

Documentation Guidance for Enrollment into the RH Access Fund

Due to the rules of our funding, we are required to verify the citizenship of enrollees who mark U.S. Citizen on the Enrollment Form. If we are unable to verify citizenship, the RH Access Fund will continue to reimburse RHCare clinics but not CCare clinics.

Documentation or proof of Citizenship	If the client did not bring documentation: 1. Mark 'Client needs verification by state'. If the client brought birth certificate: 1. Mark 'Client provided a birth certificate' in Eligibility Database. 2. Enter birth certificate number in Eligibility Database. If the client brought other documentation: 1. Copy or scan the document into the client's chart. 2. Mark 'Client provided another proof of U.S. citizenship status' in Eligibility Database, and enter the clinic number of where the copy/scan of the document is being kept.
Documentation or proof of identity	If the client brought it: 1. Place copy or scan of document in client's chart. 2. Mark 'Client provided proof' in the Eligibility Database and enter the clinic number where the client is enrolling. If the client did not bring it AND electronic match did not verify identity: 1. Ask client to bring proof of identification back to clinic.

Do not ask for documentation from clients who marked Eligible Immigration Status, Another Status, Don't want to answer, or who skipped question 9 on the Enrollment Form.