

Flowchart for Confirming US Citizenship and Determining Legal Status

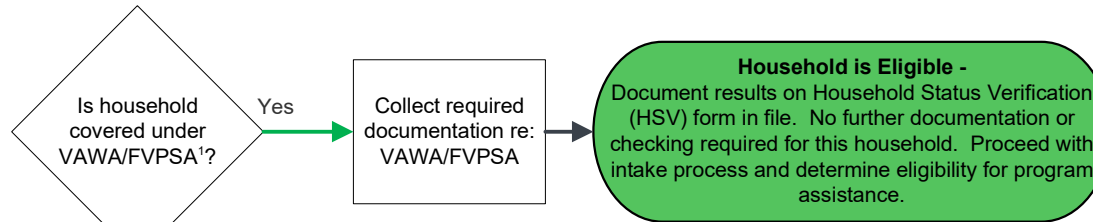
This process must be used to establish Legal Status or US Citizenship and Identity using the documentation and systems noted.

Must be used by:

- HOME, NHTF and HOME-ARP Rental Multifamily Properties

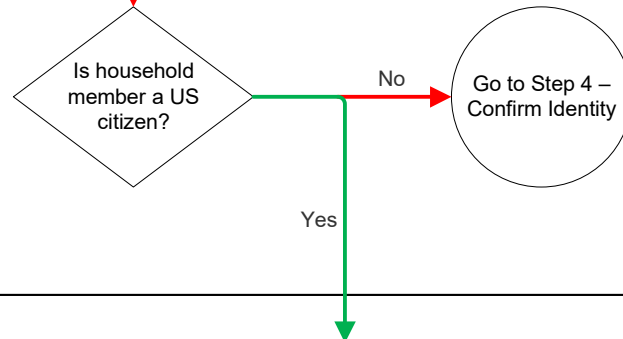
- Administrators/Subrecipients for: CEAP, WAP (DOE and LIHEAP), CSBG, HOME, CDBG, ESG, Bootstrap, Amy Young, HHSP and EH

Step 1: Is Household Member Required to be Verified Using this Process

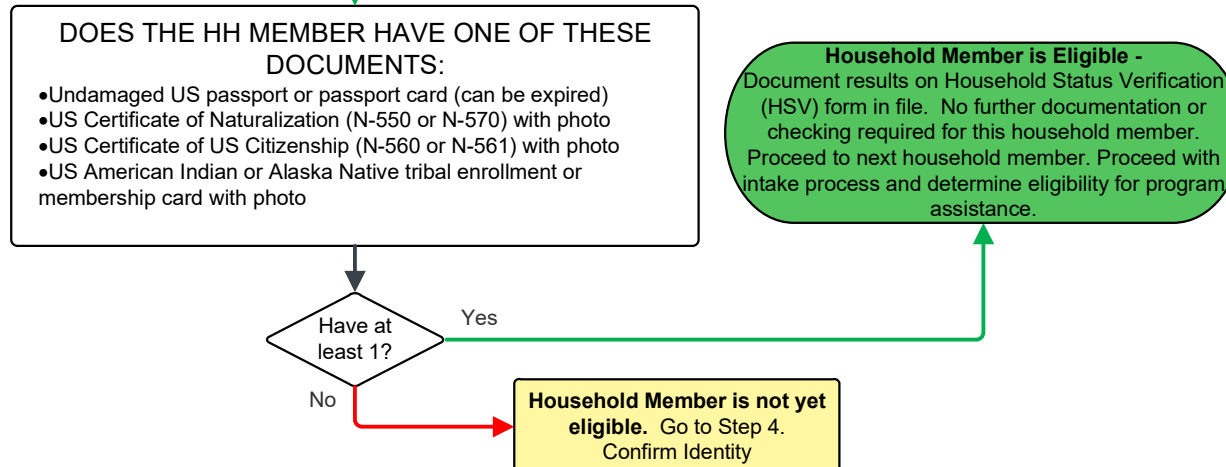


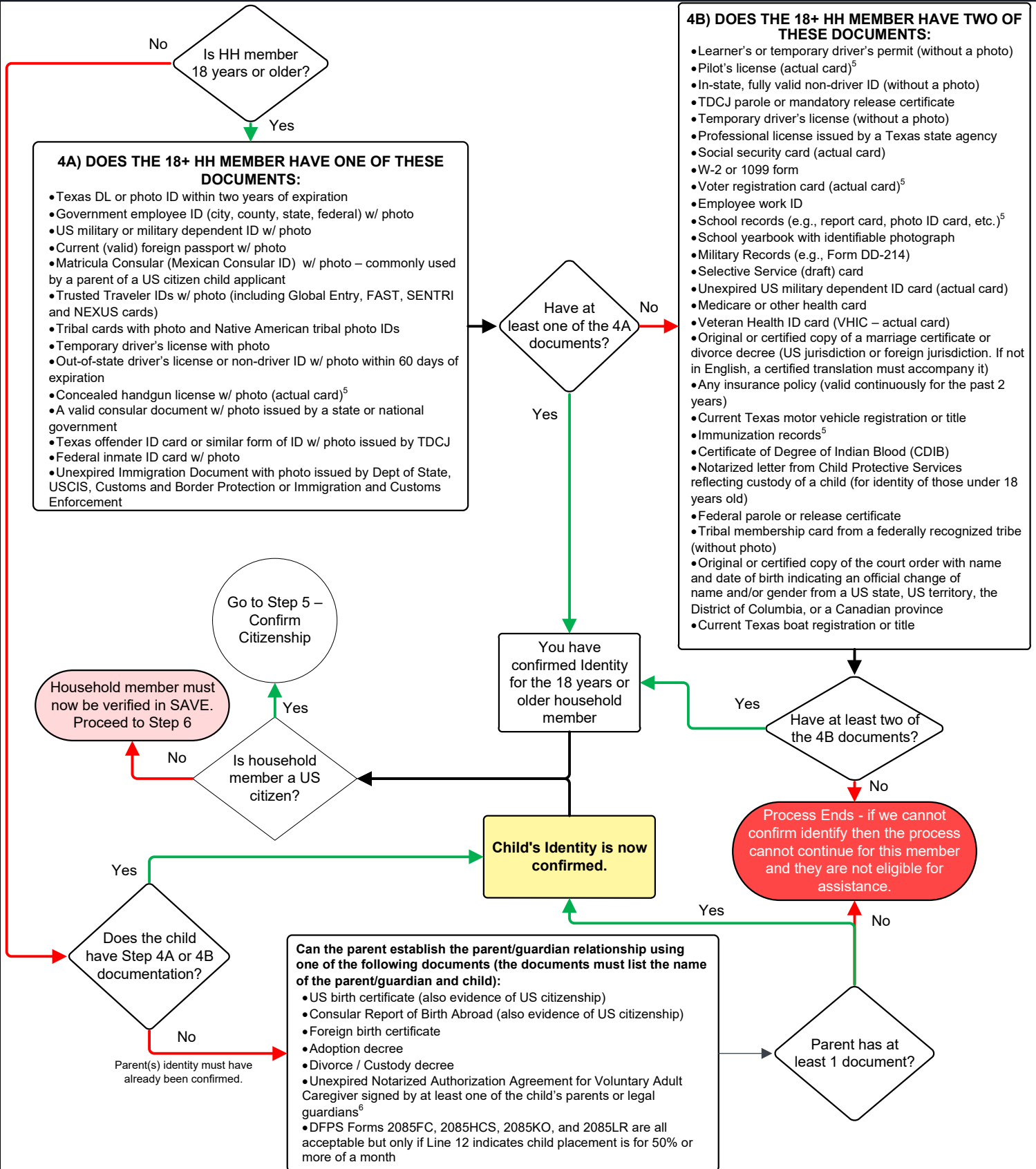
***This step does not pertain to CSBG, CEAP and WAP.**

Step 2: Legal Status Path



Step 3: Documents Confirming Identity and Citizenship





Step 5: Check for Documents that Establish US Citizenship for
Adult and Child Members

DOES THE HOUSEHOLD MEMBER HAVE ONE OF THESE DOCUMENTS:

- Certified Long Form Birth Certificate indicating birth in a US State, Commonwealth or Territory²
- Original or Certified Copy of a 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
- Original or Certified Copy of the 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

Have at least 1 document?

No

Yes

Household Member is Eligible -
Document results on Household Status Verification (HSV) form in file. No further documentation or checking required for this household member. Proceed to next household member. Proceed with intake process and determine eligibility for program assistance.

DOES THE HOUSEHOLD MEMBER HAVE TWO OF THESE DOCUMENTS:

- Hospital birth certificate (often shows baby's footprints)³
- US Census record³
- Early school records³
- Doctor's records of post-natal care³
- US Baptism Certificate³
- Family bible record³
- Form DS-10: Birth Affidavit⁴
- Birth Facts form given from hospital

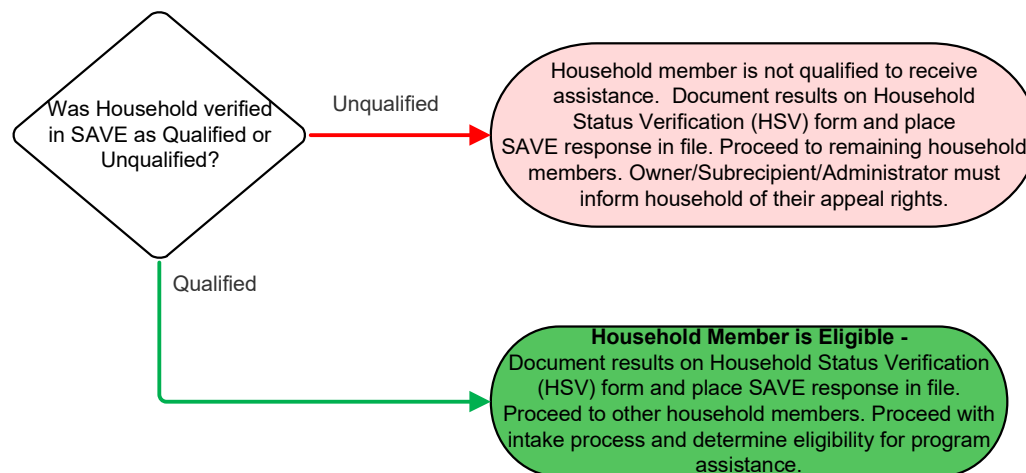
Have at least 2 documents?

No

Yes

Citizenship has not been established, HH member must now be verified in SAVE. Proceed to Step 6.

Step 6: Check Household Member in SAVE



Last Updated: 9/23/2026

1. Populations that are documented by the Administrator, Subrecipient, or Owner as covered by the Violence Against Women Act (VAWA) or Family Violence Prevention and Services Act (FVPSA) are exempt.
 2. Puerto Rico, US Virgin Islands, American Samoa (including the Swains Islands), Guam, Panama Canal Zone between Feb 26, 1904 – Oct 1, 1970 (if at least 1 parent was a US Citizen), Commonwealth of Northern Mariana Islands after Nov 3, 1986, the Philippines before July 4, 1946.
 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>
 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 province.
 6. Available from the Texas Dept. of Family and Protective Services website at https://www.dfps.texas.gov/site_map/forms.asp
- *For HHSP and ESG, activities that do not provide direct housing or financial assistance (e.g., Emergency Shelter, case management, Street Outreach, in-kind disaster relief) are exempt from PRWORA.