

**MACSIS Residency Verification**

The purpose of this form is to clarify which county is responsible for adjudicating claims for behavioral health services provided to the client being enrolled. It should be completed and provided to the enrolling Board when:

* The county of the treating facility does not match the legal county of residence of the client as noted on the enrollment form (child or adult, out of county)
* The physical address of the client as noted on the enrollment form does not match the legal county of residence of the client (example: domestic violence shelter case, clients temporarily living with relatives) (child or adult, out of county)
* The child’s physical address as noted on the enrollment form does not match the legal custodian’s address (child only, in or out of county)

A client’s or legal custodian’s signature on this form shall be sufficient for documenting residency with the exception of adults who reside in specialized residential facilities or who are committed pursuant to special forensic categories referenced in the residency guidelines.\*

**Adult**

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| --- |
| Client is an adult? ○ Yes ○ No If yes, complete the following |
| Client Name (please print) |
| Street Address for Residency Determination Purposes |
| City, State, and Zip for Residency Determination Purposes |
| Signature of Client | Date |

**Minor**

|  |  |
| --- | --- |
| Client is a minor? ○ Yes ○ No  | If yes, who has legal custody of the client? (this is not the foster parent)○ Parent ○ CSB ○ DYS ○ Court ○ Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Client Name (please print) |
| Name of Legal Custodian marked above | Phone Number of Legal Custodian |
| County of Legal Custodian |
| If Parent, address of parent (if different than client’s physical address on enrollment form) |
| Signature of Legal Custodian | Date |

\*For the special exceptions noted, this form should not be used. Refer to the residency guidelines for more information on how to determine residency in these cases and / or what documentation is needed to provide proof of residency.