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**Field Operations Memo 2006-55**  
**December 7, 2006**

**To:**  **Transitional Assistance Office Staff**  
**From:** **John Augeri, Assistant Commissioner for Field Operations**  
**Re:** **Applicant Citizenship Verification for MassHealth Eligibility:  
TAFDC and EAEDC**

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**Overview**

Due to a change in Federal law, all individuals applying for MassHealth benefits must provide verification of their U.S. citizenship. This change in Federal law took effect July 1, 2006.

Effective immediately, AU Managers should strongly encourage all TAFDC and EAEDC applicants to submit the MassHealth-preferred citizenship verifications described in this memo.

All TAFDC and EAEDC applicants will have to provide documentation of citizenship to either DTA or MassHealth in accordance with MassHealth regulations, or risk not receiving MassHealth benefits. Verification of Citizenship is a one time requirement. Once an applicant has submitted satisfactory verification they will not be required to submit future verification to DTA or MassHealth. Applications for Food Stamps are not affected by this change in Federal law.

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**Purpose of  
Memo**

The purpose of this memo is to inform TAO staff about MassHealth citizenship verification requirements and how these requirements affect TAFDC and EAEDC applicants.

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**Verification of  
Citizenship**

Proof of citizenship is not a required verification for TAFDC applicants unless it is questionable. However, to ensure that they meet MassHealth citizenship requirements, applicants should now be asked to provide verification of citizenship during the TAFDC application process. TAFDC applications should not be delayed pending receipt of these verifications for individuals who are otherwise eligible.

Citizenship is required for EAEDC applicants. AU Managers should strongly encourage EAEDC applicants to submit the MassHealth-preferred citizenship verifications.

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**Mass-Health  
Preferred  
Documents  
Accepted for  
Verifying  
Citizenship**

AU Managers should inform TAFDC and EAEDC applicants of the MassHealth requirement and obtain one of the following documents to verify citizenship for MassHealth for each TAFDC and EAEDC applicant. The following three documents are most commonly used by DTA to verify citizenship and are accepted by MassHealth:

- a Birth Certificate;
- a Hospital Birth Record or (NOB-1) signed by appropriate hospital official, and
- a Certificate of Naturalization (DHS Form N-550 or N-570).

The following documents are acceptable verifications for DTA and MassHealth:

- a U.S. passport;
- a U.S. Citizen Resident's Card (INS Form I-197);
- a U.S. Citizen Identity Card (INS Form I-179);
- Military Service Papers indicating citizenship;
- Proof parents became naturalized citizens before person turned age 18 or married while under age 18;
- U.S. Census Records, and
- Provincial Union of Indians Card issued by the Tribal Nation.

Each member of the Assistance Unit, adults and children, must provide a separate verification. For instance, the name of a parent on a child's birth certificate is not considered an acceptable verification of that parent's citizenship.

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**Documents  
Accepted for  
Verifying  
Citizenship  
(continued)**

AU Managers should request the documents listed on the previous page in order to make sure TAFDC and EAEDC applicants will be in compliance with MassHealth regulations. If one of those is not available, AU Managers may still accept one of the non MassHealth-preferred verifications found in the list of verifications in the BEACON Verifications Tab to establish TAFDC eligibility.

If the applicant is assumed to be a citizen but the verifications listed on the previous page are not available and none of the non MassHealth-preferred verifications are available, AU Managers should take the following steps:

- Click on the Verifications Tab;
- Select US Citizen;
- Click on the Details Button to open the “Verified With” Window;
- Select “Other”;
- Click on “Select”;
- This will take you to the Verifications Detail Window. Enter “TAFDC applicant assumed to be citizen” in the “Other” field”;
- Click on Save, then Close.

Beginning in April, more detailed citizenship verifications submitted by applicants will be forwarded to MassHealth in a data exchange. MassHealth may deny benefits to those recipients who cannot provide verifications recognized by MassHealth. Therefore, it is important to make sure that all applicants provide verifications that will be accepted by MassHealth.

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**Questions**

If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.

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