<ul style="list-style-type: none"> <li>- Unexpired foreign passport bearing an unexpired “Processed for I-551” stamp or with an attached unexpired “Temporary I-551” visa *</li> <li>- Unexpired foreign passport accompanied by an “I-94” indicating a specific future “until” date *</li> <li>- “I-94” with refugee or asylum status *</li> <li>- Refugee Travel Document (INS form I-571)*</li> </ul> <p>* = Verification through SAVE required</p>

Laws / Regulations	Deficit Reduction Act PL 109-171, §6036	Colorado HB06S-1023 / HB07-1314 / SB07-211	10 CCR 2506-1 “Volume 4”	Personal Responsibility and Work Opportunity Reconciliation Act of 1996 – Title IV PL 104-193, §400
	<p>physician or midwife who was in attendance at the time of birth, or the Roll of Alaska Natives maintained by the Bureau of Indian Affairs</p> <ul style="list-style-type: none"> <li>- For children under 16 – one of the following documents showing a US place of birth created near the time of birth OR 5 years before the date of application: Seneca Indian tribal census, Bureau of Indian Affairs tribal census records of the Navajo Indians, US State Vital Statistics official notification of birth registration, a delayed US public birth record that is recorded more than 5 years after the individual’s birth, statement signed by the physician or midwife who was in attendance at the time of birth, or the Roll of Alaska Natives maintained by the Bureau of Indian Affairs</li> <li>- Institutional admission papers from a nursing facility, skilled care facility, or other institution showing a US place of birth and created at least 5 years before the initial application date</li> <li>- Medical (clinic, doctor, or hospital) record showing a US place of birth and created at least 5 years prior to initial application. An immunization record is not considered a medical record for purposes of establishing citizenship.</li> <li>- For children under 16 – medical (clinic, doctor, or hospital) record showing a US place of birth and created near the time of birth OR 5 years before the date of application. An immunization record is not considered a medical record for purposes of establishing citizenship.</li> <li>- Written affidavit (used only in rare circumstances)</li> </ul> <p><b>PROOF OF IDENTITY:</b></p> <ul style="list-style-type: none"> <li>- Driver’s license issued by a State or Territory either w/photo or other identifying info such as name, age, sex, race, height, weight and/or eye color</li> <li>- School ID card w/photo</li> <li>- ID card issued by federal, state, or local government (including prison ID) with same information contained on driver’s license</li> <li>- US military card or draft record</li> <li>- Military dependant’s ID card</li> <li>- US Coast Guard Merchant Mariner card</li> <li>- Certificate of Degree of Indian Blood or other American Indian / Alaska Native Tribal Document</li> </ul>	<p><b>WAIVER PROCESS:</b></p> <p>Those applicants who can not produce any of the documents above may demonstrate lawful presence by both executing the affidavit and executing a Request for Waiver. The Request must be provided to the Colorado Department of Revenue in person, by mail, or online, and must be accompanied by all documents the applicant can produce to prove lawful presence.</p> <p>Once Waiver is requested and reviewed, the EII field of the DMV database will be populated based on the decision made by Revenue – LP (lawfully present), SV (SAVE verified), or N (insufficient evidence of lawful presence). Applicant will soon also be provided documentation reflecting the decision made. (This isn’t happening yet, but should be soon.)</p> <p>Once approved, Waiver is assumed to be permanent, but may be rescinded and cancelled if, at any time, the Department of Revenue becomes aware of applicant’s violation of immigration laws. If Waiver is rescinded and cancelled, the applicant has the opportunity to appeal.</p> <p>County Dept. is responsible for verifying that the Applicant is the same individual indicated as being lawfully present with an Electronic Identification Indicator.</p> <p>For applicants who can not produce any of the documents above, they must go through the Waiver Process and be denied before utilizing the Written Declaration option above.</p>		

Laws / Regulations	Deficit Reduction Act PL 109-171, §6036	Colorado HB06S-1023 / HB07-1314 / SB07-211	10 CCR 2506-1 “Volume 4”	Personal Responsibility and Work Opportunity Reconciliation Act of 1996 – Title IV PL 104-193, §400
	<p>w/photo or other identifying information relating to the individual</p> <ul style="list-style-type: none"> <li>- Three or more documents that together reasonably corroborate the identity of an individual provided such documents have not been used to establish the individual’s citizenship, no other evidence of identity is available, documents contain individual’s name and additional information establishing the individual’s identity, and identifying information is consistent across all documents. Documents include (but aren’t limited to): employer identification card, high school and college diplomas from accredited institutions (including GED diplomas), marriage certificates, divorce decrees, and property deeds or titles.</li> <li>- For children under 16 – a clinic, doctor, hospital, or school record, including nursery school or day care records and report cards. If school record accepted, verification from issuing school required</li> <li>- For children under 16 – if none of the above (identity) documents can be provided, a parent, guardian, or caretaker relative can attest to the identity of the child.</li> <li>- For disabled individuals in institutional care facilities – if none of the above (identity) documents can be provided, a residential care facility director or administrator can attest to the identity of the individual</li> </ul>			
<b>Affidavits</b>	<ul style="list-style-type: none"> <li>- Citizenship affidavit: Must be supplied by 2 individuals, one not related to applicant, who have personal knowledge of event(s) establishing claim of citizenship. Signed under penalty of perjury. Persons supplying affidavit must prove own citizenship / identity. Applicant must also supply affidavit explaining why documentation cannot be produced. Need not be notarized nor attested to. Spouses are assumed to be relatives.</li> <li>- Identity affidavit: Can only be used if no other listed evidence of identity is available. Must be signed under penalty of perjury and need not be notarized nor attested to. Shall state date and place of birth of individual applicant, and cannot be used if an affidavit for citizenship was provided.</li> </ul> <p>AFFIDAVITS DO NOT HAVE TO BE ATTESTED TO OR NOTARIZED.</p>	<ul style="list-style-type: none"> <li>- 1023 Affidavit required of ALL APPLICANTS over the age of 18</li> <li>- If affidavit states that Applicant is lawfully present in the US pursuant to federal law (the 3<sup>rd</sup> option on the State’s Affidavit form), verification is required through the federal Systematic Alien Verification of Entitlement (SAVE) Program, operated by the US Department of Homeland Security.</li> </ul> <p>AFFIDAVITS DO NOT HAVE TO BE ATTESTED TO OR NOTARIZED.</p>		

Laws / Regulations	Deficit Reduction Act PL 109-171, §6036	Colorado HB06S-1023 / HB07-1314 / SB07-211	10 CCR 2506-1 “Volume 4”	Personal Responsibility and Work Opportunity Reconciliation Act of 1996 – Title IV PL 104-193, §400
<b>Documentation</b>	<p>Citizenship and identity documents shall be presumed to be genuine unless there is a reasonable basis for questioning the authenticity of the document.</p> <p>All documents must be either originals or copies certified by the issuing agency. Uncertified copies, including notarized copies, shall not be accepted.</p> <p>Photocopies may be made by county caseworker who attests in writing on the photocopy that he/she saw the original document and the photocopy is a true copy. DDHS staff may attest to documents by using the stamp provided, so long as it is signed by the worker who viewed the original. “DDHS” and worker’s telephone extension must also be included. County caseworker shall not make any mark or otherwise alter original or certified copies provided by individual.</p> <p>Document may be provided to County Dept. by guardian or other authorized representative.</p> <p>Individuals may present original documents to Medical Assistance (MA) sites, School-based Medical Assistance sites, Presumptive Eligibility (PE) sites, Federally Qualified Health Centers (FQHCs), Disproportionate Share Hospitals (DHSs), or any other location designated by the State Department of Health Care Policy and Financing. Staff at these locations can attest to documents and provide copies to DDHS so long as the copy includes attestation. (See “List of Locations that can Verify Documents”) Attestation can be made by stamp or by additional document attached to photocopy, such as HCPF Verification Form.</p> <p>Medicaid-ONLY applicants DO NOT have to complete a 1023 Affidavit.</p> <p>It is generally a felony to photocopy Naturalization and Citizenship Certificates (as stated on the Certificates themselves). However, the photocopying of Naturalization and Citizenship Certificates by DDHS for official eligibility / DRA purposes is not illegal.</p> <p>County Dept. may accept the citizenship and identity documents from a woman whose last name has changed due to marriage if the documentation matches in every</p>	<p>FOR LEAP APPLICATIONS ONLY: Only the person who completes and signs the application is considered the “applicant” and therefore, only the person who completes and signs the application must meet the 1023 requirements (unless that person is not applying for benefits for himself/herself). Please remember, only a person over the age of 18 may sign an application requesting public benefits.</p> <p>Photocopies may be used if:</p> <ul style="list-style-type: none"> <li>- Photocopy is notarized. Notary must certify that he/she saw the original document and photocopy is a true copy; or</li> <li>- Photocopy is made by county caseworker who attests in writing on the photocopy that he/she saw the original document and the photocopy is a true copy. DDHS staff may attest to documents by using the stamp provided, so long as it is signed by the worker who viewed the original. “DDHS” and worker’s telephone extension must also be included. County caseworker shall not make any mark or otherwise alter original or certified copies provided by individual.</li> </ul> <p>EXCEPTION: Those applying for LEAP ONLY may provide a photocopy of a document without notarization.</p> <p>Expired documents are not acceptable.</p>	<p>For those individuals applying for Food Assistance ONLY: Documentation needs to be included in case file, but NO ATTESTATION IS REQUIRED.</p>	<p>All documents must be either originals or copies certified by the issuing agency. Uncertified copies, including notarized copies, shall not be accepted.</p> <p>Photocopy is made by county caseworker who attests in writing on the photocopy that he/she saw the original document and the photocopy is a true copy. DDHS staff may attest to documents by using the stamp provided, so long as it is signed by the worker who viewed the original. “DDHS” and worker’s telephone extension must also be included. County caseworker shall not make any mark or otherwise alter original or certified copies provided by individual.</p> <p>Expired documents are not acceptable.</p>

Laws / Regulations	Deficit Reduction Act PL 109-171, §6036	Colorado HB06S-1023 / HB07-1314 / SB07-211	10 CCR 2506-1 “Volume 4”	Personal Responsibility and Work Opportunity Reconciliation Act of 1996 – Title IV PL 104-193, §400
	<p>way with the exception of the last name. However, individuals who have changed both their first and last names under other circumstances must produce documentation from a court or governing agency documenting the official change.</p> <p>County Dept. may accept documents that have recently expired as long as there is no reason to believe that the document does not match the individual.</p> <p>An expired or limited Passport may be used to prove identity, but not citizenship.</p> <p>Documents must be retained in case record (paper or electronic) and CBMS Case Comment notation is required.</p> <p>If documents are determined to be inconsistent with pre-existing information, are counterfeit, or altered, staff should forward to DDHS Fraud section to investigate for potential fraud and abuse.</p>			
<b>Opportunity to Provide Documentation</b>	<ul style="list-style-type: none"> <li>- FAMILY AND CHILDREN CATEGORIES AND PROGRAMS – Must provide documentation within 14 CALENDAR DAYS. This is for all individuals, including adults, covered by these programs. Programs include: 1931 Medicaid, Transitional Medicaid, Four Month Extended Medicaid, Institutionalized (Psych) under age 21, Parents Plus Program, Qualified Child, Expended Child, Ribicoff Child, Qualified Pregnant, Expanded Pregnant.</li> <li>- ADULT CATEGORIES AND PROGRAMS – Must provide documentation within 70 CALENDAR DAYS. This is for all individuals, including children, covered by these programs. Programs include: OAP-A, OAP-B, Qualified Disabled Widow/Widower, Pickle, Long-Term Care, BCCP.</li> </ul> <p>If the Medicaid client or applicant is making a “good faith effort” to obtain the required documentation, the time periods above may be extended to give the individual more time to obtain the documents. The amount of time the individual is given should be determined on a case-by-case basis and should be based on the amount of time the individual needs to obtain the required documents. This</p>	<ul style="list-style-type: none"> <li>- Up to 10 business days from date of application to provide. If applicant does not provide the required documentation within those 10 business days, then the application is denied. If documentation provided within 10 weeks of date of denial, the denial shall be rescinded, and the client made eligible back to the date of application.</li> </ul> <p>EXCEPTION: Those applying for LEAP ONLY have up to 14 days from date of application to provide.</p> <p>“Date of application” is the date the applicant submits the application.</p>	- 10 calendar days	- Six months from date of application

Laws / Regulations	Deficit Reduction Act PL 109-171, §6036	Colorado HB06S-1023 / HB07-1314 / SB07-211	10 CCR 2506-1 “Volume 4”	Personal Responsibility and Work Opportunity Reconciliation Act of 1996 – Title IV PL 104-193, §400
	<p>will vary depending on what document the client or applicant is attempting to obtain and the processing times of the agency or organization that issues the document.</p> <p>An individual’s verbal statements describing efforts at securing the required citizenship or identity documents should be accepted without any additional verification unless there is a reasonable basis for questioning the accuracy or truthfulness of the statements.</p> <p>An individual’s good faith efforts should be documented in the in case record (paper or electronic) and in CBMS Case Comments.</p> <p>As long as the individual’s good faith efforts are documented in the case record, cases that exceed the timely processing guidelines because the individual has been given additional time to provide documentation will not count against the county as it considered an “unusual circumstance documented in the case record” exception provided for in 8.100.27.D.</p> <p>“Date of application” is the date the applicant submits the application.</p>			
<b>Other Useful Info.</b>	<ul style="list-style-type: none"> <li>- Once requirements are met, don’t have to repeat process unless later evidence raises a question about the individual’s citizenship or identity, or there is a gap of service greater than 5 years</li> </ul>	<ul style="list-style-type: none"> <li>- Once requirements are met, don’t have to repeat process</li> <li>- Documents must be retained in case record (paper or electronic) and CBMS Case Comment notation is required.</li> <li>- If client transfers from another county and no documentation is forwarded with the client, must meet requirements again</li> <li>- County Dept. is responsible for all SAVE verifications required</li> </ul>	<ul style="list-style-type: none"> <li>- If Food Assistance client subsequently applies for another program, documents must be resubmitted for DRA / 1023 / CCCAP process.</li> </ul>	<ul style="list-style-type: none"> <li>- Once requirements are met, don’t have to repeat process</li> <li>- Documents must be retained in case record (paper or electronic)</li> <li>- If client transfers from another county and no documentation is forwarded with the client, must meet requirements again</li> <li>- County Dept. is responsible for all SAVE verifications required</li> </ul>