

**DEPARTMENT OF HEALTH SERVICES**

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May 15, 1997

MEDI-CAL ELIGIBILITY PROCEDURES MANUAL LETTER NO.: 180

TO: All Holders of the Medi-Cal Eligibility Procedures Manual

Enclosed are revisions to Article 4, Verification of Identity, of the Medi-Cal Eligibility Procedures Manual.

**Procedure Revision:**

Article 4

**Description:**

Revision to the procedures for Verification of Identity. The current procedures contain a list of 19 documents that appear to be valid and establish identity. This list has now been updated and shortened to 11 documents.

**Filing Instructions:****Remove Pages:**

Article 4W  
Pages 4W-1 through 4W-2

**Insert Pages:**

Article 4W  
Pages 4W-1 through 4W-2

If you have any questions concerning a specific revision, please contact Ms. Ana Ramirez of my staff at (916) 657-1401.

Sincerely

Original signed by

Frank S. Martucci, Chief  
Medi-Cal Eligibility Branch

Enclosure



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## MEDI-CAL ELIGIBILITY PROCEDURES MANUAL

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### 4W--VERIFICATION OF IDENTITY

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

#### VERIFICATION OF IDENTITY

The county is responsible for reviewing and verifying the information provided by the applicant/beneficiary on all the application forms, including MC 210 Statement of Facts. The responsibility includes, but is not limited to, establishing identity of the applicant/beneficiary.

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

California Code of Regulations, 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. **The county welfare department has the right to allow the eligibility worker to use documents not listed below which it deems valid and which establish identity of an individual without a CDL or ID issued by DMV.** Other documents that can be used to verify the identity are:

1. I.D. that has a picture of the person is preferred
2. United States Citizenship or Alien Status Documents (passport)
3. School Identification Card
4. Birth Certificate
5. Social Security Card or document containing a Social Security number
6. Marriage Record
7. Divorce Decree
8. Work Badge, building pass
9. Adoption record
10. Court order for name change
11. Church membership or baptism/confirmation record

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### SWORN STATEMENT FOR IDENTIFICATION PURPOSES

In those situations where the applicant is unable to provide one of the documents listed above, the eligibility worker **must** ask the applicant to sign and date an affidavit. The affidavit must include the applicant's name, date of birth, where he/she was born, current address. The affidavit must also be signed under penalty of perjury. The eligibility worker should document in the case file that the applicant did make a diligent effort to secure the above documents and was unable to do so.

Children applying for Medi-Cal on the basis of minor consent services under Section 50147.1, are exempt from providing verification of identity.