Acceptable Documentation[1] for Establishing Legal Status or US Citizenship and [2]Identity for Subrecipients of Specific TDHCA Programs: CEAP, WAP (DOE and LIHEAP), CSBG, SF HOME, SF NSP, CDBG, ESG, Bootstrap, Amy Young, HHSP and EH

Directions to Subrecipients: Follow the steps in order as noted along the left margin.

STEP ONE: Check for Documents that Establish Citizenship and Identity

Does the household member have one of these documents?

- Fully-valid, undamaged US passport or passport card (can be expired)
- US Certificate of Naturalization (N-550 or N-570)
- US Certificate of U.S. Citizenship (N-560 or N-561)
- US American Indian or Alaska Native tribal enrollment or membership card with photo

Have at least 1?

YES → Household Member is Eligible – Document results on Household Status Verification (HSV) form in client file. No further Documentation or Checking Required for this Household Member.

NO → Household Member is not yet eligible. Go to Step Two. You will now need to confirm Citizenship AND Identity

Step Two

[1] Federal oversight agencies have not provided specific guidance regarding identity and citizenship documentation. Subrecipients of all listed programs must use this tool and process to determine Household Eligibility. This guidance from the Department does not modify or amend its Contract with the Subrecipient.

[2] Comprehensive Energy Assistance Program (CEAP); Weatherization Assistance Program (WAP) – both DOE & LIHEAP), Community Services Block Grant (CSBG); Single Family (SF) HOME Program, SF Neighborhood Stabilization Program (NSP), Community Development Block Grant (CDBG), Emergency Solutions Grant Program (ESG), Bootstrap (BS); Amy Young Barrier Removal (AYBR); Homeless Housing and Services Program (HHSP),and Ending Homelessness Program (EH)

STEP TWO: Check for Documents that Establish Citizenship or Qualified Status for Adult and Children Household Members

Does the household member have one of these documents?

- Certified Long Form Birth Certificate
- Birth Certificate or Birth Record (including birth certificate card) issued by a State Bureau of Vital Statistics or equivalent agency from a US state or local government, a US Territory or the District of Columbia•
- Consular Report of Birth Abroad or Certificate of Birth (US Dept. of State Certificate of Birth Abroad Issued to US Citizens born abroad (Form FS-240, DS-1350, or FS-545)
- If under 18 years of age, acknowledgement of paternity or Certificate of Paternity registry from State Bureau of Vital Statistics and Certified Copy of Correcting a Birth Certificate Form
- Official adoption decree that lists the individual's place of birth in a US state, a US territory, or the District of Columbia.
- Military record that lists the individual's place of birth in a US state, a US territory, or the District of Columbia.
- Evidence that they are currently receiving SSI
- Evidence that they are currently receiving SSDI benefits based on their own disability
- Evidence that they are entitled to, or enrolled in, Medicare Part A or B (includes persons determined disabled for Social Security benefits who are in the 24-month period before receiving Medicare).
- In foster care and assisted under Title IV-B of the Social Security Act and are beneficiaries of foster care maintenance or adoption assistance payments under Title IV-E of the Social Security Act

Have at least 1?

NO

YES

Does the household member have two of these documents?

- Hospital birth certificate (often shows baby's footprints)[3]
- US Census record[3]
- Early school records[3]
- Doctor's records of post-natal care[3]
- US Baptism Certificate[3]
- Family bible record[3]
- Form DS-10: Birth Affadavit[4]
- Birth Facts form given from hospital

Have at least 2?

YES

NO

You have established Citizenship, now go to Step Three. You MUST still establish Identity. If household member is: 18 Year Old or Older Use Step 3A Under 18 Years Old Use Step 3B

Household Member is **NOT** eligible. **You MUST now Enter this Person in SAVE to determine eligibility.**

[3] Early public or private documents are documents that were created and/or issued early in the applicant's life, preferably in the first five years.

[4] Available from the US Department of State's website at http://eforms.state.gov

Note: If a household member's citizenship documentation lists their maiden name instead of their married name, the first name and date of birth on the household member's identification must match the first name and date of birth on the citizenship document.

STEP THREE A: Check for Documents to Establish Identity for Adult (18 and Older)

Does the adult household member have one of these documents?

Have at least 1?

NO

YES

- Texas DL or photo ID within two years of expiration
- Government employee ID (city, county, state, federal)
- US military or military dependent ID
- Current (valid) foreign passport
- Matricula Consular (Mexican Consular ID) – commonly used by a parent of a US Citizen child applicant
- Trusted Traveler IDs (including Global Entry, FAST, SENTRI and NEXUS cards)
- Tribal cards with photo and Native American tribal photo IDs
- Temporary driver's license with photo
- Out-of-state driver's license or non-driver ID w/ photo within 60 days of expiration
- Concealed handgun license (actual card)5
- Unexpired foreign passport
- A valid consular document issued by a state or national government
- Texas offender ID card or similar form of ID issued by TDCJ
- Federal inmate ID card

Adult Household Member is Eligible – Document results on Household Status Verification (HSV) form in client file. No further Documentation or Checking Required for this Household Household Member.

YES

Does the adult household member have two of these documents?

Have at least 2?

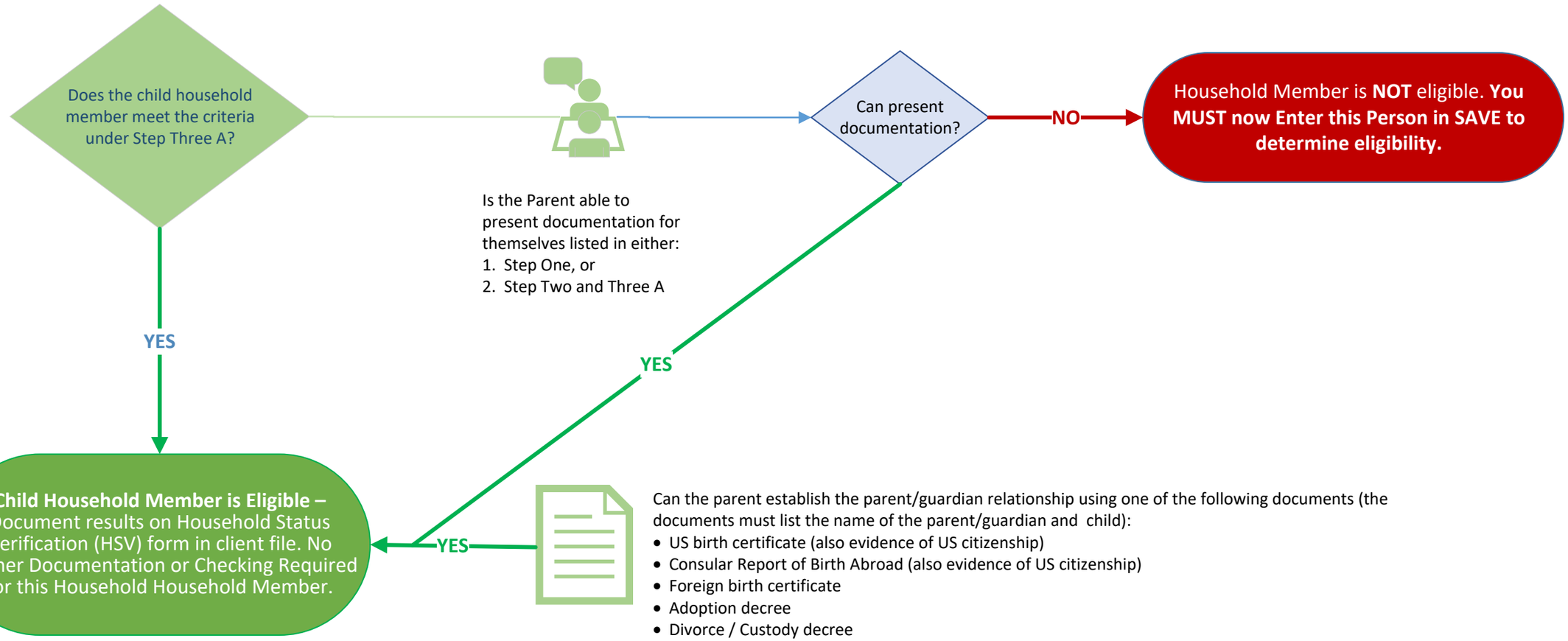
- Learner's or temporary driver's permit (without a photo)
- In-state, fully valid non-driver ID (without a photo)
- Temporary driver's license (without a photo)
- Social security card (actual card)
- Voter registration card (actual card)[5]
- Student ID
- School yearbook with identifiable photograph
- Selective Service (draft) card
- Medicare or other health card
- Original or certified copy of a birth certificate or birth record issued by the state bureau of Vital Statistics or equivalent agency from a US state or local government, a US territory, the District of Columbia, or a Canadian province
- Original or certified copy of the US Dept. of State Certificate of Birth Abroad issued to US Citizens born abroad (Form FS-240, DS-1350, or FS-545)
- Notarized letter from Child Protective Services reflecting custody of a child (for identity of those under 18 years old)
- Original or certified copy of the court order with name and date of birth indicating an official change of name and/or gender from a US state, US territory, the District of Columbia, or a Canadian province
- Pilot's license (actual card)[5]
- TDCJ parole or mandatory release certificate
- Professional license issued by a Texas state agency
- W-2 or 1099 form
- Employee work ID
- School records (e.g., report card, photo ID card, etc.)[5]
- Military Records (e.g., Form DD-214)
- Unexpired US military dependent ID card (actual card)
- Veteran Health ID card (VHIC – actual card)
- Original or certified copy of a marriage certificate or a divorce decree (US jurisdiction or foreign jurisdiction. If not in English, a certified translation must accompany it)
- Any insurance policy (valid continuously for the past 2 years
- Current Texas motor vehicle registration or title
- Immunization records[5]
- Certificate of Degree of Indian Blood (CDIB)
- Federal parole or release certificate
- Tribal membership card from a federally recognized tribe (without photo)
- Original or certified copy of the US Dept. of State
- Current Texas boar registration or title

NO

Household Member is **NOT** eligible. **You MUST now Enter this Person in SAVE to determine eligibility.**

[5] Document must be issued by an institution, entity or government agency from a US state, a US territory, the District of Columbia, or a Canadian

STEP THREE B: Check for Documents to Establish Identity for Child (Under 18)



Can the parent establish the parent/guardian relationship using one of the following documents (the documents must list the name of the parent/guardian and child):

- US birth certificate (also evidence of US citizenship)
- Consular Report of Birth Abroad (also evidence of US citizenship)
- Foreign birth certificate
- Adoption decree
- Divorce / Custody decree
- Unexpired Notarized Authorization Agreement for Voluntary Adult Caregiver signed by at least one of the child's parents or legal guardians[6]
- DFPS Forms 2085FC, 2085HCS, 2085KO, and 2085LR are all acceptable but only if Line 12 indicates child placement is for 50% or more of a month.

[6] Available from the Texas Dept. of Family and Protective Services website at https://www.dfps.state.tx.us/site_map/forms.asp