

ADHS/DBHS Guidelines to RBHAs and Providers for Verifying United States Citizenship or Lawful Presence of Applicants



Persons applying for publicly funded behavioral health services must provide documentation of lawful presence in the United States in accordance with [A.R.S. § 1-502](#). These Guidelines clarify the expectations of the Arizona Department of Health Services/Division of Behavioral Health Services (ADHS/DBHS) for Regional Behavioral Health Authorities (RBHAs) and RBHA providers in verifying U.S. citizenship or lawful presence in the U.S. of all persons applying for publicly funded behavioral health services.

Process to verify citizenship and/or lawful presence of applicants

1. RBHAs/RBHA providers shall verify citizenship and/or lawful presence during the screening and application process when any person requests publicly funded behavioral health services, except for those individuals identified below in the **“Who is eligible to receive behavioral health services without verification”** section.
2. RBHAs/RBHA providers shall screen all persons requesting publicly funded behavioral health services using the [Health-e-Arizona](#) subscriber version of the online application and shall assist applicants with the prescreening and application process.
3. Persons who are able but refuse to participate in the screening and/or application process using Health-e-Arizona are not eligible for behavioral health services.
4. RBHAs/RBHA providers shall obtain, from the applicant:
 - a. Documentation of identification and U.S. citizenship, if the applicant claims to be a U.S. citizen, OR
 - b. Documentation of identification and lawful presence, if the applicant is not a U.S. citizen.
5. To the extent that it is practicable, RBHAs/RBHA providers shall assist applicants to obtain required documentation of citizenship or lawful presence.
6. As part of the screening and application, the RBHA/RBHA provider shall submit the required documentation to complete the application for AHCCCS and other public benefits. For assistance, see:
 - a. Attachment A: Proof of U.S. citizenship
 - b. Attachment B: Verification of non-citizen lawful presence
 - c. Attachment C: Persons who are exempt from the documentation requirements
7. Persons who are unable to provide required documentation of citizenship or lawful presence are not eligible for publicly funded behavioral health services unless specific exemptions apply as outlined below. If the person obtains the required documentation at a later date he/she may reapply for AHCCCS eligibility using Health-e-Arizona (and submit all required documentation with the reapplication, with no waiting period).
8. See Attachment D for a Flow Chart that illustrates the Citizenship/Lawful Presence Verification Process through Health-e-Arizona.

Who is eligible to receive public behavioral health services with verification?

1. Persons determined to be eligible for AHCCCS.
2. Persons not eligible for AHCCCS but determined to have a Serious Mental Illness (SMI) **AND** can provide documentation of citizenship or lawful presence. See [Provider Manual Section 3.21, Service Package for Non-Title XIX/XXI Persons Determined to have a Serious Mental Illness](#).

Who is eligible to receive public behavioral health services without verification?

1. Persons not eligible for AHCCCS and NOT determined to have a Serious Mental Illness (SMI) but qualify to receive behavioral health services funded through the Substance Abuse Prevention and Treatment (SAPT) Block Grant or the Projects for Assistance in Transition from Homelessness (PATH) Program (see [Provider Manual Section 3.19, Special Populations](#)). Please note that persons receiving services funded by SAPT or PATH must be screened for AHCCCS eligibility in accordance with [Provider Manual Section 3.1, Eligibility Screening for AHCCCS Health Insurance, Medicare Part D Prescription Drug Coverage and the Limited Income Subsidy Program](#) before being considered to receive services funded by SAPT or PATH.
2. Persons in need of crisis services. Persons presenting for and receiving crisis services are not required to provide documentation to verify citizenship or lawful presence in the U.S.

Documentation Requirements

The applicant's behavioral health medical record shall contain documentation of the Application Summary and final Determination of eligibility status notification printed from the Health-e-Arizona screen, **OR** Refusal to participate in the screening and/or application process in accordance with [Provider Manual Section 3.1, Eligibility Screening for AHCCCS Health Insurance, Medicare Part D Prescription Drug Coverage and the Limited Income Subsidy Program](#).