

GENERAL INFORMATION SYSTEM

07/07/10

DIVISION: Office of Health Insurance Programs**PAGE 1**

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TO: Local District Commissioners, Medicaid Directors

FROM: Judith Arnold, Director
Division of Coverage and Enrollment

SUBJECT: Puerto Rican Birth Certificates: Medicaid Applications Received On
or After October 1, 2010

EFFECTIVE DATE: October 1, 2010

ATTACHMENTS: Instruction Sheet
Birth Certificate Application Form (RD-225) English
Birth Certificate Application Form (RD-225) Spanish

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 inform local departments of social services (LDSS) about a new law that was enacted by the government of Puerto Rico and how the law affects citizenship documentation requirements for New York State residents who were born in Puerto Rico and apply for Medicaid on or after October 1, 2010. Individuals born in Puerto Rico became U.S. citizens collectively through grants of citizenship made by the United States. Therefore, a U.S. birth certificate showing birth in Puerto Rico can be used to establish citizenship.

On January 1, 2010, Puerto Rico's Law 191, "Law Prohibiting Public and Private Entities from Retaining, Storing or Holding Certified Copies of Birth Certificates", went into effect. The new law requires new security enhanced certificates be issued beginning July 1, 2010, to address the unlawful use of Puerto Rico-issued birth certificates to combat theft and fraud. Initially, individuals born in Puerto Rico were subject to have their birth certificates invalidated as of July 1, 2010. However, on June 28, 2010, the government of Puerto Rico approved an amendment that extends the validity of current Puerto Rican birth certificates through September 30, 2010. This extension will provide a transition period for individuals to apply for and receive the new document.

INTERIM PROCEDURES

To assist Medicaid applicants who do not have a new birth certificate from Puerto Rico or any other acceptable documents to verify U.S. citizenship, the following procedures have been developed. These procedures apply to:

- Medicaid-only applications received on or after October 1, 2010, (regardless of whether coverage is being sought for the three month retroactive period); and
- Medicaid separate determinations for Temporary Assistance/Medicaid applications filed on or after October 1, 2010.

If an applicant presents a Puerto Rican birth certificate issued prior to July 1, 2010, or the applicant states he/she is a U.S. citizen born in Puerto Rico and does not provide a document to support U.S. citizenship, Medicaid coverage must be authorized for a 12-month period, if the applicant is otherwise eligible.

An Alien Citizenship Indicator (ACI) code of "C" (Citizen) should be entered in to the Welfare Management System (WMS) with the appropriate coverage code. The Department will pull these individuals and verify citizenship status with the Social Security Administration (SSA) once the citizenship verification match process is established with SSA (on or about October 18, 2010). Further information will be issued regarding the SSA citizenship verification match process, including how the results of the match will be reported to districts.

In order to identify Puerto Rican born individuals, who have been authorized Medicaid coverage on or after October 1, 2010, and prior to verification of U.S. citizenship through the SSA citizenship match, Upstate districts must use a unique ANTICIPATED FUTURE ACTION (AFA) code of **914-"Puerto Rican Birth Certificate Validation Pending"** and enter the individual's line number with the new AFA. No Anticipated Future Action Date will be required.

Once the SSA citizenship verification match process is available, the Puerto Rican born individual's citizenship status will be verified through the SSA citizenship match. New York City applicants/recipients will also have citizenship status verified through a match process with SSA.

NOTE: Individuals born in Puerto Rico may continue to use their U.S. passport or New York State Enhanced Driver's License (EDL) as primary proof of citizenship and identity. When a primary document is unavailable, they may provide a secondary, third or fourth level document. (Refer to the DOH-4418 "Identity and Citizenship or Immigration Status for the Medical Assistance Program" for a list acceptable forms of documentation.)

MANAGED CARE

Otherwise eligible Puerto Rican born individuals awaiting verification of citizenship through the SSA citizenship match may be enrolled in a Managed Care Organization (MCO). Should eligibility for their Medicaid be terminated during the first six months of enrollment, the enrollee(s) may continue to receive health care benefits provided under the managed care guarantee.

UNDERCARE

The LDSS does not have to re-certify or re-determine eligibility for Puerto Rican born individuals, who presented their original birth certificate or certified copy of their birth certificate (issued prior to July 1, 2010), and applied for or received benefits prior to October 1, 2010. Once a person's citizenship is documented, it should not be re-documented unless that person's citizenship becomes questionable.

LDSS ASSISTANCE IN OBTAINING A NEW PUERTO RICAN BIRTH CERTIFICATE

Upon request, districts should make available to Puerto Rican born applicants the attachments to this GIS message. The attachments include instructions for applying for a new birth certificate and the required application forms in English and Spanish.

An individual born in Puerto Rico may obtain their own birth certificate as long as they are 18 years or older. Other persons may also obtain copies of an individual's Puerto Rican birth certificate if they are the individual's parent, legal guardian, or a person duly authorized by the courts.

[TO BE PLACED ON LOCAL DISTRICT LETTERHEAD]

Instructions for Puerto Rican Born Individuals Applying for New York State Medicaid

Citizens born in Puerto Rico but residing elsewhere should apply for a new birth certificate on-line or by mail by filling out a Birth Certificate Application form (attached in English and Spanish) and submitting it ***on or after July 1, 2010***. The application form can also be downloaded at:

For on-line applications:

<https://serviciosenlinea.gobierno.pr/SALUD/Login.aspx?ReturnUrl=%2fsalud%2f>

For the English version:

<http://www.salud.gov.pr/Programas/RegistroDemografico/Documents/English%20Application%20B%20C%20English.pdf>

For the Spanish version:

<http://www.salud.gov.pr/Programas/RegistroDemografico/Pages/RequisitosparasolicituddeNacimiento.aspx>

Once an applicant completes and signs the form, he/she should follow these steps:

- Applicants residing outside of Puerto Rico may mail the completed application to the following address:

**Puerto Rico Vital Statistics Record Office
(Registro Demográfico)
P.O. Box 11854
San Juan, PR 00910**

- Include a photocopy of a valid government issued photo identification document. A passport or drivers license may be used; all other forms of government issued photo I.D. will be subject to approval.
- Include a \$5.00 Money Order payable to the Secretary of the Treasury of Puerto Rico.
- Include a self-addressed envelope with paid postage.

APPLICATIONS SENT BY FEDEX, EXPRESS MAIL OR REGISTERED MAIL:

- To send applications through premium mail services (e.g., FedEx, Express Mail, Registered Mail, UPS, etc.) correspondence should be directed to the following address:

**Puerto Rico Vital Statistics Record Office
(Registro Demográfico)
171 Quisqueya Street
Hato Rey, PR 00917**

COMMONWEALTH OF PUERTO RICO
DEPARTMENT OF HEALTH
DEMOGRAPHIC REGISTRY

BIRTH CERTIFICATE APPLICATION BY MAIL

PART I: REGISTRANT'S INFORMATION

1. Name at birth:			
_____	_____	_____	_____
Father's Last Name	Mother's Last Name	First Name	Middle Name
2. Date of birth: (month/date/year)		3. Place of birth: (town and hospital)	
4. Father's Name:		5. Mother's Name:	
6. The certificate will be used for:			7. Number of copies:

Part II: APPLICANT'S INFORMATION*

1. Applicant's Name:			2. Relationship:**	
_____	_____	_____	_____	
Father's Last Name	Mother's Last Name	First Name	Middle Name	
3. Applicant's address:			4. Address where you want the certificate to be sent:	
5. Applicant's identification included: __ Other			6. Applicant's signature and date:	
__ Driver's Lic, __ State ID, __ Passport, __ Public Assistance, __ Other				

IMPORTANT: FIRST COPY \$5.00 EACH / ADDITIONAL COPY \$4.00 OF SAME PERSON

<ol style="list-style-type: none"> Applicants living out of Puerto Rico send the application to the following address: Demographic Registry PO Box 11854, San Juan Puerto Rico 00910 If the applicant lives in Puerto Rico can visit any Local Registry near his/her house to complete an application. Applicant must send a photocopy of a recent valid photo-identification card. Applicant in Puerto Rico: Please send \$5:00 internal Revenue Stamp for the first copy requested and \$4.00 for each additional copy for the same person. Applicant out of Puerto Rico: Please send \$5.00 Money Order payable to Secretary of the Treasury. Please send a self-addressed-stamped-envelope to mail in your certificate. For rush mail as Fedex, Exp. Mail, Registered, UPS, etc. our address is: 171 Quisqueya Street, Hato Rey, PR 00917
WRITE CLEARLY YOUR NAME AND ADDRESS

*Applicant – means registrant, their children over 18 years of age, legal representative.

**Relationship – relation between the applicant and the registrant. This blank will be filled out if applicant and Registrant is not the same person.



SOLICITUD DE CERTIFICADO NACIMIENTO POR CORREO

PARTE I: INFORMACIÓN SOBRE EL INSCRITO:

1. NOMBRE DE INSCRITO		
_____	_____	_____
APELLIDO PATERNO	APELLIDO MATERNO	NOMBRE
2. FECHA DE NACIMIENTO (DÍA/MES/AÑO)		3. LUGAR DE NACIMIENTO (PUEBLO Y HOSPITAL)
4. NOMBRE DEL PADRE:		5. NOMBRE DE LA MADRE:
6. USO QUE SE DARÁ AL CERTIFICADO:		7. NÚMERO COPIAS SOLICITADAS:

PARTE II: INFORMACIÓN SOBRE EL SOLICITANTE*

1. NOMBRE DEL SOLICITANTE:			2. PARENTESCO: **
_____	_____	_____	
APELLIDO PATERNO	APELLIDO MATERNO	NOMBRE	
3. DIRECCIÓN DEL SOLICITANTE:		4. DIRECCIÓN POSTAL:	
5. COPIA DE IDENTIFICACIÓN ENVIADA		6. FIRMA DEL SOLICITANTE Y FECHA DE SOLICITUD:	
___ LIC. CONducir ___ ID ESTADO ___ PASAPORTE ___ OTRO			

Importante:

1. SI EL NACIMIENTO OCURRIÓ DESPUÉS DEL 21 DE JUNIO DE 1931, DEBE SOLICITAR SU CERTIFICADO A:
DEPARTAMENTO DE SALUD REGISTRO DEMOGRÁFICO PO BOX 11854, SAN JUAN PUERTO RICO 00910 DIRECCIÓN FÍSICA: CALLE QUISQUEYA #171, HATO REY, PUERTO RICO 00918
2. SI EL NACIMIENTO OCURRIÓ ANTES DEL 21 DE JUNIO DE 1931, DEBE SOLICITARLO AL REGISTRO LOCAL DEL PUEBLO DONDE OCURRIÓ EL NACIMIENTO.
3. ACOMPAÑE LA SOLICITUD CON UNA COPIA DE UNA IDENTIFICACIÓN RECIENTE (CON RETRATO) DEL SOLICITANTE.
4. RESIDENTES FUERA DE PUERTO RICO: ENVIAR GIRO POSTAL A NOMBRE DEL SECRETARIO DE HACIENDA. EL COSTO DEL CERTIFICADO ES \$5.00 LA PRIMERA COPIA Y \$4.00 LA COPIA ADICIONAL SOLICITADA AL MISMO TIEMPO.
5. SI RESIDE EN PUERTO RICO: ENVÍE SELLO DE RENTAS INTERNAS DE \$5.00 POR LA PRIMER COPIA Y \$4.00 POR LA COPIA ADICIONAL ORDENADA AL MISMO TIEMPO.
6. DEBE ENVIAR UN SOBRE CON SELLO Y PRE-DIRIGIDO CON LA DIRECCIÓN BIEN CLARA DONDE RECIBIRÁ EL CERTIFICADO

* SOLICITANTE- SIGNIFICARÁ EL INSCRITO; SI ES MAYOR DE EDAD, SU PADRE, MADRE, HIJOS O REPRESENTANTE LEGAL.

** PARENTESCO- SIGNIFICARÁ LA RELACIÓN ENTRE EL SOLICITANTE Y EL INSCRITO. ESTE ESPACIO SERÁ LLENADO POR SI EL INSCRITO Y EL SOLICITANTE NO SON LA MISMA PERSONA.