

LAWFUL PRESENCE

Pursuant to RSMo 208.009, all Program participants must provide affirmative proof of United States citizenship or lawful presence in the United States to maintain continued program eligibility beyond their eighteenth (18th) birthday.

Twelve months prior to the participant's eighteenth (18th) birthday, the Service Coordinator shall contact designated Central Office staff, via email, to request a Missouri Birth Certificate information search. If this search is unsuccessful, the Service Coordinator must send a written notice (Lawful Presence Letter) to the participant/family requesting verification of lawful presence. A copy of the documentation shall be maintained in the participant's record. Acceptable forms of verification, recognized by the Department of Revenue, include:

- Valid Missouri Driver or Non-Driver License;
- U.S. Birth Certificate – certified with an embossed, stamped or raised seal issued by a state or local government (Hospital-issued birth certificates are not acceptable);
- U.S. Passport;
- Certificate of Citizenship, Naturalization, or Birth Abroad; or
- Any document issued by the federal government that confirms lawful presence in the United States.

If the name on the verification document does not match the participant's current name, additional documentation will be required to verify the name change.

Transition activities, including but not limited to resource identification and referral, should be initiated by the Service Coordinator six to twelve months prior to the participant's eighteenth (18th) birthday if it is anticipated the participant will have difficulty in obtaining documentation of lawful presence.

If all verifying documentation is not received by the Service Coordinator prior to the participant's eighteenth (18th) birthday, Program eligibility will end on midnight the day before the eighteenth (18th) birthday. The Service Coordinator shall send a closure letter thirty days prior to the participant's eighteenth (18th) birthday notifying the participant of the impending closure.

For new Program applicants eighteen (18) and over, the Service Coordinator must obtain all verifying documentation before Program enrollment can occur. The Service Coordinator is responsible for notifying Central Office if assistance is needed in obtaining Missouri Birth Certificate information for applicants eighteen (18) and over.