Enclosure Table
(Revision 02/14/08)

Enclosure No.	Title	Purpose
1A * (DHCS 0001)	U.S. Citizens and Nationals Applying for Medi-Cal Must Show Proof of Citizenship and Identity	• Counties will insert Encl 1A into the Medi-Cal application (MC 210). • If the county receives a Medi-Cal application without any proof of citizenship or identity, the county will mail Encl 1A to the applicant. County will determine if Encl 11 and/or Encl 14 needs to be mailed to the applicant. • After receiving the Healthy Families/Medi-Cal joint application from SPE, the county will mail Encl 1A and Encl 10 to the applicant. County will mail Encl 11 for any child aged 16 or 17. **Changes to form**: • Deleted "(past or present)" from SSI exemption list • Add Kin-GAP to exemption list • Updated citizenship/identity list
1B * (DHCS 0002)	Proof of Citizenship and Identity New Requirements for Medi-Cal Beneficiaries Who are U.S. Citizens or Nationals	• County will insert Encl 1B into the annual redetermination packets (MC 210 RV). County will determine if Encl 11 or Encl 14 needs to be mailed to the beneficiary. **Changes to form:** • Deleted "(past or present)" from SSI exemption list • Add Kin-GAP to exemption list • Updated citizenship/identity list
2	Detailed Descriptions of Acceptable DRA Documents	• Provides detailed descriptions of citizenship and identity documents that may be used to comply with the DRA.
3	Affidavit of Reasonable Effort to get Proof of Citizenship	• The county may mail Encl 3 to the applicant/beneficiary to document his

(DHCS 0003)		efforts to obtain citizenship documents. • In lieu of Encl 3, the county may receive verbal statements from the applicant/beneficiary regarding his efforts. The case file must reflect applicant's/beneficiary's efforts.
4 (DHCS 0004)	Request for California Birth Record	• The county will mail Encl 4 to applicant/beneficiary when the county is unable to find a California birth record. Encl 4 will be mailed with Encl 6, if box 3, 4, or 5 is checked on Encl 6. • The county may complete Encl 4 for the applicant/ beneficiary by phone or in the office.

5 (DHCS 0005)	Receipt of Citizenship or Identity Documents	• If a person walks into the county office and there is no eligibility worker available to review and approve the acceptability of the document(s), then the clerk will make copies of the document(s), return the original or certified copies and give a copy of Encl 5 to the person. The county has the option of using Encl 5 or their own receipt. The clerk will forward copies of the document(s) along with the original signed Encl 5 or the county receipt to the eligibility worker. The eligibility worker will then make a determination of acceptability and inform the person using Encl 15. • If a person walks into the county office and an eligibility worker is available to review and determine whether the documents are acceptable, then Encl 5 or county receipt is not required to be completed by the eligibility worker. The eligibility worker will make copies of the document(s) for the case file and return the original or certified copies to the person promptly. The eligibility worker will complete Encl 15 before the person leaves and give the person the original signed Encl 15. A copy of Encl 15 will be added to the case file. • The FQHC and DSH providers will use Encl 5 to confirm they received original or certified copies submitted by the person. After making copies of the document(s), the FQHC and DSH will return the original or certified copies along with a copy of Encl 5 to the person. The FQHC and DSH will forward the copies and the original signed Encl 5 to the county. **Changes to form:** • Encl 5 has been revised and now serves as a receipt. • See below for new Encl 15 which is the proof.

6 (DHCS 006)	Proof of Citizenship or Identity Needed for Medi-Cal Applicants and Beneficiaries Who Are U.S. Citizens or Nationals	• After attempting to obtain a California birth record match based on the information in the MC 210, MC 210 RV or other information provided by the applicant/beneficiary, county will mail Encl 6, Encl 3 and Encl 8 to applicant/beneficiary to indicate what information is still needed. Encl 4 will be mailed with Encl 6, if box 3, 4 or 5 is checked on Encl 6. **Changes to form:** • Add due date field • Add instruction to contact local social services office or fill out Encl 3
7	U.S. Citizenship for collectively naturalized individuals	• Provides information about naturalized citizens in Puerto Rico, U.S. Virgin Islands, Northern Mariana Islands, and Guam.
8 (DHCS 0007)	Acceptable Citizenship and Identity Documents	• The county will provide Encl 8 to applicant/beneficiary upon request to inform him of what is acceptable proof of citizenship and identity. • County will provide Encl 8 whenever Encl 6 is provided to the applicant/beneficiary. **Changes to form:** • Updated citizenship/identity listing
9 **	Changes in Medi-Cal Proof of Citizenship and Identity Requirements for U.S. Citizens and Nationals	• DHCS will mail Encl 9 to all Medi-Cal beneficiaries (excluding SSI and Minor Consent) prior to their next annual redetermination informing them of the new DRA requirements. **Changes to form:** • Deleted "(past or present)" from SSI exemption list • Add Kin-GAP to exemption list • Updated citizenship/identity list
10 * (DHCS 0008)	Proof of Citizenship or Identity Requirements for Children Who Are U.S. Citizens or Nationals Filling out the	• After receiving the Healthy Families/Medi-Cal joint application from SPE, the county will mail the Encl

	Healthy Families/Medi-Cal Joint Application	10 along with Encl 1A to the applicant. The county will mail Encl 11 to the applicant for any child aged 16 or 17. **Changes to form:** • Deleted "(past or present)" from SSI exemption list • Add Kin-GAP to exemption list • Updated citizenship/identity list
11 (DHCS 0009)	Affidavit of Identity for U.S. Citizen or National Children Under 18	• Parent, guardian, or caretaker relative can use Encl 11 for their U.S. citizen children (non exempt) under 18 if an affidavit was not submitted for citizenship or if the Medi-Cal application or the Healthy Families/Medi-Cal joint application do not show the child's date and place of birth. • After receiving an application, the county will mail to the applicant Encl 11 for any child aged 16 or 17. • At annual redetermination, the county shall provide the parent, guardian, or caretaker relative Encl 11 for non exempt children if the original Medi-Cal application or the Healthy Families/ Medi-Cal application did not show the child's date and place of birth. **Changes to form:** • Add "caretaker relative" • Add instruction that parents, guardian, or caretaker relative may use this affidavit if child is under 18 and do not have school ID card or driver license
12 **	Birth Record Match	• DHCS will mail Encl 12 along with Encl 9 to Medi-Cal beneficiaries (excluding SSI and Minor Consent) prior to their next annual redetermination informing them that the State has found their California birth record match.

13**	Birth Record No Match	• DHCS will mail Encl 13 along with Encl 9 to Medi-Cal beneficiaries (excluding SSI and Minor Consent) prior to their next annual redetermination informing them that the State did not find a California birth record match.
14 (DHCS 0010)	Affidavit of Identity for U.S. Citizens or National for Disabled Individuals Living in Institutional Care Facilities	• Institutional/residential facility director or administrator may use Encl 14 for proof of identity for the disabled individual if no other proof of identity is available. **This is a new form**.
15 (DHCS 0011)	Proof of Receipt of Citizenship or Identity Documents	• If a person walks into the county office and there is no eligibility worker available to review and approve the document(s), then the clerk will make copies of the document(s), forward the copies of the document(s) along with original signed Encl 5 or the county receipt to the eligibility worker. The clerk will return the original or certified copies to the person along with a copy of the Encl 5 or county receipt. After receiving the documents, the eligibility worker will use Encl 15 to notify the applicant or beneficiary whether the document(s) he/she submitted were acceptable or not. The eligibility worker will include the copies of the documents and copy Encl 15 in the case file. • If a person walks into the county office and an eligibility worker is available to review and determine whether the document(s) are acceptable, then the eligibility worker will make copies of the document(s) for the case file and return the original or certified copies to the person promptly. The eligibility worker will complete Encl 15 before the person leaves and give the person the original signed Encl 15. A copy of Encl 15 will be added to the case file. The eligibility worker does not need to

		provide the person with Encl 5 or a county receipt. • When the county receives copies of documents and the original Encl 5 from the FHQC or DSH provider, the eligibility worker will make a determination of the acceptability of the document(s). The eligibility worker will send the original signed Encl 15 to notify the person if the documents are acceptable. The eligibility worker will include the document(s) copies along with the original Encl 5 and the copy of Encl 15 into the case file. • If the person has not satisfied either or both of the new citizenship and identity requirements because the documents were not acceptable or not submitted, the eligibility worker will provide the person with a completed Encl 15 along with Encl 6 and Encl 8. Encl 4 will be mailed with Encl 6 if box 3 or 4 is checked on Encl 6. **This is a new form**.

* Counties may not alter these enclosures.

Note: Changes to the wording of any other enclosures must have DHCS approval.

****** DHCS will be sending these enclosures to the beneficiaries.