

TO: Local District Commissioners, Medicaid Directors, and Services Directors

FROM: Judith Arnold, Director
Division of Coverage and Enrollment

SUBJECT: Policy Changes Regarding Verification of Birth Records and Birth Verification Request Letters

Attachment: Attachment A: Request for Verification of Birth: LDSS to New York State Department of Health, Office of Vital Records
Attachment B: Request for Verification of Birth: LDSS to NYCDOHMH (individuals born in NYC)
Attachment C: Request for Verification of Birth: New York State LDSS to Out-of-State

EFFECTIVE DATE: Immediately

CONTACT PERSON: Local District Support Unit
Upstate (518)474-8887 NYC (212)417-4500

The purpose of this General Information System (GIS) message is to provide Local Departments of Social Services (LDSS) with revised agency letters that are to be used when requesting verification of birth records and to clarify and reinforce policy previously released in 07 GIS MA/023.

Changes in Birth Verification Request Letters

The titles to the Birth Verification Request letters (Attachments A, B and C) have been changed. The word "verification" has replaced the words "certificate/certification". A new box has been added for the applicant or their authorized representative to complete and sign. This authorization allows for the release of birth information to the LDSS. Additionally, the reminder "To Be Placed on LDSS Letterhead" has been added to each form letter. The purpose of the form letters is to provide statewide language for LDSS to use, on their agency letterhead, when requesting verification of birth records.

REMINDER: Districts should be providing Birth Verification Request letters on agency letterhead, with the appropriate local district return address annotated in the box provided on the request letter, to Facilitated Enrollers (FEs) and Family Planning Benefit Program (FPBP) providers with whom they have a Memorandum of Understanding (MOU). FEs and FPBP providers have been instructed to send in-state birth verification requests, with original signatures, to the NYS Department of Health, Office of Vital Records or NYC Department of Health and Mental Hygiene, as appropriate. FEs and FPBP providers should NOT be sending the original request form letter (i.e., Attachment A or B) to the LDSS; FEs and FPBP providers must send a signed and dated **copy** of the completed request letter for birth record to the LDSS for the Medicaid case record as verification that birth information has been requested.

Clarification: Request for Verification of Birth: Out-of-State

We have learned that most states have specific requirements (e.g., forms and fees) for requesting verification of birth that must be adhered to when requesting verification of birth records. Therefore, each LDSS must determine the form, fee, and any additional requirements of the other state and follow the required procedure. The LDSS worker should go to the web site of the specific state from which they are requesting birth verification, download the state's mail-in-form, complete the form and include the appropriate fee.

A listing of other states' requirements can be found at
<http://www.cdc.gov/nchs/howto/w2w/w2welcome.htm>

Reminder: If FEs and FPBP providers can access on-line forms, they should download the applicable out-of-state request form, complete it according to the instructions provided and obtain the necessary identification/signatures before forwarding the out-of-state request form for Medicaid applicants/recipients to the LDSS. The out-of-state request form must be forwarded to the LDSS because FEs and FPBP providers cannot issue checks for the required out-of-state fee. The LDSS will issue the check and forward the request form to the other state. The LDSS should make a copy of the request for the case file.