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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 91 LCM-210

Date: November 21, 1991

Division: Income
Maintenance

TO: Local District Commissioners

SUBJECT: Declaration of Citizenship/Alien Status

ATTACHMENTS: Attachment I - DSS-4060 Declaration of Citizenship/
Immigration Status - not available on-line
Attachment II - DSS-2921 Application for PA, MA, FS and
Services pages 2 and 3 - not available on-line

This Local Commissioners' Memorandum is intended to reiterate the necessity of having a signed and dated attestation of United States citizenship or alien status for all applying household members in a PA case (see 89 ADM-27). Corrective Action staff have conducted several targeted case reviews which indicated that although the citizenship attestation was present in the case record, it was not completed properly. An incomplete citizenship attestation will be cited as a quality control error beginning October 1992.

When attesting to the citizenship or alien status of an applying minor (under 18 years of age), an adult household member must print the name of the minor in the space provided on the DSS-4060 or in the space provided on page 2, section 6 of the Application/Recertification form. The adult household member must then sign his/her own name and not the name of the child in the space provided for the child on the DSS-4060 or in the space provided on page 3, section 7 of the Application/Recertification form. In instances in which an NPA adult is the payee for ADC minor children, the NPA adult should sign his/her name on the attestation for the applying child. Additionally, each attestation must be dated and the appropriate citizen/alien box checked.

As stated in GIS message 91 IM/DC027, only 1 adult member of a Food Stamp household must sign to attest to the citizenship/alien status of the entire household.

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Social Services districts must not require the attestation of non-applying household members even though they are listed on the application form.

Please direct any questions on this LCM to Sandy Borrelli at 1-800-342-3715, extension 4-7092.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance