

**.01 Requesting MA Citizenship Verification Procedures**

**REVISION 12**  
(04/01/10 –06/30/10)

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.
- Send the [M011](#) notice to the PI requesting the appropriate verification.

NOTE Send only one M011 for each application.

- Allow the participant 20 calendar days to provide the documents.

**EXCEPTION**

Elevate the facts of the case to the region 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

### EXCEPTION (Continued)

For the AF Related Category:

When the missing mandatory verification is acceptable citizenship documentation, the AF Related coverage is limited to no more than 90 days. The participant must provide acceptable citizenship verification to avoid having the AF Related MA stopped.

When a child meets all CA eligibility requirements, but the citizenship verification provided for CA is not acceptable for MA, the child is eligible in the AF Related category. When this occurs, complete the following:

- Key US in the CI field and HB in the VR field on IDCI.
- Approve the CA benefits on AFPD.
- Approve the AF Related category on MADA.
- Set an EWAL alert to review citizenship by the 75th day after the date of application.
- Send the M108 notice for the AF Related child.

When acceptable verification of citizenship is obtained, convert the child's AF Related coverage to 1931 or SOBRA Child MA by completing the following:

- Key CD in the VR field on IDCI.
- Key the document type code in the DOC TYPE field on IDCI.
- Authorize the child in the appropriate MA category on MADA.
- Send the M100 notice for the child.

NOTE AZTECS issues the X411 renewal notice in the fifth month after the application date when the pended information is not citizenship documentation

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.