

Missouri Division of Alcohol and Drug Abuse

Bulletin Number: FY10–Clinical-13	CLINICAL SERVICES BULLETIN	Effective Date: January 20, 2010
<i>New</i>	Subject: Immigration/Alien Status Verification Requirements	Number of Pages: 2

1. Programs Affected

- 1.1 All contracted SATOP providers, substance abuse treatment programs and compulsive gambling treatment programs.

2. Purpose

- 2.1 During the 2008 legislative session, House Bill 1549 was passed regarding individuals presenting for services from the state of Missouri when they are not legal residents of the United States (bill effective August 28, 2008). RSMo 208.009 states that an applicant who is an alien shall not receive any Missouri state benefit unless the alien's lawful presence in the United States is first verified by the federal government. The purpose of this bulletin is to provide guidance on the Department of Mental Health's policy on this issue and emphasize the importance of verifying legal presence in the United States for individuals applying for state-sponsored services.

3. Policy and Procedures

- 3.1 It is the policy of the Department of Mental Health to not knowingly provide nonemergency services to individuals who are eighteen (18) years of age or older and whose presence in the United States is unlawful (letter dated July 17, 2008 from Keith Schafer, Department Director).
- 3.2 All Division of Alcohol and Drug Abuse contracted providers including each Offender Management Unit (OMU), Offender Education Program (OEP), and Adolescent Diversion Education Program (ADEP) shall obtain citizenship information on each individual that presents to their agency seeking public benefits. This information shall be recorded in CIMOR on the consumer's Citizenship/Ethnicity screen located under Consumer Demographics.
- 3.3 In accordance with RSMo 208.009 paragraph 3, prior to receiving services, each individual seeking nonemergency state benefits shall provide affirmative proof that he/she is a citizen or a permanent resident of the United States or is lawfully present in the United States. The affirmative proof provided shall comply with at least one of the following criteria:
 - 3.3.1 Documentary evidence recognized by the Missouri Department of Revenue when processing an application for a driver's license. A list of documents required to apply for or renew a Missouri driver's license may be found at the following Website: <http://dor.mo.gov/mvdl/drivers/idrequirements.pdf>.
 - 3.3.2 A Missouri driver's license.
 - 3.3.3 Any document issued by the federal government that confirms an alien's lawful presence in the United States.

- 3.4 State and local agencies administering public benefits shall cooperate with the United States Department of Homeland Security in achieving verification of an alien's lawful presence in the United States. The system utilized may include the Systematic Alien Verification for Entitlements (SAVE) Program operated by the United States Department of Homeland Security (RSMo 208.009 paragraph 6).
- 3.4.1 Questions about using SAVE and when to apply the information for an eligibility determination should be directed to SAVE customer service at 800-741-5023. Questions or comments about SAVE may be directed to the Immigration and Naturalization Service SAVE Program at 202-514-2317.
- 3.4.2 The Privacy Impact Assessment for the Verification Information System (VIS) Supporting Verification Programs, such as the SAVE Program, can be found at the following Web site:
http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_uscis_vis.pdf.