

**Strong Family Health Center  
Contract Health Services (CHS) Policies & Procedures**

CHS ELEGIBILITY

Purpose: To define the documentation required to determine a person's eligibility for CHS.

Individuals requesting CHS must complete the Patient Registration process and furnish proof of their CHS eligibility. Proof of eligibility is in three parts:

1. Indian Eligibility
2. Residency
3. Alternate Resources

No CHS will be authorized until the three-part proof of eligibility has been documented. The individual requesting CHS is responsible for providing all required documentation.

Within three working days of receiving all necessary documentation, the Center will provide written notice to the individual requesting CHS of their eligibility determination. If an individual is determined to be CHS eligible, an eligibility date will also be provided.

If you disagree with the determination, you may obtain reconsideration by submitting additional information not previously submitted to:

Candace Carlson, Executive Director  
Strong Family Health Center  
1203 Oak St.  
Alturas, CA 96101

If no additional supporting information is to be submitted, you may appeal by setting forth the grounds supporting the request to:

Area Director  
ATTN: Contract Health Services  
California Area Indian Health Service  
650 Capitol Mall, Suite 7-100  
Sacramento, CA 95814-4708

Any appeal of denial must be made in writing by the patient or guardian/representative within thirty (30) days from denial.

1. Indian Eligibility

Proof of Indian eligibility must be provided to the Center. Such proof must include the following:

- A. Enrollment in a Federally Recognized Tribe from California. A copy of an enrollment card or letter from the Tribe will be considered proof. Federally recognized Tribes are published periodically in the Federal Register by the Bureau of Indian Affairs (BIA). The BIA shall be considered the authority on Federally Recognized Tribes.
- B. Descendants from a California Indian who resided in California on June 1, 1865. Such proof will be considered to be an ancestor's membership in a California Indian Tribe (BIA Card) or a California Birth Certificate showing the race as Indian and the date of birth on or prior to the above date. All subsequent marriage and birth certificates showing direct descendancy must also be furnished.
- C. Inclusion on California Judgement Rolls. A letter from the BIA stating that the individual is on a Judgement Roll or a copy of the Judgement Roll which includes the individual's name must be provided.
- D. Out of State Indians. Persons who are members of out-of-state Tribes are eligible for CHS only if they reside on a Reservation or Rancheria within the Center's service area, (SFHC's service area is "all of Modoc County with the exception of the Ft. Bidwell Indian Reservation"), or maintain close social and economic ties with the local Indian Community. An Indian claiming eligibility for CHS under this category has the responsibility to furnish the Center with documentation to substantiate the claim. The basis for determining eligibility may be:
  - 1) Employment by a Tribe whose reservation is located within the Center's service area.
  - 2) Marriage to or a child of an eligible Tribal member whose reservation is located within the Center's service area.

- 3) Determination by a Tribe, including certification from the Tribe, that the person has close social & economic ties with the Tribe, whose reservation is located within the Center's service area.

CHS eligibility based on close social and economic ties is subject to approval by SFHC Board of Directors.

## 2. Residency

Proof of residency in the Center's service area is a requirement for CHS eligibility. A resident is defined as any person who evidences an intent to live or be located in the Center's service area on more than a temporary or transient basis. Presence in the service area for a continual six months or more in any twelve-month period can establish residency.

The residency requirement excludes individuals whose Tribe of membership is located within the Center's service area. These individuals will be immediately eligible for CHS upon their return to the service area, as long as the Alternate Resource eligibility requirement is met.

- A. Proof of residency is considered to be documentation of three of the following:
  1. Voter Registration
  2. Employment
  3. Attendance of dependent children at a primary or secondary school or day care center.
  4. Rent or lease of a residence
  5. Home-owner's Property Tax Exemption
  6. Telephone or other utility bill
  7. Valid California Driver's License
  8. Other documentation acceptable and approved by SFHC Board of Directors
- B. CHS eligible individuals who are full-time students will continue to be eligible for CHS providing:
  - 1) They were residents of the Center's service area prior to enrollment in the college, university or trade school.
  - 2) They furnish proof of enrollment each quarter/semester.
- C. Individuals who move out of state or to a non-CHS service area will continue to be eligible for CHS for 180 days following the date of their departure.

3. Alternate Resources

- A. Individuals requesting CHS must make a good faith effort to apply for alternate resources for which they may be eligible.
- B. No CHS will be authorized until documentation is received by the Center that an application to an alternate resource has been made.
- C. Individuals will be asked for voluntary information concerning any alternate resources that they may have or may be eligible from the Center's staff.
- D. Patients who may be eligible for an alternate resource but are not receiving any benefits, will be referred to the Client Services Manager for assistance in applying.

4. Non-Indians

Non-Indians are ineligible for CHS unless they meet the IHS exemptions:

- A. Non-Indian woman pregnant with an eligible Indian's child is eligible for CHS during her pregnancy and six (6) weeks postpartum. The woman is eligible if she resides in the service area. In the case of unmarried persons, the Indian man must verify in writing that the non-Indian woman is carrying his child. The individual applying for CHS must meet the residency and alternate resource requirements.
- B. A non-Indian member of an eligible Indian's household is eligible for CHS if it is determined that services are necessary to control a public health hazard or an acute infectious disease that constitutes a public health hazard. The individual must meet the residency & alternate resource requirements.