

December 22, 2011



## Program Guide Letter #569

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**Subject** Discontinuance Of The Statewide Fingerprint Imaging System (SFIS) Requirement For The CalFresh Program.

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**Reference** All County Letter No. 11-83

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**Effective Date** January 1, 2012

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**Purpose** The purpose of this letter is to inform Eligibility Staff of the discontinuance of the Statewide Fingerprint Imaging System (SFIS) as a requirement for issuing benefits for CalFresh.

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**Background** Regulations regarding the use of SFIS as a condition of benefit issuance for CalFresh remain in effect through December 31, 2011. Assembly Bill (AB) 6 (Chapter 501, Statutes of 2011) amends Welfare and Institution Code Section 10830 by removing the requirement that CalFresh applicants be fingerprinted and photo imaged as a condition of benefit issuance.

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**SFIS and  
CalFresh  
Applicants**

### **APPLICATIONS PRIOR TO JANUARY 1, 2012**

An applicant who applies for CalFresh in person in the office must complete the fingerprint/photo imaging if he/she is not exempt. However, current CalFresh face-to-face waiver rules allow SFIS requirements to be postponed until the next certification for new applicants who do not have an in-office interview.

<b>If a household...</b>	<b>Then...</b>
Applies in the office prior to January 1, 2012	They are subject to SFIS and must complete SFIS prior to CalFresh being approved.
Who is subject to the face-to-face interview waiver applies for CalFresh prior to January 1, 2012	The applicant will not be subject to SFIS, unless their recertification is scheduled before January 1, 2012.
Whose SFIS requirement has been postponed and has a recertification on or after January 1, 2012	The recipient is no longer subject to the SFIS requirement.

**Note:** If imaging reveals a match, but resolution of the match cannot be completed within the timeframe, Expedited Services (ES) benefits must be issued. If the SFIS process is completed and duplicate aid is verified, the County may deny the case as there would be a question of duplicate participation.

**EFFECTIVE JANUARY 1, 2012**

**Non Assistance CalFresh (NACF) Cases**

Applicants for CalFresh will not be required to complete SFIS.

**Public Assistance CalFresh (PACF) Cases**

Households applying for CalWORKs and CalFresh are still required to be fingerprinted and photo imaged for the purpose of determining eligibility for CalWORKs only. If cash aid eligibility cannot be determined due to a lack of completion of SFIS requirements, this shall not negatively impact nor hinder the determination of CalFresh eligibility and subsequent benefit issuance as appropriate.

**General Relief (GR) and CalFresh**

Households applying for GR and CalFresh are required to be fingerprinted and photo imaged for the purpose of determining eligibility for GR only. If GR eligibility cannot be determined due to a lack of completion of SFIS requirements, this shall not negatively impact nor hinder the determination of CalFresh eligibility and subsequent benefit issuance as appropriate.

**Summary of Updates**

The following sections have been revised to remove the requirement of SFIS:

<b>Chapter/Section</b>	<b>Section Title</b>	<b>Update</b>
<a href="#">63-103.11</a>	Standardized Intake Process Walk-in, and Mail-in or Fax	Removed the reference of SFIS and reformatted Table of Contents in 63-107
<a href="#">63-104.5</a>	Issuance of EBT Card and On-line benefits for Electronic Applications	
<a href="#">63-107.1</a>	Household Cooperation to Determine Eligibility	
<a href="#">63-107.4</a>	Refusal to Cooperate with SFIS Requirement	
<a href="#">63-115.2</a>	Rights and Responsibilities/Orientation	
<a href="#">63-115.4</a>	Face-to-Face Interview Waivers	
<a href="#">63-165.3</a>	Penalties and Disqualifications from Another Program	
<a href="#">63-304.2</a>	Recertification Notice, Interview and Forms	
<a href="#">63-501.7</a>	Disaster CalFresh Desk Aid	
<a href="#">63-507.2</a>	Disaster CalFresh/Statewide Fingerprint Imaging System	
<a href="#">63-650.5</a>	CalFresh Program Reminders #3	

	CalFresh Expedited Services/Processing Timeframes Desk Aid	
	Interview Checklist Desk Aid for Human Services Specialists	
<a href="#">63-710</a>	SFIS Chapter	Removed sections 63-710.2 thru 63-710.13. Updated section 63-710.1 to provide general information about the discontinuance of SFIS for CalFresh
FSPG Letters	Letter 548 Statewide Fingerprint Imaging System (SFIS)	Removed

**Automation Impact**

CalWIN is not programmed to authorize CalFresh benefits when households have not complied with current SFIS requirements. Therefore, Automation will issue:

- A short term BENDS workaround to bypass SFIS requirement for CalFresh in CalWIN.
- Management Reports with two lists of cases.
  - List A will help staff prepare and assess for the SFIS removal requirement; and
  - List B will provide cases that may need to be re-evaluated after the coding change has been installed in CalWIN.

**Forms/imaging Impact**

Forms and publications in response to these changes in the SFIS requirements will be distributed under separate letter as soon as guidance is received from CDSS.

**CalWORKs Program Impact**

SFIS continues to remain a condition of eligibility for the CalWORKs Program. Workers must never delay or deny a CalFresh household's benefits due to lack of fingerprint or photo image even when attached to a CalWORKs application.

**Other Programs Impact**

No impact for Medi-Cal. Impacts for CalWORKs and GR as stated above.

**Operational Impact**

No impact.

**ACCESS Impact**

ACCESS agents will make sure regulations are applied correctly when inquiries are received.

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Quality  
Assurance (QA)  
Impact

QA will cite the appropriate error when the instructions in the Program Guide are not followed or are followed incorrectly.

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Manager  
Approval



**SYLVIA MELENA**, Assistant Deputy Director  
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Strategic Planning & Operational Support

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