

Applying for Medicaid: Providing Proof of Citizenship and Identity

How many times will I have to prove my citizenship and identity?

- ★ Only once.

How do I prove my citizenship and identity?

- ★ The first thing you should do is find out what documents you can use to prove your citizenship and identity. Contact your local Department of Human Services (DHS) office or call 1-877-937-3663 (toll-free).
- ★ If you or your children were born in Iowa, the DHS can do an electronic birth certificate match to prove you or your children's citizenship. You will still have to prove identity.
- ★ If you can't visit your local DHS office in person, contact your local DHS office and talk to us about the problem.
- ★ Take original documents back home with you, don't leave them at the DHS office.
- ★ Be sure to call ahead before going to your local DHS office, some DHS offices are only open on certain days and during certain hours.
- ★ **Don't send an original document like a birth certificate in the mail. Once you know what documents you can use, bring them to your local DHS office. Only a DHS employee can make a copy of the original document, no other photocopies are allowed.**

Does everyone have to do this?

- ★ Everyone who wants Medicaid and says they are a citizen of the United States has to do this.
- ★ You don't have to provide proof if you get Medicare or Supplemental Security Income.
- ★ You don't have to provide proof for a newborn baby if the mother was on Medicaid when the baby was born.

Who can I contact if I have questions?

- ★ Your local Department of Human Services office.
- ★ www.dhs.state.ia.us/citizen
- ★ If you don't know the phone number or address of your local DHS office, call 1-877-937-3663 (toll-free) or 2-1-1 and ask for it.



Frequently Asked Questions

How can I prove my 5 year-old son's identity? He doesn't have a photo ID.

- ★ You can prove the identity of a child under 16 with a “written affidavit”. The affidavit will ask for the date and place of the child’s birth. It must be signed by a parent or guardian. To get the affidavit form mailed to you call **1-877-937-3663** or your local DHS office.

DHS said I make too much money for my children to receive Medicaid. Will I have to wait until my Medicaid application is processed (including my proof of identity and citizenship) before I can be referred to *hawk-i*?

- ★ No! Your *hawk-i* application process can begin without proof of identity and citizenship.

I/my children were not born in Iowa. How can I get my/their birth certificates?

- ★ Contact the Department of Vital Records in the state where your child was born. You can call the Healthy Families Line at 1-800-369-2229 or go to www.dhs.state.ia.us/citizen to find contact information for all 50 states. Many states charge a \$5 to \$25 fee for providing records.

My daughters were born in Utah, no one in my family has a passport, my wife is disabled and doesn't have a current driver's license...it's going to take us weeks to provide proof of citizenship and identity! What should we do?

- ★ Fill out as much of the application as you can. Make sure you sign it and date it. Send it in. The application can't be processed until you have provided the proof. Once you do, your medical bills may be covered beginning in the month you sent in your signed and dated application (if you are within all of the other Medicaid guidelines). Provide proof as soon as you can for any member of your family, you don't have to wait until you have proof for everyone in your family.

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