

Section A. Verification Procedures for Factors of Eligibility

Eligibility Factor	Self-Attestation Accepted without Additional Verification (Y/N)	Self-Attestation Accepted with Post-Eligibility Verification (Y/N)	Electronic Data Source Used (Y/N)	Reasonable Compatibility Standard Used	Specify Reasonable Compatibility Standard for Income	Ask for a Reasonable Explanation from the Individual (Y/N)	Paper Documentation Required from the Individual (Y/N)	Comments
Income	NO	NO	YES	Both are above, at or below the applicable income standard.  Percent Threshold	10% but see comments	NO	YES	<p>Attestation is considered reasonably compatible unless:            1) the data sources indicate that the applicant's income is above the applicable Medicaid eligibility threshold; 2) the applicant attests to income that is below the eligibility threshold; and 3) the difference between the income shown by the data sources and the income attested to by the applicant is greater than 10 percent.</p> <p>If individual attests to income above the applicable Medicaid eligibility threshold, attestation is accepted regardless of what electronic data sources show, and individual is screened for eligibility for other insurance affordability programs.</p> <p>Electronic data sources will be used to verify income. Paper documentation will only be requested as a last resort.</p> <p>In cases where the applicant attests to no income and no electronic income information is available, their attestation is accepted without further verification. The requirement for paper documentation may also be waived in exceptional circumstances, as determined on a case-by-case basis. These circumstances include: homelessness; domestic violence; natural disaster; employers closing or moving to another state or country; and employers who refuse to release information.            SI 00810.005</p> <p>States must check electronic data sources determined useful to verify income in accordance with 42 CFR 435.916 but can be done post-enrollment. If the information obtained from electronic data sources and the information provided by or on behalf of the individual are both above, at or below the applicable income standard, the State must determine the applicant eligible or ineligible for Medicaid/CHIP. (NOTE: this option is prepopulated for the state and is not an option that can be changed).</p>
Resources	NO	NO	YES		NO	YES	YES	<p>If the resource limit(s) obtained via electronic data sources are above the applicable resource limit, then the agency cannot deny or terminate benefits. The agency must send a notice to the applicant/beneficiary to give him/her the opportunity to provide documentation or explanation of the findings.</p>

Eligibility Factor	Self-Attestation Accepted without Additional Verification (Y/N)	Self-Attestation Accepted with Post-Eligibility Verification (Y/N)	Electronic Data Source Used (Y/N)	Reasonable Compatibility Standard Used	Specify Reasonable Compatibility Standard for Income	Ask for a Reasonable Explanation from the Individual (Y/N)	Paper Documentation Required from the Individual (Y/N)	Comments
Residency	YES	NO	YES	For individuals age (0-18) the D.C. Medicaid accepts attestation of District residency. For individuals nineteen (19) and over, residency information is considered reasonably compatible when both the attestation and the electronic data source confirm that the applicant or beneficiary lives in the District, even if the District addresses are different. Information is not reasonably compatible with electronic data sources if: 1) none of the electronic sources show that the applicant is living in the District; or 2) at least one electronic source indicates that the individual is not living in the District.	N/A	NO	YES	See additional comments tab for more details
Age (Date of Birth)	YES	NO	NO		N/A	NO	NO	Attestation of date of birth is accepted without verification. However, if any inconsistency is identified between an individual's attestation and available electronic data sources, paper documentation will be required.
Social Security Number	NO	NO	YES		N/A	N/A	YES	States must follow statute, regulations, and guidance for verification of SSN, citizenship and qualified immigration status including obtaining such information through the federal data services hub if available. If information is not available through the federal data hub, then the agency must use the State On-Line Query Internet (SOLQI) to obtain the verifications.  States must follow federal requirements under 42 CFR 435.406 to provide a Reasonable Opportunity Period that allows 90 days for individuals to submit verification of their SSN/citizenship/qualified immigration status.
Citizenship	NO	NO	YES	N/A	N/A	N/A	YES	States must follow federal requirements under 42 CFR 435.406 to provide a Reasonable Opportunity Period that allows 90 days for individuals to submit verification of their SSN/citizenship/qualified immigration status.
Immigration Status	NO	NO	YES	N/A	N/A	N/A	YES	States must follow federal requirements under 42 CFR 435.406 to provide a Reasonable Opportunity Period that allows 90 days for individuals to submit verification of their SSN/citizenship/qualified immigration status.
Household Composition	YES	NO	NO	N/A	N/A	NO	NO	
Disability	NO	NO	YES		NO	NO	YES	
Level of Care	NO	NO	NO		NO	NO	YES	
Caretaker Relative	YES	NO	NO	N/A	N/A	NO	NO	
Medicare	YES	NO	NO	N/A	N/A	NO	YES	
Application for Other Benefits	YES	NO	NO	N/A	N/A	NO	NO	

Eligibility Factor	Self-Attestation Accepted without Additional Verification (Y/N)	Self-Attestation Accepted with Post-Eligibility Verification (Y/N)	Electronic Data Source Used (Y/N)	Reasonable Compatibility Standard Used	Specify Reasonable Compatibility Standard for Income	Ask for a Reasonable Explanation from the Individual (Y/N)	Paper Documentation Required from the Individual (Y/N)	Comments
Other: (Please describe any other eligibility factors in the space below)								
Incarceration	YES	NO	NO	N/A	N/A	NO	NO	Will not preclude eligibility based on incarceration status, as it is not a factor of eligibility for Medicaid. Instead, the District will use this information to suspend coverage of services except inpatient stays of 24 hours or more during incarceration period.
Project WISH Enrollment	NO	NO	NO	N/A	N/A	NO	YES	See Additional Comments tab for more details
Custody Status	NO	NO	NO	N/A	N/A	NO	YES	Obtained via court order. Verification is completed by Child & Family Services Agency (CFSA)
SSI Verification	NO	NO	YES	n/a	n/a	NO	YES	
Cost Effectiveness for Katie Beckett Only	NO	NO	NO	N/A	n/a	NO	YES	See Additional Comments tab for more details

In accordance to 42 CFR 952(d), the agency may not deny or terminate eligibility or reduce benefits for any individuals on the basis of information received in accordance with regulations under 435.940 through 435.960 of this subpart unless the agency has sought additional information from the individuals in accordance with paragraph (C) of this section and provided proper notice and hearing rights to the individual of the findings. 42 CFR 435.952(d) also applies to Periodic Data Matching findings.

Non-MAGI-BASED ELIGIBILITY VERIFICATION PLAN

(Insert Medicaid, CHIP, or Both) Medicaid  
 State: District of Columbia  
 Last Updated

Section B1. Use of Electronic Data Sources

Financial:

Electronic Data Source	Determined Useful (Y/N) <sup>1</sup>	Accuracy Considered (Y/N)	Timeliness Considered (Y/N)	Ability to Access Considered (Y/N)	Age of Data Considered (Y/N)	Comprehensive Considered (Y/N)	Other Criteria Used (Y/N) (Please Describe in Comments section)	Data Source Used at Application (Y/N)	Data Source Used at Renewal (Y/N)	Data Source Used Post-Enrollment (Y/N)	If Data Source Used for Post-Enrollment - Frequency Used (e.g. monthly, quarterly)	Comments
1. Internal Revenue Service (IRS)	No	YES	YES	YES	YES	No	NO	No	No	NO		IRS data is based on tax filing rules to determine income and household size. Because District non-MAGI eligibility categories use SSI methodology to determine income and household size, the IRS data is not useful to determine financial eligibility for non-MAGI populations.

Electronic Data Source	Determined Useful (Y/N) <sup>1</sup>	Accuracy Considered (Y/N)	Timeliness Considered (Y/N)	Ability to Access Considered (Y/N)	Age of Data Considered (Y/N)	Comprehensive Considered (Y/N)	Other Criteria Used (Y/N) (Please Describe in Comments section)	Data Source Used at Application (Y/N)	Data Source Used at Renewal (Y/N)	Data Source Used Post-Enrollment (Y/N)	If Data Source Used for Post-Enrollment - Frequency Used (e.g. monthly, quarterly)	Comments
2. Social Security Administration (SSA) (SSI, Title II, RSDI/SSDI)	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	Quarterly	
3. State Wage Information Collection Agency (SWICA)	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	Quarterly	
4. State Unemployment Compensation	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	Quarterly	DC DOES (Department of Employment Services) Unemployment Information
5. State Administered Supplementary Payment Program	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES		
6. State General Assistance Programs	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES		

Electronic Data Source	Determined Useful (Y/N) <sup>1</sup>	Accuracy Considered (Y/N)	Timeliness Considered (Y/N)	Ability to Access Considered (Y/N)	Age of Data Considered (Y/N)	Comprehensive Considered (Y/N)	Other Criteria Used (Y/N) (Please Describe in Comments section)	Data Source Used at Application (Y/N)	Data Source Used at Renewal (Y/N)	Data Source Used Post-Enrollment (Y/N)	If Data Source Used for Post-Enrollment - Frequency Used (e.g. monthly, quarterly)	Comments
7. Supplemental Nutrition Assistance Program (SNAP)	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES		
8. Temporary Assistance for Needy Families (TANF)	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES		
9. Office of Child Support Enforcement (OCSE)	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	Quarterly	Used for non-MAGI calculations considered countable unearned income.
10. Commercial database: (Please describe any commercial databases in the space below)												
The Work Number	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	Quarterly	
Asset Verification System (AVS)	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	Quarterly	Data source used to verify financial institution accounts (including checking, savings, and money markets). There is a five (5) day turnaround after application or renewal is registered in total a minimum of 6 days for agency to receive AVS results.

Electronic Data Source	Determined Useful (Y/N) <sup>1</sup>	Accuracy Considered (Y/N)	Timeliness Considered (Y/N)	Ability to Access Considered (Y/N)	Age of Data Considered (Y/N)	Comprehensive Considered (Y/N)	Other Criteria Used (Y/N) (Please Describe in Comments section)	Data Source Used at Application (Y/N)	Data Source Used at Renewal (Y/N)	Data Source Used Post-Enrollment (Y/N)	If Data Source Used for Post-Enrollment - Frequency Used (e.g. monthly, quarterly)	Comments
District Tax Assessor Office, DCOTR	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES		Data source used to verify tax value of property (i.e home, land).
12. Other: (Please describe any additional electronic data sources in the space below)												

1. The state marked any criterion YES if they were considered in determining the usefulness of the electronic data source; however, the determination of whether the data source was useful/not useful did not rest solely on these criteria.

Non-MAGI-BASED ELIGIBILITY VERIFICATION PLAN  
(Insert Medicaid, CHIP, or Both)

Medicaid

State:

District of Columbia

Last Updated:

Non-Financial:

Electronic Data Source	To Be Used (Y/N)	Social Security Number	Identity	Citizenship	Immigration Status	Residency	Age/DOB/DOD	Pregnancy	Household Composition	Caretaker Relative	Medicare	Disability	Level of Care	SSI	Custody Status	Cost Effectiveness	Application for other Benefits	Other	Data Source Used at Application (Y/N)	Data Source Used at Renewal (Y/N)	Data Source Used Post-Enrollment (Y/N)	If Used for Post-Enrollment Frequency Used (i.e. monthly, quarterly)	
1. Social Security Administration (SSA)	YES	YES	YES	YES	NO	NO	YES	NO	NO	NO	YES	YES	NO	YES	NO	NO	NO	NO	YES	YES	YES	Monthly	The agency uses the SAVES match to verify citizenship from SSA. SSA data is used at application, renewal, and post-enrollment for Medicare. SSA data will also be used as a verification source of Age/DOB, if necessary.
2. Department of Homeland Security (DHS) - SAVE	YES	NO	YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES		The District uses the following Verified Lawful Present (VLP) steps through the Hub to verify immigration status: Step 1) The applicant enters all required information and the Department of Homeland Security (DHS) verifies the information during real-time (Step 1 VLP Call) Step 1a) The applicant's attested information is re-submitted using Re-Verification screen. This step signals that some fields match and at least one didn't match during the Step 1 Call. Step 1b) For the initial verification to complete, the system needs the SERVIS ID for the student or foreign exchange visitor. Use the SERVIS ID prompted screen (Re-Submit with SERVIS ID) to re-submit the case with the SERVIS ID of the student of foreign exchange visitor. Step 1 Fails) Initial verification call to DHS fails Step 3) The applicant enters all required information and (DHS) verifies the information during step 3 call back... The information generated will also be used to create a notification when a person's 5-year bar expires.
3. DC Health Vital Statistics	YES	NO	NO	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	Quarterly	DC Health Vital Statistics information considered a primary source to verify Age, Death of Birth, and Date of Death.
4. Department of Motor Vehicles (DMV)	YES	NO	YES	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	Quarterly	



Electronic Data Source	To Be Used (Y/N)	Social Security Number	Identity	Citizenship	Immigration Status	Residency	Age/DOB/DOD	Pregnancy	Household Composition	Caretaker Relative	Medicare	Disability	Level of Care	SSI	Custody Status	Cost Effectiveness	Application for other Benefits	Other	Data Source Used at Application (Y/N)	Data Source Used at Renewal (Y/N)	Data Source Used Post-Enrollment (Y/N)	If Used for Post-Enrollment Frequency Used (i.e. monthly, quarterly)	
5. Temporary Assistance for Needy Families (TANF)	YES	YES	YES	YES	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES		
6. Supplemental Nutrition Assistance Program (SNAP)	YES	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES		
7. Office of Child Support Enforcement	YES	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES		
8. State General Assistance Programs	YES	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES		
9. Women, Infants and Children Program (WIC)	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO		
10. State Income Tax	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO		
12. Commercial database: <i>(Please describe any commercial databases in the space below)</i>																							
13. Other: <i>(Please describe additional electronic data sources in the space provided below)</i>																							

Electronic Data Source	To Be Used (Y/N)	Social Security Number	Identity	Citizenship	Immigration Status	Residency	Age/DOB/DOD	Pregnancy	Household Composition	Caretaker Relative	Medicare	Disability	Level of Care	SSI	Custody Status	Cost Effectiveness	Application for other Benefits	Other	Data Source Used at Application (Y/N)	Data Source Used at Renewal (Y/N)	Data Source Used Post-Enrollment (Y/N)	If Used for Post-Enrollment Frequency Used (i.e. monthly, quarterly)	
14. PARIS*	YES	NO	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	Other (specify in comments)	Used 2 times per year. Also used to determine if individual has Medicaid in another state, or application for other benefits, if a discrepancy were to be identified.
Child & Family Services Agency (CFSA)	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	NO	NO	NO	YES	NO	NO	NO	YES	YES	YES		Information is used for changes in circumstances to determine if a child remains categorically eligible for Medicaid under CFSA.

\* Under 42 CFR 435.945(d), all State Medicaid eligibility systems must conduct a match with PARIS for Interstate benefit information. If used for other purposes, please indicate in Section D.

Non-MAGI-BASED ELIGIBILITY VERIFICATION PLAN

(Insert Medicaid, CHIP, or Both)

Medicaid

State:

District of Columbia

Last Updated

Section C . Additional Factors of Eligibility for Separate CHIP

Eligibility Factor	Self-Attestation Accepted without Additional Verification	Self-Attestation Accepted with Post-Enrollment Verification (Y/N)	Electronic Data Source Used (Y/N) <i>If Yes, please describe in comments</i>	Paper Documentation Required from the Individual (Y/N)	Non-Applicable (N/A)	Comments
1. Applicant does not have other coverage	NO	NO	NO	NO	Must be Applied	District of Columbia does not have a Separate CHIP program
2. Applicant does not have access to affordable ESI					N/A	
3. When child has had coverage (as applicable to states' waiting period)					N/A	
4. Access to public employee coverage					N/A	
5a. Waiting period exception #1 (describe):					N/A	
5b. Waiting period exception #2 (describe):					N/A	
5c. Waiting period exception #3 (describe):					N/A	
5d. Waiting period exception #4 (describe):					N/A	
5e. Waiting period exception #5 (describe):					N/A	
5f. Waiting period exception #6 (describe):					N/A	
5g. Waiting period exception #7 (describe):					N/A	

MAGI-BASED ELIGIBILITY VERIFICATION PLAN

SECTION C - Additional Factors of Eligibility for Separate CHIP

Eligibility Factor	Self-Attestation Accepted without Additional Verification	Self-Attestation Accepted with Post-Enrollment Verification (Y/N)	Electronic Data Source Used (Y/N) <i>If Yes, please describe in comments</i>	Paper Documentation Required from the Individual (Y/N)	Non-Applicable (N/A)	Comments
5h. Waiting period exception #8 (describe):					N/A	
5i. Waiting period exception #9 (describe):					N/A	
5j. Waiting period exception #10 (describe):					N/A	
6. Other eligibility factors or exceptions to eligibility factors: <i>(Please describe in the space provided below)</i>						

Section D. Additional Verification Questions

	Question	Response
1	<p>If paper documentation is required when a data source is not available or the information obtained from a data source is not reasonably compatible with the information provided by or on behalf of the individual, briefly describe how the state determined that establishing and using an electronic data source was not effective, considering such factors as cost and program integrity in accordance with 42 CFR 435.952(c):</p>	<p>The state uses many electronic data sources to verify information and only requests paper documentaiton if information is not available electronically or is not reasonably compatible with the attestation.            Exceptional Circumstances for all factors of eligibility – The District will accept self-attestation without paper documentation in exceptional circumstances, including homelessness and in cases of domestic violence.</p> <p>The District does not use the Prisoner Update Processing System (PUPS), which is included in the federal data services hub. The District chose this course of action after evaluating the reliability and accuracy of the PUPS data. The District currently receives PUPS data monthly, and that information typically contains thousands of names of individuals who are no longer incarcerated. Due to the inconsistent reliability of PUPS data, the District has opted not to rely on PUPS. When an individual self-attests to incarceration, the District will accept attestation of incarceration regardless of the PUPS data.</p> <p>To verify incarceration status, the District uses weekly data reports from the Department of Corrections (DOC). On a weekly basis, Department of Human Services (DHS) and Department of Health Care Finance (DHCF) receive a Recently Incarcerated Report and a Released Report. DHS Central Processing Unit reviews the Recently Incarcerated Report and assigns the appropriate suspension program codes for incarcerated Medicaid beneficiaries. DHS reviews the Released Report to reinstate full Medicaid coverage to beneficiaries returning to the community. Additionally, the DOC weekly report includes individuals who are transferred to U.S. Marshall Services (USMS). Once transferred to USMS, if these individuals are current DC Medicaid beneficiaries, Medicaid coverage is terminated due to failure to meet D.C. residency standards. Currently, the District does not receive any reports from the Federal Bureau of Prisons of individuals remanded into federal custody. As needed and on a case by case basis, the District will manually research information on the FBOP website to determine if someone is in federal custody.</p>

	Question	Response
2	Please describe how the state uses PARIS?	<p>The District receives PARIS data feeds twice a year, in August and February. The District can only use PARIS data for post-enrollment verification because the information is not received on a real-time basis.</p> <p>The PARIS match consists of the interstate match, Veterans Administration match and the federal match, which includes information from the Office of Personnel Management (OPM). The interstate match is used to determine if a person is receiving duplicate benefits in participating states. The veterans' match determines if a person is receiving benefits from the Veteran Administration while receiving public assistance. The federal match shows individuals receiving military or other federal employee pay while also receiving public assistance benefits. When the District receives PARIS data feeds, the District reviews any cases where an individual appears to be enrolled in the District and another state. For these cases, the District will send a notice requesting additional information to document current District eligibility. If the individual provides documentation, s/he will be retained; if no documentation is provided, the individual will be disenrolled.</p>
3	Please indicate (YES) or (NO) if the State intends to request Secretarial approval to solely use alternative data sources for financial verification other than those listed in	NO
	<p>If (YES), please submit a letter to CMS requesting such approval describing how the the state meets the following requirements:</p> <ol style="list-style-type: none"> <li>1) Reduces administrative costs and burdens on both individuals and the State,</li> <li>2) Maximizes accuracy and minimizes delay,</li> <li>3) Meets the requirements related to confidentiality, disclosure, maintenance and use of information, and</li> <li>4) Promotes coordination with other insurance affordability programs.</li> </ol>	
4	Please indicate (YES) or (NO) if the State intends to request Secretarial approval to use a mechanism other than the federal data services hub for information that is available through the hub.	NO

	Question	Response
	<p>If (YES), please submit a letter to CMS requesting such approval describing how the the state meets the following requirements:</p> <ol style="list-style-type: none"> <li>1) Reduces administrative costs and burdens on both individuals and the State,</li> <li>2) Maximizes accuracy and minimizes delay,</li> <li>3) Meets the requirements related to confidentiality, disclosure, maintenance and use of information, and</li> <li>4) Promotes coordination with other insurance affordability programs.</li> </ol>	
5	<p>Describe any additional non-MAGI-based eligibility verification policies and procedures that have not been covered in this verification plan (optional):</p>	<p>Local Data Hub  The District established a local data hub to verify eligibility factors for Medicaid and its state-based Exchange. The local data hub contains data from: the Department of Employment Services; Child and Family Services Agency; and Department of Motor Vehicles.</p>

Section A. Additional Comments

**Residency: Acceptable Forms of Residency Documentation:**

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District will accept attestation of D.C. residency for individuals age (0-18). The District will leverage electronic data sources to the greatest extent possible to verify District residency for non-MAGI-related Medicaid beneficiaries. First, applicants or beneficiaries must initially attest to District residency at application or renewal. If the applicant or beneficiary attests to non-District residency, the attestation is accepted without further verification and the applicant or beneficiary is determined ineligible for failure to meet D.C. residency requirement. Circumstances when attestation is acceptable without additional document: If an individual attests to District residency, the individual is not subject to residency verification if he or she is determined incapable of stating his/her intent to reside, homeless, under the age of 19, a victim of domestic violence, or experiencing other special circumstances beyond the applicant's/beneficiary's control which make providing documentation of D.C. residency extremely difficult. These special circumstances will be reviewed by eligibility staff on a case by case basis. In such cases, the system will accept the attestation, bypass a residency check, and document residency as an exemption.

All other applicants or beneficiaries are subject to electronic verification process at application or renewal. The system relies on information from both the District of Columbia's Department of Motor Vehicles (DMV) and active TANF case information to verify District residency. Results from the DMV and TANF verification checks will appear after the application or renewal is submitted. For instances where the DMV interface does not provide residency result that confirms District residency status, an applicant's or beneficiary's residency status is considered verified if he or she has an active TANF case in the District's eligibility system of record.

If the results come back as not reasonably compatible or the electronic data source fails to provide a result, the eligibility system creates an outstanding verification that requires manual documentation of residency. The system sends a notice to the applicant or beneficiary requesting any of the acceptable forms of documentation listed below. The District accepts the following types of documents to verify District residency: (1) A copy of an active lease agreement, certified deed, or mortgage statement with a District address in their name; (2) A phone or utility bill from within the past two months; (3) D.C. Voter Registration Card; (4) Non-expired District of Columbia Motor Vehicle Registration or DC DMV Identification Card; (5) Cancelled checks or receipts for mortgage or rental payments within the past 2 months; (5) Utility bills and payment receipts with a D.C. address within the past 2 months; (6) Non-expired automobile insurance statement with a D.C. residency address; (7) D.C. One Card; or (8) Completed and Signed Proof of DC Residency Form.

Individuals in certain exceptional circumstances are exempt from the documentation requirements above; these include:

**Incapable of Stating Intent to Reside:** An individual is considered incapable of stating intent to reside if he/she: (a) has an IQ of forty-nine (49) or less or a mental age of seven (7) or less, based on tests acceptable to the District Department of Disability Services; (b) has been determined legally incompetent; or (c) has been found incapable of indicating intent by a physician, psychologist, or other similar individual licensed in accordance with District law. **Homelessness:** If an applicant or beneficiary attests to being homeless in the District of Columbia, the District residency attestation is accepted without further verification and the individual is determined to have satisfied the residency requirement. If an applicant attests to being homeless and spends some nights in the District and some nights in another state, the state of residency is determined based on where the individual spends the majority of nights and in which state the individual intends to reside. If the majority of nights are spent in the District and the individual intends to reside in the District, then the individual meets District residency requirements and no additional documentation is required.

**Domestic Violence:** Applicants or beneficiaries who attest to being involved in a domestic violence dispute may attest to District residency without presenting further documentation.

**Other Incidents Beyond the Applicant or Beneficiary's Control:** An individual who is incapable of indicating intent to reside in the District, due to physical or medical limitations, will be considered to have satisfied the residency requirement if he/she is physically located in the District. ESA may determine whether attestation of residency can be accepted in lieu of documentation when special circumstances arise that are beyond the applicant's or beneficiary's control. ESA has the discretion to decide on a case-by-case basis when such circumstances exist.

**Extenuating circumstances to providing verifications within the application processing time:** The Department may extend the sixty (60) day and forty-five (45) day periods pursuant to D.C. Official Code Section 4-205.26 and described in Subsections 9501.9(a) through (b) when a delay is caused by unusual circumstances such as:

(1) Circumstances wholly within the applicant's control; (2) Circumstances beyond the applicant's control such as hospitalization or imprisonment (Some examples are: fire, natural disaster, or a victim of an emergency situation are all considered as limiting an individual's compliance with obtaining verifications); or (3) An administrative or other emergency that could not be reasonably controlled by the Department.



Section A, continued:

**Social Security Number (SSN):** If an applicant cannot recall his SSN or SSNs or has not been issued a SSN the agency must: (1) Assist the applicant in completing an application for an SSN; (2) Obtain evidence required under SSA regulations to establish the age, the citizenship or alien status, and the true identity of the applicant; and (3) Either send the application to SSA or, if there is evidence that the applicant has previously been issued a SSN, request SSA to furnish the number. **Exception:** (1) and a State may give a Medicaid identification number to an individual who: (i) Is not eligible to receive an SSN; (ii) Does not have an SSN and may only be issued an SSN for a valid non-work reason; or (iii) Refuses to obtain an SSN because of well-established religious objections. (2) The identification number may be either an SSN obtained by the State on the applicant's behalf or another unique identifier. (3) The term well established religious objections means that the applicant: (i) Is a member of a recognized religious sect or division of the sect; and (ii) Adheres to the tenets or teachings of the sect or division of the sect and for that reason is conscientiously opposed to applying for or using a national identification number. (4) A State may use the Medicaid identification number established by the State to the same extent as an SSN is used for purposes of verifying income, eligibility, and amount of medical assistance payments .

**Household Composition:** When paper documentation is required, several forms may be used take many forms on the individual and whether there is a conflict with another person’s attestation. Acceptable types of documentation include: school or medical records, child care records, statements from non-relatives, leases, marriage license, and religious or recreational activity records. Paper documentation will not be required in exceptional circumstances, such as: homelessness, domestic violence, natural disaster, and situations where the noncustodial parent refuses to release the necessary documents. These exceptions will be determined on a case-by-case basis.

**Age:** When the individual attests to an age that is inconsistent with the birth date shown by SSA, or other electronic sources, and it would affect eligibility, paper documentation will be required. Acceptable forms of documentation include: birth certificate, driver’s license, other government-issued photo ID containing date of birth, or any combination of official photo and non-photo ID and/or other documentation that identifies the individual and gives their date of birth (e.g. a copy of school or medical records containing date of birth along with a photo ID that connects the individual with those records).

**Project WISH Enrollment:** The Department of Health (DOH) verifies an applicant's residency, citizenship, third party insurance status and National Breast and Cervical Cancer Early Detection Program (NBCCEDP) screening which are eligibility requirements for enrollment into Project WISH. An applicant must be enrolled in Project WISH to apply for Medicaid for Breast and Cervical Cancer (MBCC) eligibility group.

**Cost Effectiveness:** Division of Children's Health Services (DCHS) completes the cost effectiveness as part of the eligibility determination process for a child to become eligible for TEFRA/Katie Beckett. Cost effectiveness is the estimated Medicaid costs of care received at home that do not exceed the estimated Medicaid costs of care received in an institution. DCHS manually determines the cost effectiveness on a case-by-case basis.

Section B1. Additional Comments

**Income Verification:** In the DCAS eligibility system there will be an income reporting page with free numerical fields for users to enter income under different categories alongside the data from the income data pings. Once this page is completed, the system will aggregate all income data given by the applicant and data pings and present it to the individual as a monthly figure. The individual will then be asked if the income information is accurate. If yes, their attestation is accepted. If no, the individual will again be asked to attest to their total current monthly income. If the amount attested to is more than the total income amount obtained from data sources, or if it is less by no more than 10%, the attestation is accepted. If not, the individual will be required to provide paper documentation to confirm their income attestation.

**Asset Verification System (AVS):** The District of Columbia’s Asset Verification System (AVS) will automatically retrieve electronic financial information for new applications and during the beneficiary’s annual renewal. AVS will look back sixty months/5 years at an applicant/beneficiary’s bank account balances, and may also be used to verify reported changes. While the AVS system will display results reflecting the total money held in the applicant/beneficiary’s bank accounts and indicate whether they are within the resource limit or not, the ESA worker will make the final decision of eligibility. If the AVS results are reasonably compatible and at or below \$4,000 (individual) and \$6,000 (married couple) in accordance 42 CFR § 435.952 no further verification is required. If the AVS findings are above the resources limit and are not reasonably compatible with what the applicant/beneficiary self-attests to on their application/renewal, then the Agency must request further verification of resources from the applicant/beneficiary. A notice will be sent to the applicant/beneficiary to allow him/her 15 days to verify/dispute the findings and or provide an explanation of the resources in the account(s).

Section B2. Additional Comments

PARIS MATCH- The District uses PARIS Match twice a year as an acceptable electronic verification for residency. Beneficiaries on the PARIS Match receive notification to provide documentation of D.C. residency, if residency verification is not provided D.C. Medicaid is terminated. If an adverse action is taken, the District follows standard timeline to send notice of an adverse action.

Citizenship and Immigration Status: The District will use the federal data services hub to verify immigration status. For trafficking victims under age 18, the District will use the Office of Refugee Resettlement telephone line. Other applicants whose status cannot be verified through the federal data services hub will be required to submit paper documentation. Acceptable types of documentation for verification of citizenship will follow proposed regulations at 42 C.F.R. §435.407. The District will provide a 90-day period to provide satisfactory documentation for individuals whose citizenship or immigration status cannot be verified. If it is determined that an applicant is making a good faith effort to obtain the necessary documents, the individual may receive additional time. During this period, applicants may receive benefits.

Section C. Additional Comments

U.S. Citizenship Primary Source: Stand-Alone (Any of the below stand-alone forms must be accepted as sufficient documentary evidence of citizenship; no other form is needed.)	U.S. Citizenship Secondary Source: (If individual does not have a stand-alone form of citizenship, then they may provide a secondary form of evidence with an acceptable form of identity.)	Identity	Social Security Number (SSN)	Residency	Disability, LOC or LOE	Resources	Income	Critical Documentation for Emergency Medical	Child in CFA Custody
A U.S. passport, including a U.S. Passport Card issued by the Department of State, without regard to any expiration date as long as such passport or Card was issued without limitation.	A U.S. passport (even overseas) showing terms in one of the 50 States, the District of Columbia, Guam, American Samoa, Swain Island, Puerto Rico (if born on or after January 13, 1941), the Virgin Islands of the U.S., or the CNMI (if born after November 4, 1986, CNMI local time). The birth of Puerto Rico. Evidence of birth in Puerto Rico and the applicant's statement that he or she was residing in the U.S., a U.S. possession, or Puerto Rico on January 13, 1941. (ii) Northern Mariana Islands (NMI) (former part of the Trust Territory of the Pacific Islands (TTPI)) (ii) Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. Territory or possession on November 3, 1986, (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign State on November 4, 1986 (NMI local time); (iii) Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1986 (NMI local time), when registration before January 3, 1975, and the applicant's statement that he or she did not owe allegiance to a foreign State on November 4, 1986 (NMI local time); (iv) Evidence of continuous domicile in the NMI since January 1, 1974, and the applicant's statement that he or she did not owe allegiance to a foreign State on November 4, 1986 (NMI local time). Note: If a person entered the NMI as a nonresident and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen.	Visitor Registration Card.	Social Security Card issued by the Social Security Administration (SSA)	Active lease, rental receipt, or rental agreement	ICF/ID/Level of Care (LOC) Reauthorization Form, completed by DDS at initial application; ICF/ID/ID provider completed via LOC at renewal.	Real Property Tax Assessor's Office, Deed, Mortgage statement	Most recent pay stubs (two weekly; two biweekly; or one monthly)	Birth Certificate (Labor and Delivery)	SSA Form
A Certificate of Naturalization	Driver's license issued by a State or Territory.	Pay statement reflecting full name and full Social Security number	A deed, settlement agreement, or mortgage statement	Level of Care form IDO waiver: completed by DDS and forwarded to CFA. No initial application and renewal.	Care: DMV interfaces with ACCESS	Tax records or returns	Certificate of Birth (Labor and Delivery)		
A Certificate of U.S. Citizenship.	Other Documents: A Tribal enrollment card; A Certificate of Degree of Indian Blood; A Tribal census document; Documents on Tribal letterhead, issued under the signature of the appropriate Tribal official. Data match with the Social Security Administration	W-2 (wage and tax statement) reflecting full name and full SSN	A landline telephone or utility bill	Level of Care (LOC) assessment form for Nursing Facility/EPD complete by Liberty Healthcare	FYAs; AYS. Actual Bank Statements may be required if there are discrepancies.	Unemployment Award Notice	Hospital Discharge Summary		

A valid State-issued driver's license if the State issuing the license requires proof of U.S. citizenship, or obtains and verifies a SSN from the applicant who is a citizen before issuing such license. Voluntary necessary reason as a residency recognized Indian Tribe identified in the Federal Register by the Bureau of Indian Affairs within the U.S. Department of the Interior, and including Tribes located in States that have an international border, which - 1. Identifies the federally recognized Indian Tribe that issued the document, 2. Identifies the individual by name; and 3. Confirms the individual's membership, enrollment, or affiliation with the Tribe.	A State option, a cross match with a social welfare statistics agency documenting a record of birth.	U.S. military card or draft record.	1099 form reflecting full name and full SSN	Visitor Registration Card	Medical Review Forms submitted to Medical Review Team (MRT) to determine disability.	Stocks and Mutual Funds: Stock or Mutual Fund Statement	Business records	Medical examination report	
Other Documents: A Tribal enrollment card; A Certificate of Degree of Indian Blood; A Tribal census document; Documents on Tribal letterhead, issued under the signature of the appropriate Tribal official. Data match with the Social Security Administration	A Report of Birth Abroad of a U.S. Citizen.	Military dependent's identification card.	Identification card issued by the Federal, State, or local government.	If an applicant does not have a SSN, but has applied for a SSN, then the agency may accept a letter from SSA verifying the applicant has applied for a SSN	Non-expired, valid motor vehicle operator's permit or non-driver's identification card Cancelled checks or mortgage payment receipt within the past two (2) months.	Government Bonds (Series C, EE and I); Copies of Actual Bonds or Bond Statements	Statement of Projected Earnings	Medical Records of the Emergency Condition and dates 702 or equity form (must be submitted in conjunction with clinical verification)	
A final adoption decree showing the child's name and U.S. place of birth, or if an adoption is not final, a Statement from a State-approved adoption agency that shows the child's name and U.S. place of birth.	A Certification of Birth in the United States.	U.S. Coast Guard Merchant Mariner card. For children under age 18, a clinic, doctor, hospital, or school record, including preschool or day care records.	U.S. Coast Guard Merchant Mariner card. For children under age 18, a clinic, doctor, hospital, or school record, including preschool or day care records.	Non-expired car insurance policy with OC address	Non-expired DC One card	Life Insurance: Life Insurance Statements Reverse Mortgage Statement from the lending institution.	Department of Labor statement Employer letter	Income Source Statement Benefits information (e.g. benefit verification letter, also called a Budget Letter; Benefits Letter or Income Letter; Payment History; Earning Record)	Signed Affidavit of Current Income
Evidence of U.S. Civil Service employment before June 1, 1976.	A U.S. Citizen I.D. card.	A finding of identity from an Express Lane agency, as defined in section 3202(a)(1)(3) of the Act.	Two other documents containing consistent information that corroborates an applicant's identity. Such documents include, but are not limited to, employer identification cards; high school, high school equivalency and college diplomas; marriage certificates; divorce decrees; and property deeds or titles.	Unexpired homeowner's or renter's insurance policy	Property tax bill within the last sixty (60) days Form designated by the agency	Annuitant: Annuity Statement	1040-DC with Schedule C, F, or SE (for self-employment income) 1095 Schedule K1 with Schedule E	Tax return	Substantiating records Receipts for All allowable expenses
Documentation that a child meets the requirements of section 3202 of the Child Citizenship Act of 2000 as amended (8 U.S.C. 1431).	Medical records, including, but not limited to, hospital, clinic, or doctor records or admission papers from a nursing facility, skilled care facility, or other institution that include a U.S. place of birth.	U.S. health, or other insurance record that indicates a U.S. state of birth.	Official religious record recorded in the U.S. (knowing that the birth occurred in the U.S.) School records, including yearbook, head count and directory, showing the child's name and U.S. place of birth.	Federal or State census record showing U.S. citizenship or U.S. place of birth. If the applicant does not have one of the documents listed above, he or she may submit an affidavit signed by another individual under penalty of perjury who can reasonably attest to the applicant's citizenship, and that contains the applicant's name, date of birth, and place of U.S. birth. The affidavit does not have to be notarized.	Bank Statements (personal & business) and cancelled checks Signed time sheets and receipt of payroll, if you have employees Most recent quarterly or year-to-date profit and loss statement Annuity statement Statement of person distribution from any government or private source Worker's compensation letter Prize, settlements, and awards, including court-ordered awards letter Proof of gifts and contributions Proof of inheritances in cash or property Proof of other pay and other benefits from unions Sales receipts or other proof of money received from the sale, exchange or replacement of things you own Interests and dividends income statement Loan statement showing loan proceeds Roth IRA income statement or 1099-R/DC Proof of bonus/incentive payments (checklist download) Proof of severance pay Pay stubs indicating sick pay letter, deposit, or other proof of deferred compensation payments Pay stubs indicating substantial/recession pay Pay stubs indicating vacation pay Proof of residuals letter, deposit, or other proof of loans/business reimbursement pay				