

Verify Lawful Presence (VLP)

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Purpose

The purpose of this job aid is to provide instructions for verifying an individual's lawful presence through the Verify Lawful Presence (VLP) Process in the System.

Verify Lawful Presence (VLP) Process

The System allows you to verify an individual's lawful presence when processing eligibility for the Modified Adjusted Gross Income (MAGI) individuals.

The following steps are the Verify Lawful Presence (VLP) Process when verifying an individual's lawful presence:

- 1) VLP Step 1 – Initial Verification
- 2) VLP Step 2 - Initiate Additional Verification
- 3) VLP Step 3 - Initiate Third Verification
- 4) Close DHS Case

Access the Verification of Lawful Presence Response Detail page to View All the Values from a VLP Response

The following steps will assist you in accessing the Verification of Lawful Presence Response Detail page and assume you are within the context of a case.

Step	Action
1.	Place the cursor over Case Info on the Global navigation bar.
2.	Select Case Summary from the Local navigator.

3.	Click the IAT Summary link on the Task navigation bar.
4.	On the Inter-Agency Transfer Summary page: a) Click the <Initiated Date> hyperlink of the Determination Eligibility Response (DER) you wish to review.
5.	On the MAGI Referral Detail page in the Case Members page section: a) Click the <Name> hyperlink of the person whose record you wish to review.
6.	On the MAGI Person Detail page in the Citizenship Documents page section: a) Click the View VLP Response button for the individual you wish to review.

Initiate the Next VLP Step Indicated in Next Action on the Verification of Lawful Presence Response Detail page

The following steps will assist you in initiating the Next VLP Step on the Verification of Lawful Presence Response Detail page and assume you are within the context of a case.

Step	Action
1.	Place the cursor over Case Info on the Global navigation bar.
2.	Select Case Summary from the Local navigator.
3.	Click the IAT Summary link on the Task navigation bar.
4.	On the Inter-Agency Transfer Summary page: a) Click the <Initiated Date> hyperlink of the Determination Eligibility Response (DER) you wish to review.
5.	On the MAGI Referral Detail page in the Case Members page section: a) Click the <Name> hyperlink of the person whose record you wish to review.
6.	On the MAGI Person Detail page in the Citizenship Documents page section: a) Click the View VLP Response button for the individual you wish to review.
7.	On the Verification of Lawful Presence Response Detail page in the Progress Details page section: a) Click the <Next Step> drop list to select one of the VLP Steps (2, 3 or Close DHS Case) listed above in the Verify Lawful Presence Process. b) Click the Initiate Next Step button to take the selection from the <Next Step> drop list and open the respective VLP Step Request Detail page for you to review and send. c) If Close DHS Case is selected from the <Next Step> drop list, Click the Close DHS Case button to send a VLP Close

	Case transaction to CalHEERS, close the VLP Response Detail page and return to the prior page.
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Access to VLP Step 2 Initiate Additional Verification Request Detail page to Provide Comments

The following steps will assist you in accessing VLP Step 2 Initiate Additional Verification Request Detail page and assume you are within the context of a case.

Step	Action
1.	Place the cursor over Case Info on the Global navigation bar.
2.	Select Case Summary from the Local navigator.
3.	Click the IAT Summary link on the Task navigation bar.
4.	On the Inter-Agency Transfer Summary page: a) Click the <Initiated Date> hyperlink of the Determination Eligibility Response (DER) you wish to review.
5.	On the MAGI Referral Detail page in the Case Members page section: a) Click the <Name> hyperlink of the person whose record you wish to review.
6.	On the MAGI Person Detail page in the Citizenship Documents page section: a) Click the View VLP Response button for the individual you wish to review.
7.	On the Verification of Lawful Presence Response Detail page in the Progress Details page section: a) Click the <Next Step> drop list to select Step 2 Initiate Additional Verification . b) Click the Initiate Next Step button for the VLP Step 2 Initiate Additional Verification Request Detail page to display. c) Click the Send button to queue the VLP Step 2 Request transaction to send to CalHEERS and the page switches to View Mode. OR Click the Cancel button to navigate back to the prior page without saving or sending anything to CalHEERS. d) If Step 2 Response is received successfully after sending the VLP Step 2 Request , the View Step 2 Response button displays. e) Click the View Step 2 Response button to navigate to the Verify Lawful Presence Response Detail page and load the Step 2 Response transaction. f) Click the Close button to navigate back to the prior page.

Access to VLP Step 3 Initiate Third Verification Request Detail page to Send Image of Immigration Document

The following steps will assist you in accessing VLP Step 3 Initiate Third Verification Request Detail page and assume you are within the context of a case.

Step	Action
1.	Place the cursor over Case Info on the Global navigation bar.
2.	Select Case Summary from the Local navigator.
3.	Click the IAT Summary link on the Task navigation bar.
4.	On the Inter-Agency Transfer Summary page: a) Click the <Initiated Date> hyperlink of the Determination Eligibility Response (DER) you wish to review.
5.	On the MAGI Referral Detail page in the Case Members page section: a) Click the <Name> hyperlink of the person whose record you wish to review.
6.	On the MAGI Person Detail page in the Citizenship Documents page section: a) Click the View VLP Response button for the individual you wish to review.
7.	On the Verification of Lawful Presence Response Detail page in the Progress Details page section: a) Click the <Next Step> drop list to select Step 3 Initiate Third Verification . b) Click the Initiate Next Step button for the VLP Step 3 Initiate Third Verification Request Detail page to display. c) Click the Send button to queue the VLP Step 3 Request transaction to send to CalHEERS and the page switches to View Mode. OR Click the Cancel button to navigate back to the prior page without saving or sending anything to CalHEERS. d) If Step 3 Response is received successfully after sending the VLP Step 3 Request , the View Step 3 Response button displays. e) Click the View Step 3 Response button to navigate to the Verify Lawful Presence Response Detail page and load the Step 3 Response transaction. f) Click the Close button to navigate back to the prior page.

Access to Select VLP Step 3 Image page to Select Image of Immigration Document

The following steps will assist you in accessing Select VLP Step 3 Image page and assume you are within the context of a case.

Step	Action
1.	Place the cursor over Case Info on the Global navigation bar.
2.	Select Case Summary from the Local navigator.
3.	Click the IAT Summary link on the Task navigation bar.
4.	On the Inter-Agency Transfer Summary page: a) Click the <Initiated Date> hyperlink of the Determination Eligibility Response (DER) you wish to review.
5.	On the MAGI Referral Detail page in the Case Members page section: a) Click the <Name> hyperlink of the person whose record you wish to review.
6.	On the MAGI Person Detail page in the Citizenship Documents page section: a) Click the View VLP Response button for the individual you wish to review.
7.	On the Verification of Lawful Presence Response Detail page in the Progress Details page section: a) Click the <Next Step> drop list to select Step 3 Initiate Third Verification . b) Click the Initiate Next Step button for the VLP Step 3 Initiate Third Verification Request Detail page to display. c) Click the <Image Attachment> hyperlink to display the Select VLP Step 3 Image page.
8.	On the Select VLP Step 3 Image page: a) Click the <Document Type> drop list to select the document type. b) Enter the date in the Scan Date Range: From: and To: fields. c) Click the Search button to make a call to ImageNow (CalACES – System) to retrieve image information data for the individual and document types in the search criteria. OR Click the Cancel button to navigate back to the prior page without saving or sending anything to CalHEERS. d) If the image is searched, Click the Radio button to mark the identified image for selection. e) Click the View Image button to open the selected image in the Imaging Software (EDMS for CalACES – System). f) Click the Select button to select the marked image for sending to CalHEERS in the VLP Step 3 transaction and navigate back to the VLP Step 3 Initial Third Verification Request Detail page with the <Image Attachment> hyperlink.

View Errors and Error Source on Verification of Lawful Presence Response Detail page

The following steps will assist you in viewing errors on the Verification of Lawful Presence Detail page and assume you are within the context of a case.

Step	Action
1.	Place the cursor over Case Info on the Global navigation bar.
2.	Select Case Summary from the Local navigator.
3.	Click the IAT Summary link on the Task navigation bar.
4.	On the Inter-Agency Transfer Summary page: a) Click the <Initiated Date> hyperlink of the Determination Eligibility Response (DER) you wish to review.
5.	On the MAGI Referral Detail page in the Case Members page section: a) Click the <Name> hyperlink of the person whose record you wish to review.
6.	On the MAGI Person Detail page in the Citizenship Documents page section: a) Click the View VLP Response button for the individual you wish to review.
7.	On the Verification of Lawful Presence Response Detail page in the Errors page section: a) View the Errors and Error Source for the individual, if any.

Access to VLP Search page to Search All DHS Cases

The following steps will assist you in accessing VLP Search page and assume you are within the context of a case.

Step	Action
1.	Place the cursor over Case Info on the Global navigation bar.
2.	Select e-Tools from the Local navigator.
3.	Click the External Agencies - VLP link on the Task navigation bar.
4.	On the VLP Search page: a) Enter the DHS Case Number in the DHS Case Number field. b) Click the Search button. c) Click the <DHS Case Number> hyperlink to open the VLP Case History page with the DHS Case loaded.

Restart VLP e-Verification on MAGI Determination List page

The following steps will assist you in restarting VLP e-Verification on MAGI Determination List page and assume you are within the context of a case.

Step	Action
1.	Place the cursor over Eligibility on the Global navigation bar.
2.	Select Customer Information from the Local navigator.
3.	Click the MAGI Eligibility link on the Task navigation bar.
4.	On the MAGI Determination List page: a) Click the Restart VLP e-Verification checkbox in the Request MAGI Determination page section. b) Click the Restart VLP e-Verification checkbox next to the individual you wish to select. c) Click the Request MAGI button.

Note: If Restart VLP e-Verification is checked and the Eligibility Determination Request (EDR) is sent, the Restart VLP e-Verification column displays a "Yes" value on the MAGI Request Detail page for the individual.

View Reason for No VLP Call on MAGI Person Detail page

The following steps will assist you in viewing the Reasons for No VLP Call on MAGI Person Detail page and assume you are within the context of a case.

Step	Action
1.	Place the cursor over Case Info on the Global navigation bar.
2.	Select Case Summary from the Local navigator.
3.	Click the IAT Summary link on the Task navigation bar.
4.	On the Inter-Agency Transfer Summary page: a) Click the <Initiated Date> hyperlink of the Determination Eligibility Response (DER) you wish to review.
5.	On the MAGI Referral Detail page in the Case Members page section: a) Click the <Name> hyperlink of the person whose record you wish to review.
6.	On the MAGI Person Detail page in the Citizenship Documents page section: a) View the Reason for No VLP Call , if any.

Access to VLP Case History page to View All VLP Steps and Current e-Verification Status

The following steps will assist you in accessing VLP Case History page and assume you are within the context of a case.

Step	Action
1.	Place the cursor over Eligibility on the Global navigation bar.
2.	Select Customer Information from the Local navigator.
3.	Click the Citizenship link on the Task navigation bar.

4.	On the Citizenship Status List page in the MAGI Medi-Cal Verification of Lawful Presence (VLP) page section: a) Click the View VLP History button.
5.	On the VLP Case History page: a) Click the <Request Date> hyperlink to navigate to the specific VLP e-Verification Step corresponding page. b) Click the <Response Date> hyperlink to navigate to the specific VLP Step Response. c) Click the Close button to navigate back to the prior page.

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