

**NOTICE OF FORM CHANGE NO. 05-063**

DATE

05/03/2005

**TO:**  
County Welfare Director  
Supply Clerk / Forms Coordinator

**FROM:**  
Forms Management Unit  
(916) 657-1907

Community Care Licensing District Offices  
 Private and Public Adoption Agencies

District Attorney  
 Other

Listed below is information regarding a form change. Only applicable information is shown.

This notice updates your Department of Social Services County Forms Catalog.

FORM NUMBER AND TITLE PUB 337 (1/05) - SFIS Brochure

ORDER UNIT <b>MASTER ONLY</b>	<input checked="" type="checkbox"/> Free <input type="checkbox"/> Sold	ESTIMATED PRICE	INITIAL SUPPLY SENT <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised	DATE OF FORM 1/05	REPLACES	<input type="checkbox"/> Obsolete
REQUIRED FORM- <input checked="" type="checkbox"/> No Change Permitted	REQUIRED FORM- <input type="checkbox"/> Substitute Permitted With Prior DSS Approval	<input type="checkbox"/> Recommended Form	
UNLESS OTHERWISE SPECIFIED STOCK MAINTAINED AT: <b>Department of Social Services Warehouse</b> <b>P.O. Box 980788</b> <b>West Sacramento, CA 95798-0788</b>		<input type="checkbox"/> Other:	

**FORMS DISPOSITION AND SPECIAL INSTRUCTIONS**

DISPOSITION OF OLD SUPPLY

Use until exhausted  Destroy

USE NEW FORM

When supply available in DSS Warehouse  Use new form effective 1/05

USE FORM IN ACCORDANCE WITH

All County Letter No.  
 Other (specify)

ADDITIONAL INFORMATION REGARDING FORM CHANGE

This form is a Master Only

Attached is a Reproducible Copy

Check on the internet to see if forms are available at [www.dss.cahwnet.gov](http://www.dss.cahwnet.gov)

For camera-ready copies of English and Spanish forms, please call the Forms Management Unit (FMU) at (916) 657-1907, or by electronic mail at: [fmudss@dss.ca.gov](mailto:fmudss@dss.ca.gov). Contact Language Services for other languages at (916) 445-6778 or by electronic mail at [LTS@dss.ca.gov](mailto:LTS@dss.ca.gov).

SFIS is a statewide requirement in order to receive Food Stamp and CalWORKs benefits.

Fingerprint imaging is the electronic scan, storage, and matching of fingerprints in the SFIS database. The fingerprint imaging process will include photo-imaging. Photoimaging includes taking a photograph that will be stored in the SFIS database.

Applicants will be fingerprinted and photo-imaged as part of the application process.

Only index fingers will be fingerprint-imaged.



The Fingerprint Clerk will also enter your name and case information into the SFIS computer.

Your fingerprint images will be matched only against fingerprint images of other welfare recipients in the SFIS database.



After your fingerprint images have been taken, and there is no match, you will continue with the application process.

# SFIS

## Questions about SFIS

### 1. What is SFIS?

SFIS is another name for the Statewide Fingerprint Imaging System designed for use statewide in the CalWORKs and Food Stamp Programs, and, at county option, in county General Assistance/General Relief Programs.

### 2. Is fingerprint imaging required?

Yes.

### 3. Why are we being fingerprint-imaged?

To make sure only eligible recipients receive benefits and to prevent duplicate aid.

### 4. Who will the fingerprint images on SFIS be matched with?

The fingerprint images will only be matched against the fingerprint images of other welfare recipients.

### 5. What happens when fingerprint images match another person's fingerprint images in the SFIS database?

If a fingerprint image match is found on SFIS, benefits may be denied or discontinued.

# SFIS

For Welfare Integrity



**STATE OF CALIFORNIA**

*Arnold Schwarzenegger, Governor*

**HEALTH AND HUMAN SERVICES AGENCY**

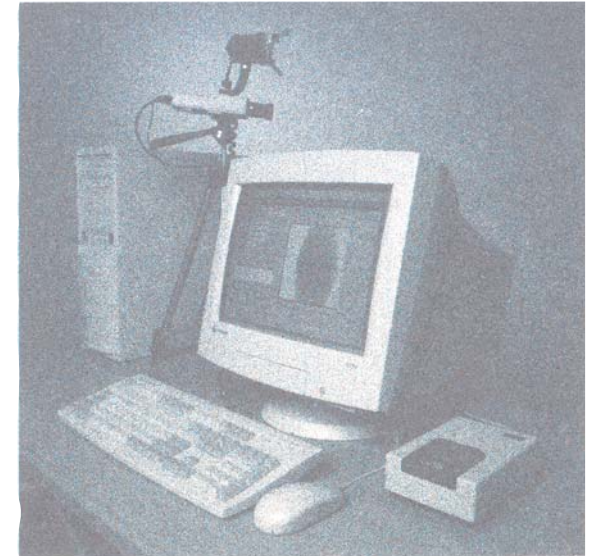
*Kimberly Belshé, Secretary*

**DEPARTMENT OF SOCIAL SERVICES**

*Dennis J. Boyle, Director*

# SFIS

Statewide Fingerprint Imaging System



Beginning February 2000, CalWORKs and Food Stamp regulations require that the following applications and recipients must be fingerprint imaged.

For CalWORKs:

- each parent and/or caretaker relative living in the home of an applicant or aided child,
- each parent and/or caretaker relative receiving or applying for aid on the basis of an unaided excluded child such as a child getting SSI/SSP,
- each aided or applicant adult,
- and each aided or applicant pregnant woman on a case consisting of the woman only

For Food Stamps

- all eligible adult household members in the food stamp case

Counties will have the option of requiring fingerprint imaging for County General Assistance/General Relief programs.