NOTICE OF FORM CHANGE NO. 05-063

TO: County Welfare Director
    Supply Clerk / Forms Coordinator

FROM: Forms Management Unit
      (916) 657-1907

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  MASTER ONLY   □ Free   □ Sold   ESTIMATED PRICE   INITIAL SUPPLY SENT   □ Yes   □ No

□ New   □ Revised   DATE OF FORM   REPLACES

REQUARED FORM:         □ No Change Permitted   □ Substitute Permitted With Prior DSS Approval   □ Recommended Form

UNLESS OTHERWISE SPECIFIED STOCK MAINTAINED AT:
Department of Social Services Warehouse
P.O. Box 980788
West Sacramento, CA 95798-0788

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

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. Contact Language Services for other languages at (916) 445-6778 or by electronic mail at 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.

Fingerprint images will be taken by the SFIS Fingerprint Clerk and scanned into SFIS. The scanning process is neat, quick, and easy.

You will be asked to place your index finger on an electronic scanner. The electronic scanner is like a camera that takes a picture of your fingerprint for storage on the computer database.

The Fingerprint Clerk will scan your fingerprint images into the computer.

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

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.
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.

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.