

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 11, 2000

ALL-COUNTY LETTER NO. 00-32

TO: ALL COUNTY WELFARE DIRECTORS
 ALL COUNTY CalWORKs PROGRAM SPECIALISTS
 ALL COUNTY FOOD STAMP COORDINATORS
 ALL COUNTY SFIS COORDINATORS

REASON FOR THIS TRANSMITTAL

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

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) AND FOOD STAMP (FS) PROGRAM POLICY QUESTIONS AND ANSWERS FOR IMPLEMENTING THE STATEWIDE FINGERPRINT IMAGING SYSTEM (SFIS)

REFERENCE: ALL COUNTY LETTER 99-79; ERRATA to ACL 99-79; SFIS LETTERS DATED FEBRUARY 16, 1999 and OCTOBER 7, 1999

BACKGROUND

The purpose of this letter is to transmit the enclosed policy questions and answers pertaining to the SFIS for the CalWORKs and FS Programs. These questions and answers were developed as a result of county inquiries regarding SFIS implementation.

Effective January 1, 1998 or any time after SFIS becomes operational in the county, all applicants/recipients for CalWORKs and FS are required to be fingerprint/photo imaged as a condition of eligibility for CalWORKs and issuance for Food Stamp benefits. The purpose of this requirement is to prevent and detect duplicate aid. The system to be used is the SFIS. Implementation of SFIS at the county level will be conducted in phases beginning in March. It is expected that the system will be operational statewide by July 2000.

FORMS/NOTICES OF ACTION

Also enclosed are new CalWORKs and FS program Notices of Action (NOA) to be used for the denial or discontinuance of benefits based on failure or refusal to comply with SFIS requirements. The TEMP 2173 informing notice has been revised. See enclosed.

Your forms coordinator will receive all translations as soon as they become available. For translated messages and Russian and Asian (Cambodian, Chinese, And Vietnamese) versions of forms, call Language Translation Services (LTS) at (916) 654-1282 or CALNET 464-1282. If you need several forms and/or messages, fax your request to (916) 657-3429 or e-mail your request to lsu@dss.ca.gov.

Counties should provide bilingual/interpretive services and written translations to non-English speaking populations as required by Manual of Policies and Procedures (MPP) Division 21, Civil Rights Nondiscrimination, Sec. 115.

CONTACTS

If you have any questions about this letter or additional questions about SFIS, please contact the appropriate staff person indicated below:

Program	Contact	Phone Number
CalWORKs	Elizabeth Allred	(916) 657-3350
FS & FS NOAs	Varaniece Hall	(916) 657-3500
CalWORKs NOAs	Paulette Stokes	(916) 654-3386

Sincerely,

**Original document signed by
Bruce Wagstaff on 5/11/00**
BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division

Enclosures

SFIS Questions & Answers

IMAGING REQUIREMENTS

1. Who must be fingerprint/photo imaged for purposes of the CalWORKs and the Food Stamp (FS) programs?

- The CalWORKs program requires fingerprint/photo imaging of each parent (natural and adoptive parents, and aided step-parents) and/or caretaker relative of an aided or applicant child when living in the home of the child; each parent and/or caretaker relative receiving or applying for aid on the basis of an unaided excluded child; each aided or applicant adult; and the aided or applicant pregnant woman in an assistance unit consisting of the woman only prior to the granting of aid. (Manual of Policies and Procedures (MPP) 40-105.31)
- The FS program requires fingerprint/photo imaging of each eligible adult household member prior to the issuance of FS. A minor applying for FS as a separate household is required to comply with the SFIS requirements. If the FS household has an authorized representative (AR), the AR is fingerprint/photo imaged when none of the applicable adults in the household is required or able to comply. (MPP 63-601.12 & .14)

2. Who must be fingerprint/photo imaged if you have a combined CalWORKs and FS case or another program combined with FS?

In those instances where the applicant/recipient has a combined or non-assistance case and the fingerprint/photo imaging requirements for the two programs differ, counties are to fingerprint/photo image in the following manner:

- For Public Assistance (PA) FS cases, CalWORKs applicants/recipients are fingerprint/photo imaged according to CalWORKs requirements. However, when a required FS household member, such as in the case of a mixed FS household where one member is not on PA and has not been fingerprint/photo imaged under CalWORKs rules, then FS rules must apply.
- For cases where the applicant or recipient is applying for or receiving another assistance program in combination with FS, e.g., Refugee Cash Assistance, fingerprint/photo imaging is required in order to be issued FS. (MPP 63-601.12).
- For FS only cases applicants/recipients are fingerprint/photo imaged in accordance with the FS regulations in MPP 63-601.12.

3. Do SFIS fingerprint/photo imaging requirements apply to children who reach age 18 or older?

Yes, for both the CalWORKs and FS programs, since children become adults when they reach age 18.

4. Does SFIS apply to minor parents?

- For the CalWORKs program, when the minor's child is aided, a minor parent is required to be fingerprint/photo imaged. (MPP40-105.32)
- For the Non-Assistance FS program, the minor parent must comply with fingerprint/photo imaging if he/she is applying as a separate household (MPP 63-505.141 and 601.123).

5. Does SFIS apply to CalWORKs ineligible noncitizens? Can the photograph and fingerprint image for these individuals be disclosed to anyone outside the county welfare department?

Ineligible noncitizens must be fingerprint/photo imaged if they are the parent and/or caretaker relative of an aided or applicant child when living in the home of the child.

As stated in the February 16, 1999 SFIS letter to counties, fingerprint and photo images are confidential. These records are solely for the purpose of verifying eligibility and preventing multiple enrollments. County welfare departments and all others shall not use or disclose SFIS data for any purpose or with any other agency, such as the Immigration and Naturalization Service (INS).

6. For FS only cases where the only eligible household member is a minor, who is required to comply with the fingerprint/photo imaging regulations?

MPP 63-601.12 requires "eligible" adult household members to be fingerprint/photo imaged for purposes of the FS program. However, if the eligible FS household does not contain adult members and there is no designated authorized representative, an excluded parent or step-parent, applying on behalf of the minor child(ren), should be fingerprint/photo imaged as the defacto authorized representative for the minor child(ren) in the household under MPP Sec. 63-601.14.

7. Will SFIS be used for the Cash Assistance Program for Immigrants (CAPI), Medi-Cal, Refugee Cash Assistance (RCA), or Trustline Registry?

No. The statute limits the use of SFIS to applicants and recipients of the CalWORKs and FS programs. However, counties are given the option of using SFIS for General Assistance/General Relief only cases. If applying or eligible for both FS and CAPI or FS and RCA, clients must comply with the FS SFIS requirements.

INFORMING/NOTICES OF ACTION

8. Must counties inform applicant/recipient(s) about the SFIS requirements? Will this be part of the rights and responsibilities? Will an informing notice be required?

Yes, counties must inform clients of the SFIS requirements. We will be revising the following forms, the SAWS-2A, DFA 285.A3 and the FS 8 for use in informing clients about the new SFIS requirements. Counties should use the revised TEMP 2173, until the revisions to these forms are completed.

9. When are counties to begin informing applicants of the imaging requirements via the TEMP 2173? Can it be sent to recipients on a flow basis over the 12-month implementation period along with an appointment letter?

When a county begins informing applicants of the new SFIS requirements will depend on the implementation phase for that county. Counties should systematically inform applicants and recipients of the new SFIS requirements.

- For applicants, the county must provide the TEMP 2173, during the application process and prior to taking the fingerprint/photo image.
- For existing caseloads, counties must provide the TEMP 2173 prior to the appointment date. Counties have six months from the time SFIS becomes operational in their county to inform and image CalWORKs cases and twelve months for Non-Assistance FS cases. Appointment letters to recipients must be sent out at least 10 days prior to appointment.

Counties may choose to include the informing TEMP 2173 notice with the appointment letter or combine the appointment letter and the TEMP notice, as explained in ACL 99-79, or may inform recipients of the SFIS requirements by separately mailing the TEMP notice to their existing caseload. The mailing should include any cases in suspense or a zero budget grant and/or FS allotment.

10. Must another informing notice be issued to the assistance unit or household when an additional adult is reported in the home?

Yes. Informing must be provided prior to fingerprint/photo imaging. If an additional adult has not applied in person at the welfare office, the county must mail the appointment letter and provide the person advance notice to come into the office. (See response to Question 14 below.) SFIS does not change the general informing requirements for applicants/recipients, including adding a new person to an existing case, of a program requirement that impacts eligibility, the receipt of benefits, and the consequences of not complying.

11. Will CDSS be providing any automated lists of recipients for counties to use in informing current recipients of the new requirements? Will informing applicants and recipients be the local agency responsibility?

CDSS will not be providing any automated lists nor issuing an informing notice to the existing CalWORKs or FS caseload. Each county is responsible for sending the TEMP 2173.

12. Will CDSS be providing any specific language for use in Notices of Action for denial or termination of benefits due to failure to comply with the fingerprint/photo imaging requirements?

CDSS has developed special CalWORKs and FS program Notices of Action for SFIS. These notices are for use when denying or discontinuing based on failure to comply with the SFIS requirements. (See attachments)

ELIGIBILITY

13. If the adult(s), required to be fingerprint/photo imaged, refuses to be imaged, is the entire AU or FS household disqualified?

Any person listed in the response to Question 1 above must comply with the SFIS requirements for fingerprint/photo imaging. Failure to provide the required images will result in the ineligibility for the entire assistance unit or household.

14. Since SFIS is a condition of eligibility for CalWORKs, and there are tight time frames in which to fingerprint/photo image applicants and recipients, how many opportunities must we allow a client to cooperate with these requirements before discontinuing benefits?

Welfare and Institution Code 10830(e)(2) indicates that the notice of an appointment, which must be mailed first class at least 10 days prior to the

appointment, shall provide procedures for the recipient to reschedule to complete fingerprint/photo imaging within 30 days. A county may determine that the recipient has good cause for granting any other postponement up to 60 days.

Counties are encouraged to fingerprint/photo image clients whenever they are in the office to take care of other business unless there is some physical impairment that precludes imaging.

15. Are clients who do not cooperate with SFIS requirements subject to all regular hearing rights?

Yes.

16. If a FS household is determined eligible but a required member has not completed the fingerprint/photo imaging requirements, are we to deny/discontinue benefits for the entire household, or must we certify the FS household and set up a zero allotment? If a client cooperates in every way other than SFIS, how long do we hold the FS issuance?

If the FS household is found eligible but does not comply with the fingerprint/photo imaging requirements, the allotment is not issued. The household is issued a notice of discontinuance for failure to cooperate with the SFIS requirements (MPP 63-505.14).

17. What documentation is needed to exempt an applicant/recipient from fingerprint/photo imaging?

- For the CalWORKs program, the only permanent exemption from SFIS fingerprint/photo imaging requirements will be for persons missing all ten fingers (MPP 40-105.332). For temporary postponements for up to 60 days, counties may determine what constitutes acceptable medical verification of a physical condition(s) that temporarily precludes complying with SFIS (MPP 40-105.331 (a) and (b).)
- For the FS program, the county has discretion to determine what constitutes acceptable documentation. Persons are excused from fingerprint imaging if they are incapable of providing a legible finger image. It will be up to the county to make this determination.

While damage to the applicant/recipient fingers may preclude imaging, counties should still photo image the applicant/recipient, provided the applicant/recipient is not totally precluded from imaging. (MPP 40-105.331, .332 and MPP 63-601.12).

18. Will the client need to bring any other identification to the SFIS appointment such as a photo ID?

There are no changes to the CalWORKs or FS program regulations for client identification as a result of the SFIS requirements.

19. What will we do if the client refuses to be fingerprint/photo imaged for SFIS for religious reasons?

Refusal to be fingerprint/photo imaged for any reason results in the entire AU/FS household being denied or discontinued for failure to cooperate.

20. If a household member is underage at the time of application or conversion, when are they fingerprint/photo imaged after turning 18?

For the CalWORKs and/or FS programs, after turning age 18, anyone applying for or continuing to receive benefits would need to meet the SFIS requirements. Children receiving benefits who turn age 18 after application or the conversion period are considered adults and should be imaged at the next redetermination or recertification whichever is earlier. However, counties can also image this person whenever he/she is in the welfare office to take care of other business.

21. Must an applicant be fingerprint/photo imaged before a CalWORKs Immediate Need payment or FS Expedited Services are issued? Must he/she "clear" SFIS before payment is issued?

For Immediate Need or issuance of FS Expedited Service, the county must fingerprint/photo image any applicant who applies in person in the welfare office who is required to be imaged. If any of the individuals required to be imaged are not present at the time of application and are not able to be fingerprint/photo imaged within the timeframes for Immediate Need or Expedited Service, the county must issue benefits if the AU or household is otherwise eligible. However, before a regular CalWORKs grant or food stamp allotment is issued, all other required individuals must be fingerprint/photo imaged.

Additionally, if imaging reveals a match but resolution of the match cannot be completed, within the timeframes for CalWORKs Immediate Need (MPP 40-129.2) and/or FS Expedited Service (MPP 63-301.5), benefits should be issued. If the SFIS process is completed and duplicate aid is verified, counties may deny the case since the case would not be apparently eligible.

22. What should the eligibility worker do if the SFIS system's automated response indicates another open case? Should the case carrying worker deny or discontinue based on the SFIS response?

Aid should not be denied or discontinued until the SFIS process (i.e., verifying receipt of duplicate aid) is completed. This verification may require a referral to the County Special Investigations unit for investigation, as outlined in the SFIS Procedure Manual.

Without completing the SFIS process (verifying the receipt of duplicate aid), the county cannot summarily deny or discontinue a case. Once receipt of duplicate aid is verified, the applicant/recipient must be provided timely notice of denial or discontinuance. Although not required, the county may seek an explanation from the client for the match, particularly if that client is requesting CalWORKs Immediate Need or FS Expedited Service. The county should aggressively pursue resolution of the match, or "hit" in order to prevent a potential overpayment or over-issuance.

23. If an applicant has not provided an item of required verification(e.g., income) and has also not completed the imaging process, what is our basis for denial?

- For the CalWORKs program the basis for denial would be failure to provide the required verification(s) and failure to comply with the SFIS requirements. A separate NOA for each cause for denial would need to be issued.
- For FS the basis for denial would be failure to provide verification of income. Compliance with SFIS is not an eligibility requirement for the FS program and should not be used in determining eligibility. If there is failure to comply with SFIS requirements and the FS allotment cannot be issued, a separate SFIS notice of denial would need to be issued.

24. What is the impact of the imaging requirements being a "condition of issuance" rather than a "condition of eligibility" for FS?

The impact is ultimately the same. Although eligible for FS, the individual may not receive FS benefits unless he/she complies with the SFIS requirements.

25. If a person applies after the 16th of the month and receives FS for two months, would he/she have to be fingerprint/photo imaged before receiving the third month's FS allotment?

See response to Question # 20 above. If the SFIS process cannot be completed in time for the household to participate, the process must be completed prior to issuance of the household's next issuance.

- 26. In a Non-Assistance FS case, can the deferral be extended beyond 60 days? If a person has been deferred with a doctor's statement and returns at the end of the period with another statement can we defer again?**

MPP 63-601.13 provides a maximum of 60 days for deferral after which the county must send a NOA denying or discontinuing.

Unless both fingerprint and photo imaging have been deferred, the county should complete the photo-imaging portion of the SFIS requirements.

CASELOAD CONVERSION

- 27. MPP 63-601.124 seems to indicate that we cannot require persons who qualify for an out-of-office interview to come into the office if the only purpose is to fingerprint/photo image.**

Counties may wish to consider portable fingerprint/photo imaging equipment to accommodate any applicant who requires an out-of-office interview. (Also see response to Question # 29.)

- 28. Do recipients have to be called in just to be fingerprint/photo imaged to meet the 12-month SFIS conversion, even though no recertification is due yet?**

During conversion, recipients may be scheduled for separate appointments to complete the fingerprint/photo imaging requirements. Non Assistance FS households must be fingerprint/photo imaged within 12 months (MPP 63-045) and CalWORKs recipients must be fingerprint/photo imaged within 6 months of when SFIS is operational in the county (MPP 44-026).

- 29. If we have someone who cannot come into the office and we do not have a portable unit what steps do we take?**

When an applicant/recipient is unable to come into the office to comply with the SFIS requirements, the county should determine if the individual meets any criteria for postponement and/or an exemption. If applying for FS, the individual may choose an authorized representative who can comply with the SFIS requirements on behalf of the household. The county also should consider pursuing alternative methods of obtaining fingerprint/photo images, such as sharing portable equipment with a neighboring county. Ultimately, the county has the responsibility for the implementation of SFIS and assuring that the requirements are applied to all applicants/recipients.

- 30. In the FS program, elderly and disabled households are subject to a two-year certification. It is understood that if they have out-of-office interviews they can be postponed indefinitely (MPP 63-601.124). Can they be required to have their recertifications performed in the office?**

As stated above during the conversion period, recipients may be scheduled for a separate appointment to complete the fingerprint/photo imaging process. If, through no fault of his/her own, a recipient is unable to complete the verification process and does not have an authorized representative, MPP 63-300.411 instructs counties to take all action possible to assist the household. Portable fingerprint/photo imaging equipment is available for counties to acquire for use in accommodating clients who are unable to come into the office to complete the SFIS process.

NOAs/NOA MESSAGES

ACTION	ISSUE	NEW	NOA #
Discontinue	SFIS Requirements	Discontinues aid for the entire family when a person who is added to the AU does not comply with SFIS requirements.	M40-105F
Discontinue	SFIS Requirements	Discontinues aid for current recipients who fail to have their fingerprint/photo image taken.	M40-105G
Discontinue	SFIS Requirements	Discontinues aid for current recipients who refuse to have their fingerprint/photo image taken.	M40-105H
Deny	SFIS requirements	Denies aid for new applicants who fail to have their fingerprint/photo image taken.	M40-105I
Deny	SFIS Requirements	Denies aid for new applicants who refuse to have their fingerprint/photo image taken.	M40-105J
Deny/ Pending	SFIS Requirements	Denies issuance of FS for applicants who fail to comply with SFIS requirements or advises of pending status.	NA 1216
Discontinue	SFIS Requirements	Discontinues FS for recipients who fail to comply with SFIS requirements.	NA 1215

State of California
Department of Social Services

Noa Msg Doc No.: M40-105F Page 1 of 2
Action: Discontinue
Issue: SFIS Requirements
Title: Non-Cooperation of Aided AU Member

Auto ID No.:
Source:
Issued by:
New Reg Cite: 40-105.3

Use Form No.: NA 290
Original Date: 03/01/00
Revision Date: New

MESSAGE:

As of _____, the County is stopping your cash aid for you and your family.

Here's why:

A fingerprint/photo image must be taken by the county for:

- Each parent (natural, adoptive, step- parent) and/or caretaker relative of an applicant or aided child(ren) when living in the home of the child.
- Each parent and/or caretaker relative who can apply for or get aid because they have certain excluded child(ren) living in the home. This includes a child who gets SSI/SSP.
- Each applicant or aided adult.
- A pregnant woman applying for or getting aid for herself only.

_____ has not met these rules.

You may receive another notice about your Food Stamps.

You and your family may still continue to get Medi-Cal if your cash aid stops and you have:

- earnings from a job, a business you started, or a pay raise.
- you started to receive or had an increase in child/spousal support payments.

Please complete and send in the enclosed **Transitional Medi-Cal (TMC) form.**

Noa Msg Doc No.: M40-105F Page 2 of 2
Original Date : 03/01/00
Revision Date : New

INSTRUCTIONS: Use to discontinue aid for the family when someone comes into the home who is required to be fingerprinted/photo imaged and refuses or fails to cooperate. Use this message when the other members of the AU have already cooperated. In the action line, enter the date of the discontinuance. In the body of the message, fill in the appropriate person's name.

File: pstokesU/mseries/40105f

State of California
Department of Social Service

NOA Msg Doc No.: M40-105G Page 1 of 1
Action: Discontinue
Issue: SFIS Requirements
Title: Failure to Cooperate

Auto ID No.:
Source:
Issued by:
Reg Cite : 40-105.3

Use Form No.: NA 290
Original Date: 03/01/00
Revision Date: New

MESSAGE:

As of _____, the County is stopping your cash aid for you and your family.

Here's why:

We asked you, and/or a member of your household, to have your fingerprint/photo image taken to continue to get cash aid. The following household member(s) did not do this:

Name

Name

Name

Name

You may get another notice about your Food Stamps.

You and your family may still continue to get Medi-Cal if your cash aid stops and you have:

- earnings from a job, a business you started or pay raise.
- started to receive or had an increase in child/spousal support payments.

Please complete and send in the enclosed **Transitional Medi-Cal (TMC) form.**

INSTRUCTIONS: Use to discontinue cash aid for current recipients who do not have their fingerprint and photo image taken at redetermination or on their scheduled appointment.

State of California
Department of Social Services

NOA Msg Doc No.: M40-105H Page 1 of 1
Action: Discontinue
Issue: SFIS Requirements
Title: Refusal to Cooperate

Auto ID No.:
Source:
Issued by:

Use Form No.: NA 290
Original Date: 03/01/00
Revision Date: New

Reg Cite : 40-105.3

MESSAGE:

As of _____, the County is stopping
your cash aid for you and your family.

Here's why:

We asked you, and/or a member of your
household, to have your fingerprint/
photo image taken to continue your cash
aid. The following household member(s)
told us in person or in writing that they
will not do this:

- _____
- Name
- _____
- Name
- _____
- Name
- _____
- Name

You may get another notice about your Food
Stamps.

You and your family may still continue to
get Medi-Cal if your cash aid stops and
you have:

- earnings from a job, a business you
started or pay raise.
- started to receive or had an increase
in child/spousal support payments.

Please complete and send in the enclosed
Transitional Medi-Cal (TMC) form.

INSTRUCTIONS: Use to discontinue cash aid for current recipients who refuse to have
their fingerprint/photo image taken.

State of California
Department of Social Services

Noa Msg Doc No.: M40-105I Page 1 of 1
Action: Deny
Issue: SFIS Requirements

Auto ID No.:
Source :
Issued by:
Reg Cite: 40-105.3; 40-126.341, .342,
.343

Title: Failure to Cooperate
Use Form No.: NA 290
Original Date : 03/01/00
Revision Date : New

MESSAGE:

The County has denied your application
for cash aid dated_____.

Here's why:

You, and/or a member of your household,
must be fingerprint/photo imaged by the
county before you can get cash aid.

The following household member(s) failed
to get fingerprint/photo imaged:

Name

Name

Name

Name

If you/they do this by_____,
we will take another look at your
application.

INSTRUCTIONS: Use to deny cash aid to an assistance unit when they have failed to
cooperate in providing a fingerprint/photo image. Enter the denial date and the 30th
calendar day after the date of denial.

State of California
Department of Social Services

Noa Msg Doc No.: M40-105J Page 1 of 1
Action: Deny
Issue: SFIS Requirements
Title: Refusal to Cooperate

Auto ID No.:
Source :
Issued by:
Reg Cite: 40-105.3; 40-126.344

Use Form No.: NA 290
Original Date: 03/01/00
Revision Date: New

MESSAGE:

The County has denied your application for cash aid dated_____.

Here's why:

You, and/or a member of your household, must be fingerprint/photo imaged by the county before you can get cash aid.

The following household member(s) told us in person or in writing that they will not do this:

- _____
Name
- _____
Name
- _____
Name
- _____
Name

INSTRUCTIONS: Use to deny cash aid to an assistance unit when they have refused orally or in writing to cooperate with fingerprint/photo imaging requirements.

NEW CASH AID AND FOOD STAMP RULES FINGERPRINT IMAGING AND PHOTO IMAGING

("Imaging" is a fingerprint and/or photograph done by a computer.)

As of _____, the county must get fingerprint images and photo images of the following persons living in the home:

For Cash Aid:

- Each parent (natural and adoptive parents and aided step-parents) and/or caretaker relative of an applicant or aided child(ren).
- Each parent and/or caretaker relative who can apply for or get aid because they have certain excluded child(ren) living in the home. This includes a child who gets SSI/SSP (Supplemental Security Income/State Supplementary Payment).
- Each applicant or aided adult.
- A pregnant woman applying for or getting aid for herself only.

For Food Stamps:

- All eligible adult household members.
- Anyone under age 18 who applies for or receives food stamps as a separate household.
- The ineligible parent or authorized representative.

The Rules Say That:

- **Applicants** must be fingerprint/photo imaged before cash aid can be approved and/or before food stamps can be issued.
- **Recipients** must also be fingerprint/photo imaged. The county will send an appointment letter telling when and where to go to be fingerprint/photo imaged.

Refusal or Failure to Cooperate: When anyone who is required to cooperate with these rules refuses or fails to be fingerprint/photo imaged:

- Cash aid benefits will be denied or stopped for the entire assistance unit; and/or
- No benefits will be issued to the entire food stamp household.

Confidentiality: The fingerprint/photo images are confidential. They can only be used to prevent or prosecute welfare fraud. The county uses the fingerprint/photo images to:

- See if anyone is trying to get aid using someone else's name and social security number; and
- Be sure the applicant/recipient is not getting aid in more than one case or in more than one county at a time.

Exception to the Rules: Persons who have certain medically verified physical conditions may be temporarily or permanently excused from the imaging rules.

The process for getting your fingerprint/photo images with the statewide imaging system is quick and easy. If you have any questions about these new rules, ask your worker.

COUNTY OF _____

FOOD STAMP NOTICE OF CHANGE

Notice Date : _____
Case Name : _____
Number : _____
Worker Name : _____
Number : _____
Telephone : _____
Address : _____

(ADDRESSEE)

┌ _____ ┐
└ _____ ┘

┌ _____ ┐
└ _____ ┘

If you have any questions or want more information about this action, please contact your worker.

State Hearing: You can ask for a hearing if you believe the action is wrong. The back of this page tells how to ask for a hearing. Your benefits may not be changed if you ask for a hearing before this action takes place.

TERMINATION:

Effective _____, your food stamp benefits are terminated because:

- You and/or a member of your household failed to have fingerprint and photo images taken by the county. To get Food Stamps all required household members must be fingerprint/photo imaged.



Rules: These rules apply to the above action(s):

(MPP 63-601.12, .1 and .4; 63-505.14)

You may review them at your welfare office.

COUNTY OF _____

FOOD STAMP NOTICE OF CHANGE

Notice Date : _____
 Case Name : _____
 Worker Number : _____
 Worker Name : _____
 Number : _____
 Telephone : _____
 Address : _____

(ADDRESSEE)

If you have any questions or want more information about this action, please contact your worker.

State Hearing: You can ask for a hearing if you believe the action is wrong. The back of this page tells how to ask for a hearing. Your benefits may not be changed if you ask for a hearing before this action takes place.

DENIAL:

- Your household's application for Food Stamps has been denied because you and/or a member of your household failed to get fingerprint and photo images taken by the county of all required household members.

The following household members failed to get fingerprint and photo images:

Name

Name

Name

Name

We cannot give out Food Stamp Benefits without all required household members' fingerprint and photo images.

If your household gets the fingerprint and photo images of all required household members taken by _____, you will not have to file a new application.

Rules: These rules apply to the above action(s):

(MPP 63-601.12, .13 and .14; 63-505.14)

You may review them at your welfare office.

PENDING STATUS:

- Your household's application is pending.
- We asked your household to get fingerprint and photo images of all required household members. All of your household members have not been fingerprint and photo imaged by the county within ten (10) days of the day it was requested. To get Food Stamps, your household must have the fingerprint and photo images of all required household members taken by _____ or your application will be denied and you will not get another notice. At that point if you still want food stamps, you will have to reapply.
- The following household members have not been fingerprint and photo imaged.

Name

Name

Name

Name

Rules: These rules apply to the above action(s):

(MPP 63-601.12, .13 and .14; 63-505.14)

You may review them at your welfare office.