

October 27, 2000

**GENERAL RELIEF PROGRAM GUIDE LETTER NO. 23**

**SUBJECT: REVISED CHAPTER 90-150, IDENTIFICATION**

Effective Date: Upon Receipt

**1. Purpose**

This letter is to issue the revised chapter on identification requirements.

**2. Background**

The General Relief identification chapter has been reformatted to reflect changes that have occurred to the identification requirements based on applicable policy inquiries, Special Notices and other clarifications.

**3. Changes**

Table of contents	Reformatted with Appendix B, C and D added
90-150	Policy change requiring only one form of identification if fingerprint/photographing done.
90-151	Changes in Categories 1 and 2 identification requirements with fingerprinting/photographing.
90-152	Reformatted
Appendices B, C and D	Added

**4. Automation Changes**

None

**5. Forms Impact**

- Form 07-104 HHSA (Rev. 9/00) was revised with minor changes.
- Form 11-14 HHSA (Rev. 9/00) was reformatted, renamed Third Party Verification and case filing instructions were added.
- Form HHSA 16-79 Statewide Fingerprint Imaging Informing/Appointment Notice is a State form, which was initiated in May of 2000 with the new fingerprint imaging system. (This form was revised in October of 2000.)

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**6. Appeals/Quality Control Impact (QC)**

Desk audit staff will cite cases ineligible without valid identification documentation in the review month. All aid received in the ineligible month will be considered an overpayment in the amount received.

**7. Filing Instructions**

<b>Remove:</b>	<b>Replace with:</b>
90-150 pages 1-5	90-150 pages 1-6
90-150 Appendix A	90-150 Appendices A, B, C and D

General Relief Special Notices 96-34 and 99-05 become obsolete upon receipt of this Special Notice.

ORIGINAL SIGNED BY:

DIANA FRANCIS, Assistant Deputy Director  
Policy and Program Support Division

Attachments  
DF:LJ:BP:dr