

90-170.2. FINGERPRINTING AND PHOTOGRAPHING

A. General This section provides the policy for the fingerprinting and photographing requirement for the GR Program.

B. Background The Statewide Fingerprint Imaging System (SFIS) provides a statewide database of stored fingerprint images and photos of all specified adult and minor parent applicants/recipients of CalWORKs and GR benefits. 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. With SFIS in place, applicants/recipients of aid for the participating programs are unable to establish a duplicate case anywhere in California.

[GRPG Letter 65 \(6/11\)](#)

C. Policy All adult GR applicants/recipients will be required to provide two fingerprint images and a photo image as a condition of eligibility. All images must be taken by SFIS.

D. Participation Requirements All adult applicants/recipients, 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 as a condition of eligibility. Note: The SSI spouse of an applicant/recipient is not required to be fingerprint/photo imaged.

E. Permanent Exemption Persons missing all ten fingers shall be permanently excused from fingerprint imaging. However, a photo image will be taken as part of the normal SFIS process.

F. Temporary Exemptions Certain persons may be temporarily excused from fingerprint imaging for a period of not more than 60 days. These include:

- Persons with hands bandaged so as to preclude fingerprint imaging. A photo image will be taken as part of the normal SFIS process.
- Persons with other medically verified physical conditions that preclude them from coming into the FRC for fingerprint/photo imaging. In addition to fingerprint imaging, photo imaging will also be excused.

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**G.
Exemption
Documenta-
tion**

Documentation of a temporary exemption shall include, but not be limited to:

- Doctor's statement verifying inability to travel due to illness and length of disability; or
- Emergency room documents containing verification of hand/finger injury.

The worker shall take the actions in the table below.

| Step | Action |
|-------------|---|
| 1 | Enter a Case Comment stating the reason for the exemption. |
| 2 | Image the documentation in the case file. |
| 3 | Give the applicant/recipient an appointment to return for SFIS processing within 60 days from the date of the initial SFIS appointment. |
| 4 | Set a Case Alert for follow-up. |

**H.
Severely
Disabled**

The SFIS requirement is waived for homebound applicants/recipients and those who have a medically verified physical condition that renders them unable to comply with SFIS requirements.

**I.
Religion**

The entire GR case will be denied or discontinued for failure to cooperate with SFIS requirements if an applicant/recipient refuses to be fingerprinted/photo imaged for any reason, including religion.

**J.
Nails**

If the length and curvature of an applicant's/recipient's fingernails preclude fingerprint imaging, the applicant/recipient must trim the nails of the fingers to be fingerprint imaged so as to achieve a good quality fingerprint. Failure to comply will result in denial or discontinuance of the entire GR case.

**K.
Veils**

If an applicant/recipient wears a veil for religious reasons and is never seen in public without the veil, the applicant/recipient may wear the veil for photo imaging. Photo imaging is secondary in importance to fingerprint imaging.
