

90-150.1. IDENTIFICATION

A. General

This section provides information on the identification requirements for the GR Program.

B. Policy

No aid shall be provided under the GR Program to any person without a valid form of acceptable proof of identification and completion of fingerprinting/photographing. See GRPG [90-170.2](#) regarding the fingerprinting/photographing requirements. It is the applicant's responsibility to provide acceptable proof of his/her identity.

When a parent is applying for an MFG child in a zero-grant CalWORKs case, the parent must provide a valid form of acceptable proof of identification and completion of fingerprinting/photographing.

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C. Acceptable Identity Documents

Acceptable identity documents shall be considered acceptable proof of identification along with completion of fingerprinting and photographing, unless there are obvious discrepancies that cannot be clarified by the applicant/recipient. Generally, these forms of identification must include a photograph or a physical description of the applicant/recipient. Applicants/recipients must provide one form of identification. Acceptable documents are:

- California Driver's License
- California DMV Identification Card
- Other State's Driver's License (with photo or physical description)
- U.S. Military identification card with photograph or physical description
- U.S. Passport
- CIS documents with photographs, whether current or expired (for example, I-551). Note: Expired documents are sufficient for identification, but may not be acceptable for verification of alien status
- Department of Corrections Inmate ID Card
- Birth certificate (for MFG children aided in the GR Program)

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D. Other Evidence of Identification

When the applicant/recipient does not have acceptable proof as previously described, other evidence may be acceptable for 60 days upon approval by the Supervisor. Actual ID must be documented for the case file within 60 days. Other evidence may include:

- Contact with the applicant's/recipient's immediate family members (Telephone verification shall be limited to San Diego County). Information must be documented on Form 11-14 HHS, Third Party Verification ([Appendix A](#)).
- Contact or documents from law enforcement officials, including probation and parole officers.
- Information contained in a prior cash or employment case record, which would either tend to identify the applicant/recipient or indicate that the applicant is thoroughly familiar with the details of the prior case. (Examples: Applicant can identify prior address, aliases, birth place, SSN, parents, all of which are consistent with his/her current statements.
- A preponderance of other identifying documents and information.

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E. Unacceptable Documents

The following documents, submitted as proof of identification, are not acceptable. Generally, these documents lack reliability because they provide no means of identifying the holder of such items (i.e., they lack a physical description or photograph.).

- Baptismal Certificate
- Check Cashing Card
- Credit Card
- Membership Card
- MTS Travel Transit ID
- Social Security card
- Student ID card (without a photo)
- Voting Stub

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F. Resources to Obtain Identification

Each GR FRC shall maintain a supply of envelopes, plain stationery, stamps, and stamped return envelopes to assist GR applicants/recipients in obtaining adequate identification. These supplies shall be used only to attempt to obtain identification.

G. Documenta- tion

Proof of identification must be clearly documented in the case record as follows:

- Information recorded on the Statement of Facts;
- Images of documents recorded in the case record;
- Information recorded on Form 07-104 HHSA, Summary of Information from Evidence Viewed ([Appendix B](#));
- Information received from third party recorded on Form 11-14 HHSA, Third Party Verification; or
- Documentation of actions taken regarding fingerprinting/photographing recorded on CSF 55, SFIS Referral.

Documentation recorded must be specific. Statements such as “Viewed Driver’s License” are not acceptable. The documentation shall include the necessary detail, such as “Viewed California Driver’s License (CDL), number A1234567, issued 2/17/99, to Billy Jones, born 3/12/42.”

[Appendix C](#) provides an Identification Desk Aid that staff may reference when determining if ID is acceptable and if additional forms of ID are required.
