

Missing - Proof Of Identity - Responsible Party



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

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
- Incomplete ID
- Invalid ID

- Physically unable to bring**
- ◆ Victim of domestic violence
 - ◆ Victim of natural disaster

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

Complete No Proof Box on Signature Form

- Only use in the situations listed above.
- 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 client initial the bottom line of the box

Issue checks for only 1 mo.
No additional checks beyond that can be 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

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

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

Document proof of ID seen on signature form & date

Issue checks as usual

Note: A No Proof section of the Signature Form is good for one certification period. If needed for more than one cert. period, contact the State.

- ◆ The No Proof section on the Signature Form is NOT ALLOWED for adults, because the responsible party should be able to obtain a valid ID within 30 days. (Except in cases of domestic abuse or natural disaster.)
- ◆ If other situations arise, call the State.