

February 17, 2021

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY WELFARE DIRECTORS LETTER

The purpose of this letter is to provide County Welfare Departments with clarification to implementation of the provisions of Executive Order N-71-20 signed by Governor Newsom on June 30, 2020, pertaining to California Work Opportunity and Responsibility to Kids (CalWORKs), Refugee Cash Assistance (RCA), Entrant Cash Assistance (ECA), and the Trafficking and Crime Victims Assistance Program (TCVAP) in-person identity verification requirements.



KIM JOHNSON
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

February 17, 2021

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: JENNIFER HERNANDEZ, DEPUTY DIRECTOR
FAMILY ENGAGEMENT AND EMPOWERMENT DIVISION

SUBJECT: CLARIFICATION ON THE IMPLEMENTATION OF EXECUTIVE ORDER N-71-20 REGARDING CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS), REFUGEE CASH ASSISTANCE (RCA), ENTRANT CASH ASSISTANCE (ECA), AND THE TRAFFICKING AND CRIMES VICTIM ASSISTANCE PROGRAM (TCVAP) IN-PERSON IDENTITY VERIFICATION REQUIREMENTS

REFERENCE: EXECUTIVE ORDERS [N-71-20](#), [N-69-20](#), AND [N-59-20](#); WELFARE AND INSTITUTIONS CODE (WIC) SECTIONS 10831; MANUAL OF POLICIES AND PROCEDURES (MPP) SECTION [40-105.31](#); ACWDLS DATED [MAY 4, 2020](#), [JUNE 16, 2020](#), AND [JULY 16, 2020](#).

The purpose of this All County Welfare Directors Letter is to provide County Welfare Departments with clarification to implementation of the provisions of Executive Order N-71-20 signed by Governor Newsom on June 30, 2020, pertaining to California Work Opportunity and Responsibility to Kids (CalWORKs), Refugee Cash Assistance (RCA), Entrant Cash Assistance (ECA), and the Trafficking and Crime Victims Assistance Program (TCVAP) in-person identity verification requirements.

In-Person Photo Identification

Pursuant to WIC Section 10831 and MPP Section 40-105.31, the nonbiometric identity verification method implemented and maintained in the CalWORKs program consists of an in-person identification requirement, wherein all adult applicants who are not known to the SAWS must present their photo identification in person before aid can be approved, with limited exceptions. Applicants who have not obtained photo identification are allowed to submit a sworn statement, signed under penalty of perjury,

All County Welfare Directors Letter
Page Two

to verify their identity in order for aid to be authorized, but they must submit photo identification in person within 15 working days for aid to continue.

To ensure applicants are able to comply with physical distancing mandates and to accommodate applicants who have concerns about health risks of in-person delivery due to the COVID-19 pandemic, applicants shall not be required to obtain photo identification or present photo identification in person. Applicants will be required to submit a sworn statement or provide a verbal attestation for benefits to be authorized. Applicants must be asked to submit copies of photo identification electronically, if they are able to do so, and aid will be continued regardless of whether photo identification is provided. This guidance will remain in effect until Executive Order N-71-20 is modified or rescinded, or no later than 90 days from the date the California Department of Public Health no longer requires physical distancing, whichever occurs sooner.

If you have questions or need additional guidance regarding the CalWORKs information in this letter, contact the Early Engagement and Eligibility Bureau at (916) 654-1322.

For the RCA, ECA, and TCVAP programs, contact the Refugee Programs Bureau at (916) 654-4356.