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**DEPARTMENT  
POLICY****Family Independence Program (FIP), State Disability Assistance (SDA), Refugee Cash Assistance (RCA), Child Development and Care (CDC) and Food Assistance Program (FAP)**

Identity of head of household (grantee) must be verified.

If an authorized representative (AR) applies on behalf of a group, the AR must verify his own and the identity of the head of household.

Failure of the head of household (grantee) to verify identity results in group ineligibility.

Failure or inability to verify identity when required results in member disqualification of the individual for whom acceptable verification is not provided.

**FIP, SDA, RCA**

If an individual presents identification issued by another state, verify that person is not receiving benefits from that state; see Bridges Eligibility Manual (BEM) 220 and BEM 222.

**Medicaid**

Applicants and beneficiaries of Medicaid are not required to verify identity.

**FIP, SDA, RCA**

Non-U.S. citizens are not required to verify identity unless questionable.

**Note:** The Secretary of State will waive the fees on state IDs for individuals who receive FIP or SDA. The individual must present a DHS- 1605, Notice of Case Action, from DHS indicating the applicant is **currently** eligible to receive FIP or SDA. The notice must contain the approved benefit period for FIP or SDA.

**VERIFICATION  
REQUIREMENTS**

Record the verification source for identity in Bridges. If an individual's verification source is not valid for the individual's program(s),

Bridges will list the verification of identity needed on a DHS-3503, Verification Checklist, for each individual whose identity must be verified.

## VERIFICATION SOURCES

### FIP, SDA, and FAP

The data match with Social Security Administration (SSA) is sufficient to verify identity. Examples of acceptable verification of identity include but are not limited to:

- Driver's license.
- State-issued identification.
- School-issued identification.
- Document indicating an individual's receipt of benefits under a program that requires verification of identity (for example, Supplemental Security Income (SSI), Retirement Survivors and Disability Insurance (RSDI)).
- Identification for health benefits.
- Voter registration card.
- Wage stub.
- Birth certificate/record.
- Cross match with SSA that validates the Social Security number.

Documents listed under CDC are also acceptable for FIP, SDA, and FAP. Any documents which reasonably establish the applicant's identity must be accepted. If documentary evidence is not readily available, use a collateral contact to verify identity.

### CDC

The data match with SSA is sufficient to verify identity and should be completed prior to requesting verification from a recipient; see BAM 130. Other acceptable verifications include:

- Current, valid driver's license with a photograph of the individual.

- Federal, state, or local government issued identification card with the same information included on a driver's license.
- School-issued identification with a photograph.
- U.S. military card or draft record.
- Benefit award letter or other document indicating an individual's receipt of benefits under a program that requires verification of identity (for example, SSI, RSDI).
- A cross match with a federal or state governmental, public assistance, law enforcement, or correction agency's data system (for example, the SSA cross match in Bridges).
- A U.S. passport.
- A Certification of Naturalization (Department of Homeland Security, (DHS) Forms N-550 or N-570).
- A Certificate of U.S. Citizenship (DHS Forms N-560 or N-561).
- Military dependent's identification card.
- Certificate of Degree of Indian Blood, or other U.S. American Indian/Alaska Native tribal document.
- U.S. Coast Guard Merchant Mariner card.
- School records, such as report cards, are acceptable for children age 16-18.
- Three or more corroborating documents such as marriage licenses, divorce decrees, high school diplomas, college degrees, or employer ID cards. This option is only available to individuals who submitted second or third tier proof of U.S. citizenship, **not** fourth tier; see BEM 225 for citizenship tiers. When this is used for proof of identity, choose **other acceptable** as the verification source on citizenship/residency screen in the individual demographics logical unit of work (LUW).
- Disabled individuals in residential care facilities may have their identity attested to by the facility director or administrator when the individual does not have or cannot get any document from the preceding list. The affidavit is signed under penalty of perjury but does not need to be notarized.

**Note:** Recently expired (30 days) identity documents are acceptable as long as there is no reason to believe the document does not match the individual.

### **FIP, SDA, RAP, CDC**

Examples of acceptable verification of identity when questionable for non-US citizens include:

- Immigration document.
- Refugee resettlement agency document.
- Passport/VISA.

## **LEGAL BASE**

### **FIP**

P.A. 280 of 1939, as amended, MCL 400.1 et seq.R 400.3116 (MAC)

### **SDA**

DHS Annual Appropriations Act  
Michigan Administrative Code; R 400.3151 – 400.3180

### **RCA**

45 CFR 400.53(a)(2)

### **CDC**

Child Care and Development Block Grant Act of 1990 45 CFR  
Parts 98 and 99  
Social Security Act, as amended  
R 400.5001 - 400.5020

### **MA**

MCL 400.105

Subsection 1903(x) of the Social Security Act  
Children's Health Insurance Program Reauthorization Act of 2009 (CHIPRA), Public Law 111-3.  
The Patient Protection and Affordable Care Act (Publication L. 111-148) and the Health Care and Education Reconciliation Act (Publication L. 111-152).

### **FAP**

7CFR 273.2(f)(1)(vii)

**JOINT POLICY  
DEVELOPMENT**

*Medicaid, Transitional Medical Assistance (TMA), and Maternity Outpatient Medical Services (MOMS) policy has been developed jointly by the Department of Community Health (DCH) and the Department of Human Services (DHS).*