

October 28, 2013

## CalWORKs Program Guide Letter No. 301

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**Subject** STATEWIDE FINGERPRINT IMAGING SYSTEM (SFIS)

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**Reference** [Statewide Fingerprint Imaging System Web Site](#)

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**Effective Date** October 28, 2013

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**Purpose** The purpose of this CalWORKs Program Guide (CPG) Letter is to:

- Inform staff that we have added section 40-100 V. regarding the Statewide Fingerprint Imaging System (SFIS) to the CalWORKs Program Guide.

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**Background** The Statewide Fingerprint Imaging System (SFIS) was developed by the Office of Systems Integration (OSI) in conjunction with the California Department of Social Services (CDSS). The system applies state-of-the-art fingerprint imaging technology to eliminate duplicate aid in the State's public assistance programs.

SFIS provides a statewide database of stored fingerprint images and photos of all specified adult and minor parent applicants/recipients of the CalWORKs and GR programs. As each fingerprint is entered, it is matched against those in the database to determine if the individual fingerprinted has an active case elsewhere in the state.

As a condition of eligibility, all applicants for and recipients of aid under the CalWORKs Program (other than dependent children and persons physically unable to provide the necessary images) will be required to provide two fingerprint images and a photo image.

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**Summary of Additions** CPG Section 40-100 V. Statewide Fingerprint Imaging System (SFIS) has been added to the Reception and Application Chapter and includes the following information:

<b>CPG Section</b>	<b>Title</b>	<b>Program Updates/Changes</b>
<a href="#">40-100.V.</a>	Statewide Fingerprint Imaging System (SFIS)	Added new section to the Reception and Application Chapter
	Table of Contents	Added a Table of Contents
<a href="#">40-100.V.1</a>	Background	Added new section
<a href="#">40-100.V.2</a>	Policy	Added new section
<a href="#">40-100.V.3</a>	Participation Requirements	Added new section
<a href="#">40-100.V.4</a>	Exemptions	Added new section including Non-Minor Dependents (NMDs) exemption
<a href="#">40-100.V.5</a>	Refusal or Failure to Complete SFIS	Added new section
<a href="#">40-100.V.6</a>	Good Cause	Added new section
<a href="#">40-100.V.7</a>	Domestic Abuse Victim with a New Identity	Added new section
<a href="#">40-100.V.8</a>	SFIS Equipment Problems	Added new section
<a href="#">40-100.V.9</a>	Office Procedures	Added new section
<a href="#">40-100.V.10</a>	System Security	Added new section
<a href="#">40-100.V.11</a>	Hours of Operation	Added new section
<a href="#">40-100.V.12</a>	Standard Reports	Added new section

The entire section is new and therefore **not highlighted**.

**Medi-Cal  
Program  
Impact**

No impact to the Medi-Cal Program.

**CalFresh  
Program  
Impact**

No impact to the CalFresh Program.

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**General Relief  
Program  
Impact**

General Relief Clients must comply with SFIS.

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**Automation  
Impact**

No Impact.

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**ACCESS  
Impact**

ACCESS Agents will continue to direct applicants/recipients to the appropriate Family Resource Center as needed.

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**Forms  
Impact**

The CSF 55 SFIS Referral form is available in CalWIN.

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**Document  
Capture  
Impact**

Staff will continue to document capture the completed CSF 55 SFIS Referral Form.

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**Quality  
Control (QC)  
Impact**

Effective with the October 2013 sample month QC will cite the appropriate error on any case that does not comply with the requirements outlined in this letter.

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**Director  
Approval**



10-28-13

**RICK WANNE, MA, MFT**  
Director  
Eligibility Operations

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**Manager  
Contact**

CalWORKs Program

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LH:dp