

WA231451
DHS COA Codes

When workers encounter non-citizens with the following immigration statuses of PE1, PE2, or PE3, these individuals are eligible for medical coverage with a waiting period, unless they fall under a special group. As a reminder, staff would need to rely on VLP results to know if they were held to the 5-year bar or not and adjust eligibility as needed. These immigrants could have one of the following documentation:

- Employment Authorization Card (EAD, I-766)

AND

- The 5 Year Bar is not met

1. Staff will need to set up a **Citizenship/ID** record.
2. Set the answer *No* to the question *Was this person born in a US State/Territory?*
3. Set the **Identity Verification** documentation type to *Written Affidavit*.
4. Set the record to *Verified*.
5. Click **Save**.
6. Staff will need to navigate to the **Non-Citizenship Status List** and add a new record.
7. On the **Non-Citizenship Status Detail** page, set the **USCIS Document** to *Employment Authorization Card (EAD, I-766)*.
8. Enter all available information to the page.
9. Staff should ensure that there is no Initial SAVE Status.
10. Enter the first day of the month of processing in the **Begin Date** field.
11. Click **Save and Return**.
12. Finish the verification process for the immigration status by following the VLP Verification Steps outlined in the KEES User Manual.
 - a. [Home > KEES User Manual Introduction > Verifications > Verify Lawful Presence \(VLP\) > VLP Verification Steps](#)
13. Complete normal processing flow.
14. Navigate to the **Run EDBC** screen.
15. **Run EDBC** for the months requested and verify that EDBC is denying for *Ineligible Non-Citizen*.
16. Click **Accept and Next**.
17. Ensure all notices are sent as appropriate.

18. Staff will need to Copy and Paste the following into the journal:

- a. *WA#### has been applied.*

NOTE: If the EDBC fails for any other reason other than Ineligible Non-Citizen, staff will need to research the case and determine if it is appropriate.

When workers encounter non-citizens with the following immigration status of MIL, these individuals are eligible for medical coverage with a waiting period, unless they fall under a special group. As a reminder, staff would need to rely on VLP results to know if they were held to the 5-year bar or not and adjust eligibility as needed. These immigrants could have one of the following documentation:

- Arrival/Departure Record (I-94, I-94A)

AND

- The 5 Year Bar is not met

OR

- Employment Authorization Card (EAD, I-766)

AND

- The 5 Year Bar is not met

1. Staff will need to set up a **Citizenship/ID** record.
2. Set the answer *No* to the question *Was this person born in a US State/Territory?*
3. Set the **Identity Verification** documentation type to *Written Affidavit*.
4. Set the record to *Verified*.
5. Click **Save**.
6. Staff will need to navigate to the **Non-Citizenship Status List** and add a new record.
7. On the **Non-Citizenship Status Detail** page, set the **USCIS Document** to one of the following:
 - a. *Arrival/Departure Record (I-94, I-94A)* with the section code of '*Public Interest Parolee*'.
 - b. *Employment Authorization Card (EAD, I-766)*.
8. Enter all available information to the page.
9. Staff should ensure that there is no Initial SAVE Status.
10. Enter the first day of the month of processing in the **Begin Date** field.
11. Click **Save and Return**.

12. Finish the verification process for the immigration status by following the VLP Verification Steps outlined in the KEES User Manual.

- a. [Home > KEES User Manual Introduction > Verifications > Verify Lawful Presence \(VLP\) > VLP Verification Steps](#)

13. Complete normal processing flow.

14. Navigate to the **Run EDBC** screen.

15. **Run EDBC** for the months requested and verify that EDBC is denying for *Ineligible Non-Citizen*.

16. Click **Accept and Next**.

17. Ensure all notices are sent as appropriate.

18. Staff will need to Copy and Paste the following into the journal:

- a. *WA### has been applied.*

NOTE: If the EDBC fails for any other reason other than Ineligible Non-Citizen, staff will need to research the case and determine if it is appropriate.