

February 15, 2005

**CalWORKs Program Guide**  
**Special Notice**  
**05-03**

**Food Stamp Program Guide**  
**Special Notice**  
**05-06**

**General Relief Program Guide**  
**Special Notice**  
**05-01**

**Cash Assistance Program for Immigrants**  
**Special Notice**  
**05-01**

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**Subject**            **REDUCED FEE IDENTIFICATION CARD**

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**Reference**        Senate Bill 1098 Reduced Fee Identification Card

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**Effective Date**    Upon Receipt

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**Purpose**            The purpose of this combined Program Guide Special Notice is to provide staff with information and instructions regarding the Department of Motor Vehicles (DMV) reduced fee identification (ID) card.

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**Background**        Senate Bill 1098 requires the DMV to offer a \$6.00 reduced fee ID card to an applicant who has been identified by a governmental or non-profit agency, as meeting the eligibility requirements for public assistance programs. The reduced fee applies only to the following programs:

- CalWORKs
- General Relief
- Food Stamps
- Cash Assistance Program for Immigrants (CAPI); and
- California Food Assistance Program (CFAP)

**Note:** The reduced DMV fee does not apply to the Medi-Cal program.

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**Form DL 937  
“Verification  
for Reduced  
Fee  
Identification  
Card”**

In order to meet the requirements set forth in Senate Bill 1098, the DMV has created form DL 937 “Verification for Reduced Fee Identification Card” (See Attachment A) to be used by a governmental or non-profit agency to verify an applicants eligibility to public assistance programs.

Photocopies and facsimiles of the form may be used, however the form must be presented to the DMV with an original signature of the agency representative.

**Note:** Blank copies of form DL 937 “Verification for Reduced Fee Identification Card” must not be provided to the public.

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**HSS/ECM  
Instructions**

Human Service Specialist (HSS) and Employment Case Management (ECM) staff must use the following guidelines when completing form DL 937 “Verification for Reduced Fee Identification Card” request:

- Verify that the client is a recipient of one of the assistance programs listed in the Special Notice. If the request is made at intake, HSS staff must wait until the applicant has been approved for benefits before completing form DL 937, “Verification for Reduced Fee Identification card” and providing to the client.
  - Sections including the printed name of the representative for the agency, agency information, signature of representative, and date must be legible and entirely completed by an agency representative.
  - The applicant’s name must be printed legibly, and be exactly the same as the name on the applicant’s birth certificate and/or legal documents. Remember to sign and date the form.
  - If the form is not complete, has errors, and/or the signature is not an original, the DMV field office personnel will refuse the form.
  - Give the original form to the client and narrate.
  - Inform the client that this form must be presented to the DMV within 60 days of the date on the form along with the appropriate fee. All other DMV ID requirements including providing a SSN and verification of birth date and proof of legal presence within the United States are still required.
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**SHSS /ECM  
Instruction**

In an effort to minimize the potential for misuse, form DMV form DL 937 "Verification for Reduced Fee Identification Card" must also be approved and stamped by a Human Services Specialist Supervisor (HSSS), or a Social Work Supervisor (SWS) with their date and name stamp.

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**Internal  
Security  
Impact**

Internal Security recommends that each FRC or ECM site maintain the DMV form in a secured location, obtainable only by a supervisor.

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**DMV Fees**

Current DMV fees for a CA ID and CA Drivers License are:

- CA ID \$21.00
- CA Drivers License \$25.00

**Note:** The reduced fee mentioned in this SN applies to CA IDs ONLY. In addition, there is also no fee to a senior citizen (62 and over) for an ID card.

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**Forms Impact**

A supply of DMV form DL 937 "Verification for Reduced Fee Identification Card" will be printed and issued to each FRC and ECM location. Office Services will maintain a supply of the DMV form if FRC's need to order any additional copies in the future.

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**Automation  
Impact**

None

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**Childcare  
Impact**

None

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**QA Impact**

None

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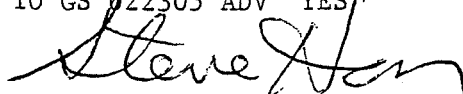
**Subject: REDUCED FEE IDENTIFICATION CARD**

Assistant  
Deputy  
Director

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**DIANA FRANCIS**, Assistant Deputy Director  
Self-Sufficiency Programs  
Regional Program Support Division  
TO GS 022305 ADV "YES"



**STEVE HON**, Senior Program Manager  
Medical Care Program Administration  
Regional Program Support Division

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