

.01 Requesting MA Citizenship Verification Procedures

REVISION 09
(07/01/09 – 09/30/09)

When acceptable verification for identity and citizenship is not in the [case file\(g\)](#), complete the following:

- Contact the PI and review ALL sources of acceptable forms of verification for identity and citizenship. DO NOT focus on only one type of form.
- Complete the Request for Vital Records Information form (DE-242) for each participant.
- Send the [M011 notice](#) to the PI requesting the appropriate verification.
- Allow the participant 20 calendar days to provide the documents.

EXCEPTION

Elevate the facts of the case to the district office immediately when both of the following apply:

- The participant is unable to provide verification of citizenship.
- The participant has a need for medical services such as, but not limited to, any of the following:

Medication

Surgery

Medical equipment

When the participant provides the appropriate verification, see [Documenting Procedures for Verification of MA Citizenship](#).

When appropriate MA citizenship verification is not provided, see the procedure for when the [participant does not provide](#) appropriate verification.