

DEPARTMENT OF HEALTH SERVICES

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November 27, 1995

MEDI-CAL ELIGIBILITY PROCEDURES MANUAL LETTER NO.: 154

TO: Holders of the Medi-Cal Eligibility Procedures Manual

**ADDITION TO MEDI-CAL ELIGIBILITY PROCEDURES MANUAL--ARTICLE 4,
 SECTION 4W**

Enclosed are new procedures for Article 4, Section 4W, "Verification of Identity". Information regarding this article was included in All County Welfare Directors Letter No. 92-40 dated June 16, 1992. Please note the change in the footers of table of contents for articles in the Procedures Manual. We are using letters TC (Table of Contents) and page numbers for easier identification, as described in MEB Procedures Letter No. 150.

<u>Procedure</u>	<u>Description</u>
Article 4W	These new procedures list the acceptable forms of verification for establishing Medi-Cal applicant's/beneficiary's identity.

Filing instructions:

<u>Remove Pages</u>	<u>Insert Pages</u>
Procedures Table of Contents Page PTC-5	Procedures Table of Contents Page PTC-5
Article 4 Table of Contents Pages TC-1 and TC-2	Article 4 Table of Contents Pages TC-1 and TC-2
None	Article 4 Pages 4W-1 and 4W-2

If you have any questions, please contact Ms. Ana Ramirez at (916) 657-1401.

Sincerely,

Original signed by

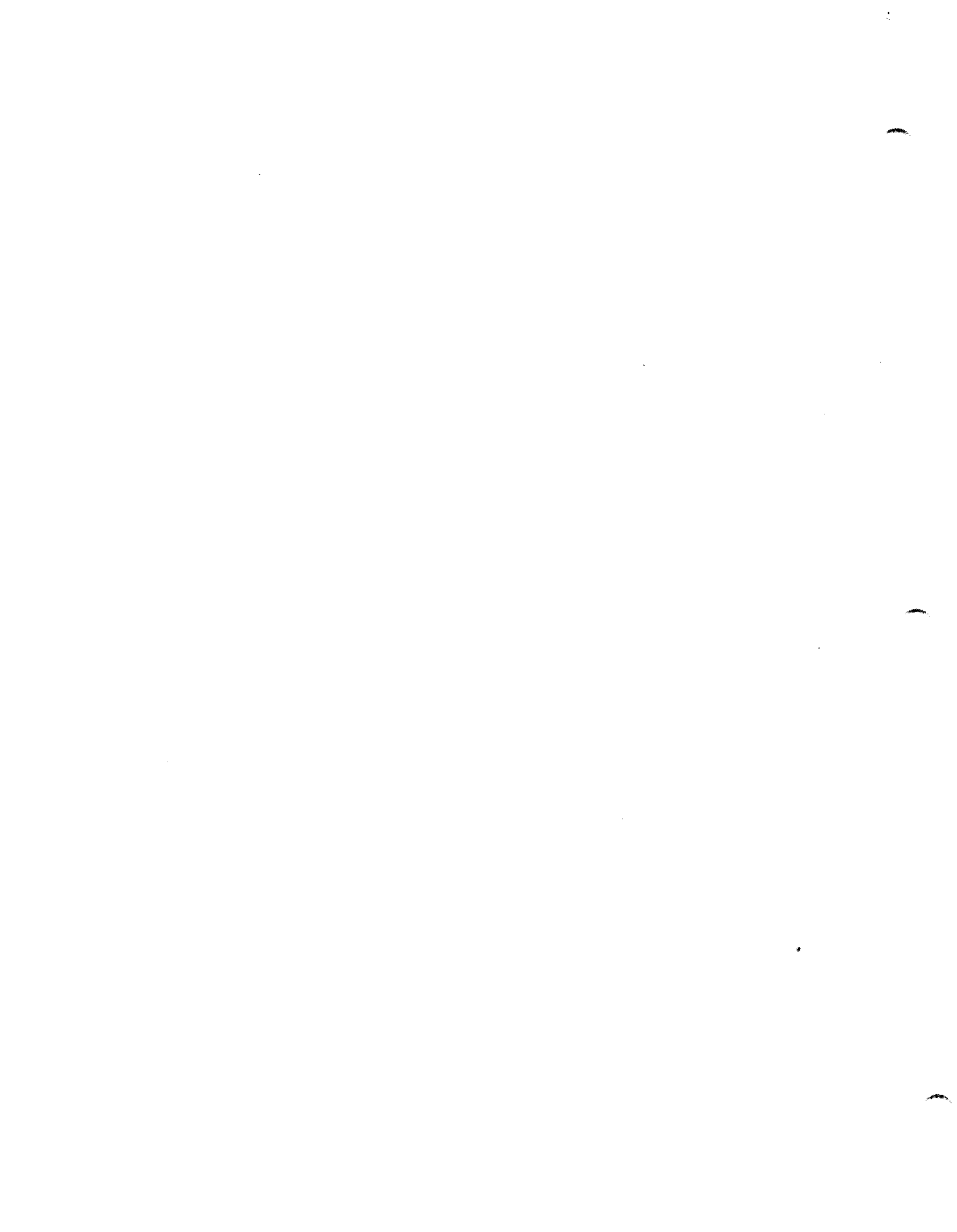
Frank S. Martucci, Chief
 Medi-Cal Eligibility Branch

Enclosures



MEDI-CAL ELIGIBILITY PROCEDURES MANUAL

- Article 4** -- APPLICATION PROCESS
- 4A through 4G** -- THESE SECTIONS HAVE BEEN REMOVED FROM ARTICLE 4. THE INFORMATION CONTAINED IN THESE SECTIONS HAS BEEN INCORPORATED INTO ARTICLE 22, DISABILITY DETERMINATION REFERRALS, EFFECTIVE MAY 27, 1994.
- 4H** -- PROCESSING OF STATUS REPORTS
- 4I** -- DILIGENT SEARCH PROCEDURES
- 4J** -- PROMPTNESS REQUIREMENT
- 4K** -- PROCESSING MEDICALLY INDIGENT ADULTS (MIAs) APPLICANTS
- 4L** -- RSDI/UI/DI REPORTS
- 4M** -- VERIFICATION OF UNCONDITIONALLY AVAILABLE INCOME
- 4N** -- TIMELY REPORTING BY PUBLIC GUARDIANS/CONSERVATORS OR BENEFICIARY REPRESENTATIVES
- 4O** -- ONE MONTH EXTENDED ELIGIBILITY (EDWARDS V. MEYERS)
- 4P** -- CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
- 4Q** -- PROCEDURES FOR LONG-TERM CARE (LTC) ADMISSIONS AND DISCHARGES FOR SSI/SSP AND MEDI-CAL RECIPIENTS
- I. BACKGROUND INFORMATION
 - II. ADMISSIONS PROCEDURES
 - III. DISCHARGE PROCEDURES
- 4S** -- INSTRUCTIONS FOR THE MC 210 AND SUPPLEMENTS TO THE MC 210
- 4T** -- ACCEPTABLE PREGNANCY VERIFICATION
- 4U** -- NOTICES OF ACTION
- I. COMPLETION OF NOTICES OF ACTION
 - II. ADEQUATE AND TIMELY NOTICE
 - III. NOAs AND AUTHORIZED REPRESENTATIVES
 - IV. MINOR CONSENT AND NOAs
- 4V** -- MINOR CONSENT MEDI-CAL SERVICES
- 4W** -- VERIFICATION OF IDENTITY



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Article 4 -- APPLICATION PROCESS

4A through 4G THESE SECTIONS HAVE BEEN REMOVED FROM ARTICLE 4. THE INFORMATION CONTAINED IN THESE SECTIONS HAS BEEN INCORPORATED INTO ARTICLE 22, DISABILITY DETERMINATION REFERRALS, EFFECTIVE MAY 27, 1994.

4H -- PROCESSING OF STATUS REPORTS

- I. GUIDELINES FOR REVIEWING STATUS REPORTS FOR COMPLETENESS
- II. STATUS REPORT NOTICE REQUIREMENTS

4I -- DILIGENT SEARCH PROCEDURES

- I. REFERRAL TO PUBLIC GUARDIAN OR CONSERVATOR
- II. DISABILITY DETERMINATION REFERRAL
- III. DILIGENT SEARCH
- IV. CASE PROCESSING

4J -- PROMPTNESS REQUIREMENT

4K -- PROCESSING OF MEDICALLY INDIGENT ADULTS (MIAs) APPLICANTS

4L -- RSDI/UI/DI REPORTS

- I. BACKGROUND
- II. INSTRUCTIONS FOR INTERPRETING THE REPORT OF RSDI
- III. INSTRUCTIONS FOR INTERPRETING THE UI/DI FORMATS ON THE REPORT OF RSDI/UI/DI

4M -- VERIFICATION OF UNCONDITIONALLY AVAILABLE INCOME

4N -- TIMELY REPORTING BY PUBLIC GUARDIANS/CONSERVATORS OR BENEFICIARY REPRESENTATIVES

4O -- ONE MONTH EXTENDED ELIGIBILITY (EDWARDS V. MYERS)

4P -- CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM

- I. INFORMING
- II. DOCUMENTATION AND REFERRAL RESPONSIBILITIES

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- 4Q -- PROCEDURES FOR LONG-TERM CARE (LTC) ADMISSIONS AND DISCHARGES FOR SSI/SSP AND MEDI-CAL RECIPIENTS
 - I. BACKGROUND INFORMATION
 - II. ADMISSIONS PROCEDURES
 - III. DISCHARGE PROCEDURES
- 4S -- INSTRUCTIONS FOR THE MC 210 AND SUPPLEMENTS TO THE MC 210
- 4T -- ACCEPTABLE PREGNANCY VERIFICATION
- 4U -- NOTICES OF ACTION
 - I. COMPLETION OF NOTICES OF ACTION
 - II. ADEQUATE AND TIMELY NOTICE
 - III. NOAs AND AUTHORIZED REPRESENTATIVES
 - IV. MINOR CONSENT AND NOAs
- 4V -- MINOR CONSENT MEDI-CAL SERVICES
 - 1. BACKGROUND
 - 2. COUNTY WELFARE DEPARTMENT RESPONSIBILITIES
 - 3. MEDI-CAL PROVIDER RESPONSIBILITIES
 - 4. DHS RESPONSIBILITIES -- BEOMBS
- 4W -- VERIFICATION OF IDENTITY

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4W--VERIFICATION OF IDENTITY

The following procedures are to clarify policy regarding acceptable documents for purposes of verification of identity of an individual applying for Medi-Cal and when to accept a sworn statement.

The county is responsible for reviewing and verifying with the applicant/ beneficiary the information on the application. The responsibility includes, but is not limited to, establishing the identity of the applicant/beneficiary.

Identity of all applicants/beneficiaries other than those listed in 50167(a)(6)(D), shall be verified by viewing any one of the items listed below.

California Codes of Regulations (CCR), Section 50167 (a)(6), allows identity to be verified by viewing one of the following:

- (A) California Driver's License (CDL);
- (B) Identification card (ID) issued by the Department of Motor Vehicles (DMV); or
- (C) Any other document which appears to be valid and establishes identity.

The documents listed below which may be used for verification of identity are not listed in priority order and should be used as a reference guide when interviewing Medi-Cal applicants/beneficiaries. For an individual without a CDL or ID issued from DMV, the other documents that can be used to verify identity are as follows:

1. I.D. that has a picture of the person is preferred
2. U.S. Citizenship or Alien Status Documents (passport)
3. School Identification Card
4. Birth Certificate
5. A Social Security card or document containing a Social Security Number
6. Voter's Registration card
7. Marriage Record
8. Divorce Decree
9. Work Badge, Building Pass
10. Draft Card, Military I.D.
11. Adoption Record
12. Court Order for Name Change
13. Clinic, Doctor/Hospital Record/Admission Record
14. Church Membership or Baptism/Confirmation Record
15. Vaccination Record
16. Insurance Policy
17. Utility Bills
18. Two pieces of mail received at the applicant's/beneficiary's address
19. Any other documents providing identifying data such as physical description, photographs.

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SWORN STATEMENT FOR IDENTIFICATION PURPOSES

When the applicant's/beneficiary's identity cannot be verified by any of the above documents, the eligibility worker should ask the applicant/beneficiary to sign and date an affidavit. The affidavit must include the applicant's/beneficiary's name, date of birth, where he/she was born and current address.

The affidavit must be signed under penalty of perjury. The eligibility worker should also document in the case file that the applicant/beneficiary did make a diligent effort to secure the above documents.