	Agency Name	Office of Family Support (OFS)
	Chapter No./Name	04 – Family Assistance Manual (FAM)
	Part No./Name	B. Eligibility Factors (FITAP)
	Section No./Name	B-200 Citizenship/Alien Status (FITAP)
	Document No./Name	B-210-FITAP Eligibility Requirement-Citizenship
	Effective Date	October 1, 2014

I. STATEMENT OF POLICY

U.S. CITIZENS AND NON-CITIZEN NATIONALS ARE ELIGIBLE FOR BENEFITS IF THEY MEET ALL ELIGIBILITY CRITERIA.

B-211-FITAP - * PO ** VERIFICATION

CITIZENSHIP MUST BE VERIFIED ONLY IF QUESTIONABLE. THE PERSON WHOSE CITIZENSHIP IS QUESTIONABLE DOES NOT QUALIFY UNTIL THE WORKER RECEIVES PROOF OF CITIZENSHIP. THE REMAINING HOUSEHOLD MEMBERS MAY BE CERTIFIED.

Count the income of parents who are not citizens or where citizenship has not been established when determining eligibility and benefits for the household.

CITIZENSHIP VERIFICATION FOR FITAP */KCSP** OR SNAP IS USED FOR BOTH PROGRAMS.


B-212-FITAP - * PO DOCUMENTS TO VERIFY QUESTIONABLE CITIZENSHIP **

* OBTAIN ** ONE OF THE FOLLOWING:

- BIRTH, BAPTISMAL, HOSPITAL CERTIFICATES, VOTER'S REGISTRATION CARD, PASSPORT OR MILITARY SERVICE RECORDS.
- UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) CERTIFICATE OF CITIZENSHIP OR NATURALIZATION. IF THE CLIENT CANNOT PROVIDE THIS, THE WORKER MAY CONTACT IMMIGRATION SERVICES AT:

U. S. CITIZENSHIP AND IMMIGRATION SERVICES
2424 EDENBORN AVENUE
SUITE 300
METAIRIE, LA 70001-1845
(504)-219-2554

- IF THE APPLICANT CANNOT OBTAIN THE *** PROOF * OF CITIZENSHIP ** BUT CAN *** EXPLAIN WHY THE PROOF IS NOT AVAILABLE, OBTAIN * THE CLIENT'S PERMISSION TO CONTACT ** SOMEONE WHO KNOWS THE APPLICANT'S HISTORY * AND OBTAIN AN AFFIDAVIT FROM THIS PERSON. ** THE AFFIDAVIT MUST STATE THAT
 - THE SIGNER IS A U.S. CITIZEN,
 - THE SIGNER KNOWS THAT THE APPLICANT IS A U.S. CITIZEN, OR A NON-CITIZEN NATIONAL,

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- THE SIGNER MAY BE FINED, IMPRISONED, OR BOTH IF HE GIVES FALSE INFORMATION.

ADVISE SIGNERS THAT THE AFFIDAVIT IS A SWORN STATEMENT AND THAT THEY SHOULD CERTIFY ONLY THOSE FACTS OF WHICH THEY HAVE PERSONAL KNOWLEDGE.

B-213-FITAP - * PO ** DOCUMENTATION

DOCUMENT HOW CITIZENSHIP WAS VERIFIED AND THE REASON FOR EXCLUDING A PERSON.

* DOCUMENT WHY THE CITIZENSHIP OF A PERSON IS QUESTIONABLE AND WHY VERIFICATION WAS REQUESTED. **

II. PROCEDURES

*** B-211-FITAP - PR VERIFICATION**

REVIEW VERIFICATION DOCUMENTS PROVIDED.

B-212-FITAP - PR DOCUMENT TO VERIFY QUESTIONABLE CITIZENSHIP

AFTER RECEIVING DOCUMENTS PROVIDED, REVIEW THE DOCUMENTS TO DETERMINE IF THE INDIVIDUAL IS A CITIZEN OF THE UNITED STATES.


IF THE HOUSEHOLD CAN PROVIDE A REASONABLE EXPLANATION FOR THE LACK OF VERIFICATION, THE STATE AGENCY MUST SEND THE HOUSEHOLD A FORM OFS 18C REQUESTING A SIGNED STATEMENT UNDER PENALTY OF PERJURY, FROM A THIRD PARTY INDICATING THE INDIVIDUAL IN QUESTION IS A U.S. CITIZEN OR NON-CITIZEN NATIONAL. THE SIGNED STATEMENT MUST CONTAIN A WARNING OF THE PENALTIES OF HELPING SOMEONE COMMIT FRAUD. INDICATE ON THE FORM OFS 18C ADVISING SIGNERS THAT THE AFFIDAVIT IS A SWORN STATEMENT AND THAT THEY SHOULD CERTIFY ONLY THOSE FACTS OF WHICH THEY HAVE PERSONAL KNOWLEDGE. **

*** B-213-FITAP - PR DOCUMENTATION**

DOCUMENT U.S. CITIZENSHIP. **

III. FORMS AND INSTRUCTIONS

* [OFS 18C Form/Instructions Client Contact Letter](#)

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IV. REFERENCES

Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) **