

| Topic | Determination of US Citizenship or Qualified Non-Citizen Status | ID # | 14.10-19.02 |
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The Social Services Block Grant (SSBG) determines eligibility for benefits based on the applicant’s signature and attestation in the application that they are claiming to be a United States’ (US) citizen or qualified non-citizen (alien) as defined by 8 U.S.C § 1641(b).

Each agency shall maintain in each applicant’s file a copy of all eligibility documentation consistent with the agency’s rules, regulations, or policies governing storage or preservation of such documentation.

All documentation supporting citizenship or qualified non-citizenship status that appears to be valid on its face yet needs to be further verified by SSBG or provider staff, will be presumed to be valid until the final verification is made. SSBG can not delay the distribution of any state or federal benefits pending final verification.

Upon receipt of final verification that indicates the applicant is not a US citizen or qualified non-citizen, SSBG must terminate any recurring benefits and shall pursue appropriate action against the applicant under the False Claims Act at Title 4, Chapter 18.

The list below contains the most commonly used methods for proving citizenship and qualified non-citizenship status, but the list is not intended to be comprehensive. The complete list can be found in [Attachment 4 of Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act \(PRWORA\) of 1996](#). For a summary of the purpose of Title IV click [here](#).

1. Request that the applicant present one (1) of the following documents to verify his or her citizenship for each participant requesting assistance:
 - a. A valid driver’s license or photo identification license issued by the [Tennessee Department of Safety and Homeland Security \(TDOS\)](#);
 - b. A valid driver’s license or photo identification license from another state where the state requires similar citizenship or qualified non-citizen status for issuance. Documentation of issuing state’s requirements for proof of citizenship must be kept in file;
 - c. A social security number that the entity or local health department may verify with the Social Security Administration in accordance with federal law;
 - d. An official birth certificate issued by a U.S. state, jurisdiction, or territory. Puerto Rican birth certificates, regardless of birth date, must have been issued subsequent to July 1, 2010;
 - e. Religious record recorded in one of the fifty (50) States or territories within three months of birth showing the location and the individual’s date of birth or age at the time the record was made;
 - f. Evidence of civil service employment by the U.S. government before June 1, 1976;
 - g. Census record showing name, U.S. citizenship or a U.S. place of birth, and date of birth or age of applicant;
 - h. A valid, unexpired U.S. passport;
 - i. A U.S. certificate of birth abroad (DS-1350 or FS-545);
 - j. A certificate of citizenship (N560 or N561);
 - k. A certificate of naturalization (N550, N570 or N578); or
 - l. A U.S. citizen identification card (1-197, 1-179)
2. Each eligible non-citizen must present one (1) form of documentation proving eligibility for benefits that

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can be verified through the SAVE program as well as a second form of identification.

- a. Most common forms of documentation proving eligibility for benefits:
 - i. Permanent Resident Card (Form I-551)
 - ii. Employment Authorization Document (Form I-766)
- b. Most common acceptable forms of identification:
 - i. Foreign passport
 - ii. U.S. visa
 - iii. Arrival/Departure Record (form I-94)
 - iv. State or territory-issued driver license
 - v. State or territory-issued photo identification license