

Deferred Action for Childhood Arrivals (DACA) Desk Guide

Step 1: Applicant/ beneficiary declares PRUCOL status under the DACA category via self-attestation during the application/renewal process, or they report a change in their immigration status.

Note: *Individual may refer to DACA as “Dreamers”, “Immigrant Youth”, or “Dream Act”.*

Action: Eligibility Worker (EW) will complete the Individual Attributes and Alien Refugee Screens in LEADER and run SFU/ EDBC so that the information can be e-verified via the federal hub.

Step 2: If DACA status cannot be electronically verified via the federal hub, then...

Action: An MC 13 form must be provided to the applicant/beneficiary for completion.

*Reminder: EW is **not** to coach or advise the applicant/ beneficiary as to which PRUCOL status box to check.*

Step 3: The EW is required to review the MC 13 to ensure that the applicant/ beneficiary claiming PRUCOL, under the DACA category, has checked off box 12 in Section B, question #5, for “An alien in deferred action status”.

The applicant/beneficiary must complete Section C, only if they answered “Yes” to questions 3 or 4 in Section B.

Note: *The applicant/beneficiary is entitled to full-scope benefits while the county verifies SIS.*

Action: If the applicant/beneficiary has declared DACA status, then the EW must initiate the SAVE verification process to establish Satisfactory Immigration Status (SIS).

If...	Then...
USCIS provides one of the SAVE verification responses in the table on page 2 of this desk guide.	Follow the action provided.
USCIS requests secondary verification.	Initiate the existing G-845 process. Refer to SAVE Desk Guide .

Please see page 2 for “USCIS SAVE Verification Process” responses before proceeding to Steps 4 & 5.

Step 4: If SAVE process confirms beneficiary has DACA status (USCIS response #1), then...

Action: The applicant/beneficiary will continue receiving full-scope benefits.

Step 5: If SAVE process confirms beneficiary does not have DACA status (USCIS response #2) then...

Action: Medi-Cal benefits will be reduced to restricted scope.

Step 6: If unable to verify SIS via SAVE verification process, then the applicant/beneficiary will be allowed a 90-day Reasonable Opportunity Period (ROP) to provide documentation, which may include:

- ◆ An Employment Authorization Document (EAD) with the status code “C-33” – the applicant may refer to this as his or her “work permit”, and/or
- ◆ A Form I-797 Notice of Action.

Action: Full-scope benefits are to be granted during this period, if the applicant/beneficiary is otherwise eligible.

Step 7: If the applicant/beneficiary provides verification of SIS within the 90-day ROP, then...

Action: The applicant/beneficiary will continue receiving full-scope benefits.

Note: LEADER Eligibility results for MAGI *may* be restricted, due to CalHEERS system related issues. If so, to give full-scope MAGI benefits, staff should proceed with the following, once running SFU/EDBC:

- ◆ Do NOT authorize restricted scope benefits.
- ◆ Place the case in the “SPCH” specialized file, and submit a service request.
- ◆ Manually update MEDS with the full scope aid code via a EW20 transaction using the PA 6078, then
- ◆ Complete a EW30 transaction using the PA 6079 to update the Citizen/Alien indicator code to “S” for “other documented full scope alien”.
- ◆ Include detailed *case comments* documenting DACA status, MEDS transactions, and reason for placement in SPCH file.

Step 8: If the applicant/beneficiary fails to provide verification of SIS within the 90-day ROP, then...

Action: Medi-Cal benefits will be reduced to restricted scope.

USCIS SAVE Verification Responses

If....	Then....
<p>“USCIS response indicates they are not actively pursuing the expulsion of an alien in the class/category at this time.”</p> <p>This means that the applicant/beneficiary has DACA status.</p>	<ul style="list-style-type: none"> • The applicant/beneficiary is entitled to full-scope Medi-Cal benefits as long as they are otherwise eligible. • If a secondary verification process was required, place the returned G-845 in the case file as evidence of the participant’s SIS. • At Renewal, PRUCOL status MUST be reevaluated and this process must be repeated. <i>(Refer to Step 4)</i>
<p>“USCIS response indicates they are actively pursuing the expulsion of an Alien in the class/category.”</p> <p>This means that the applicant/beneficiary is <u>not eligible to full scope benefits under DACA/PRUCOL status.</u></p>	<ul style="list-style-type: none"> • Reduce benefits to restricted Medi-Cal by updating the Alien Refugee Summary Screen with the following: <ul style="list-style-type: none"> ◆ Update Alien Type field to “Undocumented”. ◆ Update <i>PRUCOL Status</i> field to “Denied”, and update <i>Disapproval Date</i> (save changes and effective date). ◆ Run SFU/EDBC & Authorize restricted benefits. ◆ LEADER will update MEDS via overnight batch process with the corresponding restricted aid code. ◆ Ensure the 10-day Notice of Action (NOA) requirement is met. <i>(Refer to Step 5)</i> <p><i>Note: The basis for the action is the lack of SIS as reported by the USCIS.</i></p>
<p>USCIS response indicates, “Please advise applicant to make an INFORPASS appointment with the nearest USCIS OFFICE and to bring supporting documentation to possibly validate his/her documentations and/or to obtain information relating to his/her current immigration status.</p> <p>To make an INFORPASS appointment, go to: WWW.USCIS.GOV and select INFORPASS.”</p>	<ul style="list-style-type: none"> • The applicant/beneficiary is <u>not</u> to be referred or reported to USCIS. • District staff should contact Medi-Cal Program immediately for instructions.