

	
DEPARTMENT: Eligibility	SUBJECT: Citizenship and Age Verification of a Child
REVISED: 02-21	AUTHORIZATION APPROVAL: Manager, Family Services

Citizenship of a Child

Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) requires programs offering federal public benefits to verify citizenship and immigration status for program services beneficiaries. For implementing verification requirements that Title IV mandates, only the child’s citizenship and immigration status is relevant for eligibility purposes. The child is the primary beneficiary of the childcare benefit.

*Note – An individual does not qualify for federally-funded benefits if he or she is in the U.S. for a limited time period, such as tourism or as a student, and he or she plans to return to his or her country of origin.

1. U.S birth certificate.
2. An original or certified copy of the child’s U.S. birth record filed according to law with the appropriate public officer.
3. U.S. passport.
4. Lawfully admitted alien document (e.g. Forms I-94, I-94A, I-197, I-551 & I-766) with non-U.S. passport.
5. Certificate of U.S. citizenship or naturalization.
6. Documentation of the child’s Medicaid eligible status with the exception of Medicaid benefits received through the emergency medical assistance program as a non-citizen or non-qualified alien.
 - ❖ Clarification: This includes the Medicaid-eligible checkbox marked “yes” by the referring agency on an At-Risk referral, CF-FSP 5002 (November 2012). (**Note** – Domestic violence/homeless Child Care Authorization Forms are not acceptable forms of citizenship verification.)
 - ❖ Clients can submit Medicaid status in their ACCESS account that includes all family members’ names and reflects the month of recertification/placement.
7. For TANF children identified in section 1002.87(1)(a), F.S., the child’s status as a TANF recipient, as indicated on a child care authorization submitted by the referring agency, is sufficient to establish the child’s citizenship.
 - ❖ Clarification: TCA/TCC Child Care Authorization Form.
8. If no supporting documents listed in subparagraphs (b)1.-7., above are available for a homeless child as defined in Section 1003.01, F.S., a coalition can accept a notarized statement provided by the child’s parent or homeless shelter to establish the child’s citizenship.

Age Verification

State and federal regulations require a child to be younger than 13 years to be eligible for the SR Program. However, revised Rule 6M-4.200(3)(b)1, FAC, effective Dec. 18, 2016, states that if a child's age exceeds the age limit during the 12-month authorization period, the child shall continue receiving services for the remainder of the 12-month authorization period.

1. Child's birth record. (Note: Including vital statistics records)
2. Child's certificate of baptism or other religious record of the child's birth, accompanied by an affidavit (notarized statement) stating that the certificate is true and correct, sworn to or affirmed by the child's parent.
3. An insurance policy on the child's life which has been in force for at least 2 years.
4. A passport or certificate of the child's arrival in the United States.
5. An immunization record signed by a public health officer or licensed practicing physician, or
6. A valid military dependent identification card.
7. For Temporary Assistance for Needy Families (TANF) families identified in section 1002.87(1), F.S., the child's age, as indicated on a child care authorization submitted by the referring agency, is sufficient to establish the child's age as verified by the parent.
 - ❖ Clarification: TANF Child Care Authorization Forms if the Child Care Authorization Form includes age.
8. For children identified in Sections 1002.81(a)-(d), F.S., the child's age, as indicated on a child care authorization submitted by the referring agency, is sufficient to establish age as verified by the parent.
 - ❖ Clarification: Protective services if the Child Care Authorization Form includes age. (**Note** – Domestic violence/homeless Child Care Authorization Forms are not acceptable forms of age verification.)
9. If no supporting documents listed in subparagraphs (e)1.-8. above are available, a parent's sworn affidavit of the child's age accompanied by a certificate of age signed by a public health officer or physician stating that the child's age shown in the affidavit is true and correct may be accepted.

Note: The information listed in these guidelines are not all inclusive and staff are responsible for ensuring that all applicable rules, policies and procedures are adhered to in the execution of their duties and responsibilities as it relates to their position. These guidelines can be modified and exceptions may be made upon justification within program policy and with management approval. This procedure will be reviewed periodically or as needed for updates or revisions as approved by management.