STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

CDSS

JOHN A. WAGNER
DIRECTOR

ARNOLD SCHWARZENEGGER
GOVERNOR

May 29, 2008

ALL COUNTY INFORMATION NOTICE NO. I-37-08

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS
ALL FOOD STAMP PROGRAM COORDINATORS

SUBJECT: POLICY CLARIFICATION REGARDING THE ON-LINE APPLICATION E-SIGNATURE REQUIREMENTS IN THE FOOD STAMP PROGRAM

REFERENCE: FOOD AND NUTRITION SERVICE (FNS), ADMINISTRATIVE NOTICE (AN) 08-16, FOOD STAMP ACT SECTIONS 11 (e) (2) (C) AND 11 (e) (2) (B) (iv), FEDERAL GUIDANCE 7 CFR 273.2(c) (1) AND 273.2(b) (1) (v) AND MANUAL OF POLICIES AND PROCEDURES (MPP) SECTIONS 63-300(e)(3), 63-300(g) AND 63-300.3

The purpose of this letter is to provide clarification regarding e-signatures for applicants who wish to apply online without a paper application. Based on guidance from the Food and Nutrition Service (FNS), counties may request additional personal identifying information in order to validate an electronic signature. The language of the Food Stamp Act and regulations at MPP Sections 63-300(e)(3) and 63-300(g) do not prevent counties from asking for additional personal identifying information to secure an electronic signature.

Counties are reminded that regardless of whether a county agency uses a paper or electronic system, it must provide the means for an applicant to immediately start the application process with name, address and signature (MPP Section 63-300.3). Also, a household may file an incomplete application form as long as it contains the applicant's name, address and is signed by a responsible member of the household.

If you have any questions regarding this letter, please contact Rosie Avena at (916) 654-1514.

Sincerely,

Original Document Signed By:

RICHTON YEE, Chief
Food Stamp Branch