

WGIUPD

**GENERAL INFORMATION SYSTEM**  
**DIVISION:** Office of Health Insurance Programs

7/27/21  
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**GIS 21 MA-14**

**TO:** Local District Commissioners, Medicaid Directors

**FROM:** Lisa Sbrana, Director  
Division of Eligibility and Marketplace Integration

**SUBJECT:** Revised Documentation Guide for Citizen and Non-Citizen Eligibility for Health Insurance Coverage in New York State and Related Reference Documents

**ATTACHMENTS:** Attachment I - OHIP-0046 - Documentation Guide to Citizen and Non - Citizen Eligibility for Health Insurance Coverage in New York State

Attachment II - OHIP-0047 - Key to I-766 Employment Authorization Document

Attachment III - OHIP-0048 - Key to I-94 Arrival Departure Record

Attachment IV - OHIP-4418 - Identity and Citizenship or Immigration Status for the Medicaid Program

**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 an updated "Documentation Guide to Citizen and Non-Citizen Eligibility for Health Insurance Coverage in New York State." The guide incorporates updated citizenship, immigration and identity documentation requirements as implemented under the Final Rule of the Medicaid and Child Health Insurance Program (CHIP) Managed Care Regulations of 2016.

The documentation guide outlines the acceptable documents that various categories of consumers may provide to verify citizenship or immigration status and identity. Requirements for providing a Social Security Number (SSN) are included along with the Welfare Management System (WMS) Alien Citizenship Indicator (ACI) code that must be used for appropriate claiming purposes.

Verification requirements related to documenting United States (U.S.) citizenship or immigration status, identity, and SSN have been modified in the attached documents. These updates include:

- identifying "stand alone" documents applicants may provide to verify both U.S. citizenship and identity;

- adding Native American tribal documents issued by a federally recognized tribe as “stand alone” documents to verify both U.S. citizenship and identity;
- reflecting the streamlined verification process for consumers without a “stand alone” document from the previous four tier structure for verification of U.S. citizenship/immigration status and identity to the current two-tier structure of verification;
- adding individuals born in or collectively naturalized from Puerto Rico, Guam, the U.S. Virgin Islands, and the Northern Mariana Islands as U.S. Citizens;
- reflecting the change of non-immigrants of Compact of Free Association (COFA) nations including the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau, from Immigrant Non-Citizens (PRUCOL) to Qualified Non-Citizens, not subject to the Five-Year Bar;
- providing clarification on which documents can be used by children less than 18 years of age to verify identity;
- providing current documentation requirements for provision of SSNs or attestation of SSN application status pursuant to GIS 17 MA/02 for non-citizens;
- providing direction and clarification regarding the need to read a consumer's I-797 Notice from the United States Citizen and Immigration Services to have a clear understanding of what the 1-797 notice says, in accordance with GIS 19 MA/02;
- providing information on documentation requirements for three additional categories of consumers: “Category 4 - Non-Immigrant Visa Holders - Temporary Non-Immigrants;” “Category 4 - Non-Immigrant Visa Holders – Special Non-Immigrants;” and “Category 5 – Other,” which includes undocumented non-citizens;
- incorporating a Citizenship and Immigration-Based Modified Adjusted Gross Income (MAGI) and Non-MAGI Eligibility Chart for New York State health insurance programs;
- revising the “Key to I-766 Employment Authorization Documents (EAD)” and assign it form number OHIP-0047;
- revising the “Key to I-94 Arrival Departure Record” and assign it form number OHIP-0048; and
- revising DOH 4418, "Identity and Citizenship or Immigration Status for the Medicaid Program" to incorporate changes made to OHIP - 0046, "Documentation Guide for Citizen and Non-Citizen Eligibility for Health Insurance Coverage in New York State" and reassign it form number OHIP-4418.

In addition to the above changes, the documentation guide has been reorganized and reformatted for easier use.

All previous versions of the Documentation Guide and corresponding reference documents must be discontinued and substituted as follows:

- replace attachment to GIS 08 MA/009 with OHIP-0046 (7/21), “Documentation Guide to Citizen and Non-Citizen Eligibility for Health Insurance Coverage in New York State;”
- replace attachment to GIS 08 MA/033 with OHIP-0047 (7/21), “Key to 1-766 Employment Authorization Documents (EADs);”
- replace attachment to GIS 04 MA/016 with OHIP-0048 (7/21), “Key to 1-94 Arrival and Departure Record;” and
- replace 10 OHIP/ADM-8 references to DOH-4418 (Attachment II) with OHIP-4418 (7/21), “Identity and Citizenship or Immigration Status for the Medicaid Program.”

### **COVID-19 Public Health Emergency Information**

The documents introduced with this GIS do not create an expectation for consumers to begin providing documentation at this time. The documentation easements and flexibilities related to Citizenship and Immigration Status, described in GIS 20 MA/04 “Coronavirus (COVID-19) – Medicaid Eligibility Processes During Emergency Period,” will continue to be in effect until further instruction is provided by the Department.

Please direct any questions to your Local District Support Liaison.