

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 23, 2006

ALL-COUNTY INFORMATION NOTICE I-60-06

TO: ALL COUNTY WELFARE DIRECTORS
ALL FOOD STAMP COORDINATORS
ALL COUNTY SFIS COORDINATORS
ALL COUNTY CALWORKS COORDINATORS

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

SUBJECT: FOOD STAMP OUTREACH AND THE USE OF STATEWIDE FINGERPRINT IMAGING SYSTEM (SFIS) PORTABLE WORKSTATIONS

The Food Stamp Program (FSP) helps needy families and individuals meet their nutritional needs. However, not every one who is potentially eligible applies for the program. Some of these households may not realize they are eligible for the program. This may be especially true among potentially eligible households with slightly higher incomes who perceive less need or reason to enroll in the program or who find the application process inconvenient.

As part of the Department's effort to increase FSP participation, counties are encouraged to improve program access by developing and implementing strategies that would make it easier for potentially eligible households to apply for benefits. Counties are encouraged to work with their local community based organizations and agencies, including their local food banks and local Women, Infants and Children (WIC) offices. By working with these agencies, counties can assist potential clients in applying for FSP benefits outside of the local welfare office setting.

One important tool that may improve program access is the use of the portable SFIS workstations. By combining portable SFIS workstations and application assistance at off-site locations, households can meet all eligibility and application requirements, including the statutorily required SFIS imaging process without requiring the client to make an additional trip to the county office.

Many counties currently have portable workstations and the State presently has a limited number of reserve portables. Due to this limited supply, most requests for additional portables at this time will be handled on a check-out-and-return basis for outreach efforts. Under the new SFIS contract currently in the procurement process, more portables will be available to facilitate permanent assignment of the workstations in the future.

Counties are reminded that they are responsible for the confidentiality of data input at these outreach locations as well as laptop security (laptops should not be left unattended, left in the trunk of a car, etc.). Additionally, the SFIS website at www.sfis.ca.gov provides information on using a unique temporary identifier for the Local Identification Numberfield (LIN) field to enable a SFIS portable to image clients who do not have a Client Index Number (CIN)/LIN or the CIN/LIN is unknown during the outreach event, and assigning the CIN for uploading client information into the SFIS database.

To obtain a reserve portable, the county must complete and submit a "SFIS Move, Add, or Change Request" form available on the SFIS website. The Office of Systems Integration (OSI), which oversees SFIS equipment issues, will contact the county regarding anticipated caseload and forward the information to the California Department of Social Services Fraud Bureau. Requests will be evaluated for permanent or temporary portable workstation assignment, and the OSI will make arrangements to deliver, install and provide training on the use of the equipment. If the portable is being obtained on a temporary basis, the OSI will also make arrangements to pick up the equipment when it is no longer needed.

Questions regarding portable workstation requests should be directed to Jose Ordaz at jose.ordaz@osi.ca.gov. Questions regarding food stamp outreach efforts should be directed to Detta Hunt at detta.hunt@dss.ca.gov. Questions regarding SFIS policy issues should be directed to Laura Alarcon at laura.alarcon@dss.ca.gov or Michaelene Wadolny at michaelene.wadolny@dss.ca.gov.

Sincerely,

Original Signed by D.Rose for C.METSKER

CHARR LEE METSKER
Deputy Director
Welfare to Work Division