

LOCAL COMMISSIONERS MEMORANDUM

Transmittal No: 98 OMM LCM-001

Date: January 12, 1998

DEPARTMENT OF HEALTH
Office of Medicaid Management

TO: Local District Commissioners

SUBJECT: Photo ID Requirements for Medicaid
Applicants/Recipients

ATTACHMENTS: None

The Office of Medicaid Management has received a number of inquiries asking for clarification concerning Medicaid applicants/recipients that are required to have photo Common Benefit Identification Cards (CBIC). The purpose of this release is to restate and clarify when a Medicaid applicant/recipient must have a photo CBIC. Generally, all adults applying for or in receipt of Medicaid must comply with CBIC requirements.

The following Medicaid applicants/recipients are exempt from the photo CBIC requirements:

1. All cash SSI recipients;
 2. Current undercare SSI related recipients not required to have a face-to-face recertification;
 3. All children under 21 living with a responsible relative (including foster parents and guardians);
 4. All persons who apply through the hospital or Prenatal Care Assistance Program (PCAP) application process, until their first recertification. Those who come in to recertify after their initial period of eligibility should be photographed at that time, unless otherwise exempt;
 5. Homebound persons including those receiving personal care, home health care, or long-term home health care;
 6. All persons in residential health care facilities or in institutional foster care;
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7. Persons residing in living arrangements operated by the Office of Mental Health (OMH), or

residing in living arrangements certified or operated by the Office of Mental Retardation and Developmental Disabilities (OMRDD).

8. Persons enrolled in the OMRDD Home and Community Based Services Waiver (HCBS Waiver).

9. Persons who have their Medicaid eligibility determined by OMH or OMRDD in conjunction with NYSDOH (i. e., districts 97 and 98).

Photo identification of persons between the ages of 18 and 21, not living with a responsible relative, is at the option of the local district. All other applicants/recipients for Medicaid must have a photo CBIC. Persons who are required to have a photo CBIC, but fail or refuse, may be denied or discontinued from Medicaid. All other eligible family members continue to be entitled to Medicaid.

All photo identification cards must be signed. A card may be signed by the recipient, the recipient's authorized representative, the recipient's caretaker relative, or an authorized representative of the local department of Social Services. Children, age 13 and older, may sign their own cards.

Until CNS produces a code for "Failure to Comply With Photo Id Requirements", upstate districts should use Y-99.

The following language must be used on the denial notice: "We have denied your application for Medical Assistance, dated ____, for NAME of the APPLICANT" or "We will discontinue your Medical Assistance effective MONTH DAY, YEAR for NAME of the RECIPIENT. This is because you failed or refused to have your picture taken for a photo identification card. This decision is based on Department Regulation(s) 383.4 and 360-6.2."

CNS instructions for New York City will be issued under separate cover.

Any questions regarding this issue should be directed to Beth Babcock at (518) 474-9852.

Ann Clemency Kohler
Director
Office of Medicaid Management