

Missing - Proof Of Identity - (Infants & Children)



If client fails to bring proof of Identity to the certification visit



Determine the reason,
client didn't bring a valid proof of ID to the visit.

**Forgot to bring
Or
Didn't bring**

- Brought wrong thing
- Invalid ID
- Incomplete ID

Physically unable to get proof within 30 days ie - theft, homeless, domestic violence victim

Give 30 day extension
to bring in proof of identity & document this on signature form

Complete the No Proof Box on the Signature Form

- **USED RARELY.**
- Check the corresponding box indicating client is unable to provide proof of ID
- Write in the reason no proof is available on the "Reason" line
- Have Responsible Party initial the bottom line of the box
- Do not use this box for clients who "forgot"

Issue checks for only 1 mo.

No additional checks beyond that can be issued until client brings in proof of identity

Issue checks as usual, using verbal information provided by client regarding identity.

If Client does NOT bring ID w/in 30 days

If Client BRINGS ID w/in 30 days

Benefits are discontinued

No additional checks can be given until proof of ID is brought in

(Note: The ID folder issued by clinic at prior visit does not count as ID in this case)

Document proof of ID seen on signature form & date

Issue checks as usual

Note: A no proof box on the Signature Form is good for one certification period. If needed for more than one cert. period, contact the State.