



FAMILY INDEPENDENCE ADMINISTRATION

Matthew Brune, Executive Deputy Commissioner


James K. Whelan, Deputy Commissioner
Policy, Procedures, and Training

Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #12-107-OPE

(This Policy Bulletin Replaces PB #12-106-OPE)

PHOTO ID FOR SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) PARTICIPANTS

<p>Date: November 14, 2012</p>	<p>Subtopic(s): CBIC</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>See PB #12-98-OPE for the elimination of finger imaging for SNAP eligibility.</p>	<p>Revision to the Original Policy Bulletin:</p> <p>This policy bulletin is being revised to add the Script for Photo ID (Attachment A) that must be read to Supplemental Nutrition Assistance Program (SNAP) applicants to inform them of the benefits of having a Common Benefit Identification Card (CBIC) that contains a photograph and signature.</p> <p>Purpose:</p> <p>The purpose of this policy bulletin is to inform Non Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) Center staff of the process to allow SNAP applicants who will need a new CBIC to have their photograph and signature appear on the CBIC.</p> <p>Prior to November 1, 2012, if a SNAP applicant was determined eligible for SNAP benefits and required a new CBIC, the applicant's photograph and signature that was obtained by the AFIS operator during the finger imaging process would appear on the newly issued CBIC.</p> <p>With the elimination of finger imaging for SNAP eligibility, applicants should be encouraged to have their photograph and signature appear on their new CBIC. In order for the photograph and signature to appear on a newly issued CBIC, the applicant would need to have his/her photograph and signature obtained by the AFIS operator prior to being referred to a CBIC over-the-counter (site). For those applicants who will be mailed a new CBIC, the photograph and signature must be obtained prior to the SNAP case being activated.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

Read the applicant the script in **Attachment A**.

SNAP applicants who apply in-person at a SNAP Center

For applicants who apply for SNAP benefits at a SNAP Center and do not already have a CBIC, the SNAP Worker must read the applicant the Script for Photo ID in **Attachment A** of the procedure.

For an applicant who does not already have a CBIC and wants to have his/her photograph and signature appear on the CBIC (which will be issued if the applicant is determined eligible for SNAP benefits), the SNAP Worker should refer the applicant to the AFIS operator with a completed Photo Identification for Supplemental Nutrition Assistance Program (SNAP) / Finger Imaging for Cash Assistance Notice (**W-519**) after the completion of the interview. The SNAP Worker must check the box on the bottom of page 2 of the **W-519** that states Photograph and Signature Only for Medicaid or SNAP Applicants/Participants.

As the November 2, 2012 revised version of the **W-519** is not currently available in SNAP POS, the SNAP Worker must manually obtain and complete the **W-519**. Staff will be instructed when the recently revised **W-519** will be available in SNAP POS.

Individuals who apply for SNAP benefits at a SNAP Center after 5:00 PM or anytime on Saturdays must be informed that in order to have a photograph and signature appear on the CBIC, he/she must return to the NCA SNAP Center during the hours of 9:00 AM to 5:00 PM on Monday to Friday.

SNAP applicants who do not apply at a SNAP Center

For applicants who do not apply at a SNAP Center and do not already have a CBIC, the SNAP Worker must read the applicant the Script for Photo ID in **Attachment A** of the procedure. The SNAP Worker must inform the applicant that if he/she wants his/her photograph and signature to appear on the CBIC, he/she must come in to the SNAP Center and inform the Front Door Receptionist (FDR) that he/she would like a referral to the AFIS operator to have a photograph and signature taken.

The FDR will refer the applicant to the Customer Service Information Center (CSIC) or Reception (in a non-model Center) who will issue the applicant the **W-519** to refer him/her to the AFIS operator.

Note: A SNAP applicant who needs a new CBIC has two options: a CBIC with the applicant's photograph and signature or a CBIC with neither.

Issuance of CBIC

The process of issuing applicants who need a new CBIC and participants with active cases needing a replacement CBIC is not changed. Please see PB #09-83-OPE for the process of referring individuals who need a new CBIC to the CBIC Over-the-Counter (OTC) site and PB #12-60-OPE for the process of referring participants with active cases who need a replacement card to the Centralized CBIC Referral Unit.

SNAP applicants who need a new CBIC that do not have a photograph and signature obtained by the AFIS operator, will be issued a CBIC without a photograph and signature.

SNAP participants who have a CBIC without a photograph and signature who would like to have his/her photograph and signature on the CBIC must be given a completed **W-519** to bring to the AFIS operator in their SNAP Center. After the SNAP participant has had his/her photograph and signature obtained, he/she should be referred for a replacement CBIC.

Effective Immediately


Related Items:

[PB #09-83-OPE](#)

[PB #12-60-OPE](#)

Attachments:

Attachment A	Script for Photo ID
W-519	Photo Identification for Supplemental Nutrition Assistance Program (SNAP) / Finger Imaging for Cash Assistance Notice (Rev. 11/2/12)
W-519 (S)	Photo Identification for Supplemental Nutrition Assistance Program (SNAP) / Finger Imaging for Cash Assistance Notice (Spanish) (Rev. 11/2/12)

 Please use Print on Demand to obtain copies of forms.

Attachment A

Script for Photo ID

Did you know that you can get a government issued photo ID which you may use to access your Supplemental Nutrition Assistance Program (SNAP) benefits? Having a CBIC card with your photo and signature protects your SNAP benefits card against potential fraudulent use, and assists you when applying for other government services, accessing recreational facilities, and opening bank accounts.

It will only take a few minutes to have the photo and signature included on your CBIC .

SAMPLE

Date: _____

Case Number: _____

Applicant/Participant Name: _____

Center: _____

Photo Identification for Supplemental Nutrition Assistance Program (SNAP) / Finger Imaging for Cash Assistance Notice

Supplemental Nutrition Assistance Program (SNAP)

If you are applying for or are in receipt of SNAP benefits and are in need of a photo identification card, you will be sent to the AFIS operator for a photograph only. The photograph will appear on your Common Benefit Identification Card (CBIC). This is the card you use to redeem your benefits.

Cash Assistance Program

If you are applying for or receiving regular or emergency Cash Assistance and you are an adult (18 years of age or older) or you are the head of household, you must enroll in the Automated Finger Imaging System (AFIS) to be finger imaged. This information will be compared with other active computer files in order to assist in determining your household's eligibility for assistance and to prevent duplicate participation. If you are an adult applying for/receiving Medicaid benefits and your Medical Assistance Identification card must contain a photo image, you are required to enroll in AFIS in order to have your photograph taken only. Family Health Plus and Family Planning Benefit applicants/participants are exempt from all AFIS requirements. Please bring identification with you to the Finger Imaging Unit.

AFIS will capture your finger images and take your photograph quickly and easily. These images and photographs will be stored and matched against those of other applicants/participants. At the same time that we finger image you, we will record your signature electronically so that we can issue you a Common Benefit Identification Card (CBIC). You will need this card to redeem your benefits.

The following individuals are exempt from finger imaging:

- Supplemental Nutrition Assistance Program Applicants/Participants
- Individuals who are not applying for or receiving Cash Assistance and who are not legally responsible for any other household member who is applying for or receiving Cash Assistance.
- Individuals physically unable to comply with this requirement because of an injury or disability. However, if the condition is temporary, an appointment to return for finger imaging must be made.
- Applicants/Participants under 18 years of age unless they are the head of household.
- SSI recipients who are applying for a one-shot deal Emergency Assistance to Adults (EAA) grant (only if all members of the household are in receipt of SSI).
- Congregate Care Facility residents.
- Homebound applicants/participants.

Failure to comply with the finger imaging requirement will result in a Cash Assistance case denial/closing. Failure to comply with finger imaging will not affect your eligibility for Supplemental Nutrition Assistance Program (SNAP) benefits.

Cash Assistance Only

- I am exempt from finger imaging because I meet one of the exemption criteria mentioned on **page 1**.
- I do **not** agree to be finger imaged. I am applying/seeking recertification for Cash Assistance and realize that, by not agreeing to be finger imaged, I will become ineligible and my case will be rejected or closed as appropriate.

Click here to insert a picture

Applicant's/Participant's Signature

Date

Report to Finger Imaging Unit, ____ Floor Appointment Date: _____ Time: _____ AM PM
Applicant/Participant Name: _____ Social Security Number: _____
Registry Number/Case Number: _____ DOB: _____ CIN: _____
Sex: Male Female

SAMPLE

Instructions to the AFIS Operator

- Finger Imaging Referral** Applicant Participant **Case Type:** _____
- Job Center Number: _____
- Worker's Name: _____ Worker's Telephone Number: _____
- Finger Image, Photograph, and Signature
 - Applicant/Participant imaged under CIN _____ please transfer to CIN _____
To transfer an AFIS image from one CIN to another, you must contact the HRA AFIS Helpdesk and provide them with the CIN the applicant/participant is imaged under and the CIN the image should be transferred to. (Complete a Finger-Imaging Routing Slip [W-519C] and place it in the designated basket to be returned to the Worker.)
 - Photograph and Signature Only (Payee Only CA Applicants/Participants)
 - Identification Only (Please verify identity)

Photo Identification - SNAP and Medicaid only

Photograph and Signature Only for Medicaid or SNAP Applicants/Participants

Fecha: _____

Número del Caso: _____

Nombre del Solicitante/Participante: _____

Centro: _____

Aviso de Identificación con Foto para Impresiones Digitales para Asistencia en Efectivo/el Programa de Asistencia de Nutrición Suplementaria (SNAP)

Programa de Asistencia de Nutrición Suplementaria (SNAP)

Si usted está presentando solicitud o recibe beneficios de SNAP y necesita una tarjeta de identificación con fotografía, se le enviará al encargado de AFIS sólo para una fotografía. La foto aparecerá en su Tarjeta de Identificación de Beneficios Comunes (CBIC). Esa es la tarjeta que usted debe usar para cobrar sus beneficios.

Programa de Asistencia en Efectivo

Si usted está solicitando o recibiendo los beneficios normales o de emergencia de Asistencia en Efectivo, y si es un adulto (de 18 años de edad o más) o jefe del hogar, debe inscribirse en el Sistema Automatizado de Impresión Digital (Automated Finger Imaging System – AFIS) para que le tomen las impresiones digitales. Esta información será comparada con otros expedientes computarizados activos para poder determinar si su hogar es elegible para asistencia y también para evitar la participación duplicada. Si usted es un adulto que está solicitando o recibiendo los beneficios del Medicaid y su tarjeta de Identificación de Asistencia del Medicaid debe tener una fotografía, se requiere que usted se inscriba en el AFIS para que solamente le tomen su fotografía. Los solicitantes/participantes de Family Health Plus y Family Planning Benefit están exentos de todos los requisitos de AFIS. Por favor traiga con usted una prueba de identificación a la Unidad de Impresiones Digitales (Finger Imaging Unit).

El Sistema Automatizado de Impresión Digital captará sus impresiones digitales y le tomará su foto de forma rápida y fácil. Estas impresiones digitales y fotografías serán archivadas y comparadas con las de otros solicitantes/participantes. Al tomar sus impresiones digitales, registraremos electrónicamente su firma de manera que podamos asignarle una Tarjeta de Identificación de Beneficios en Común (Common Benefit Identification Card – CBIC). Usted necesitará esta tarjeta para obtener sus beneficios.

Las siguientes personas están exentas de impresiones digitales:

- solicitantes/participantes de SNAP
- las personas quienes no estén solicitando o recibiendo Asistencia en Efectivo y quienes no sean legalmente responsables por cualquier otro miembro del hogar quien esté solicitando o recibiendo Asistencia en Efectivo.
- las personas quienes físicamente no puedan cumplir este requisito debido a una lesión o incapacidad. No obstante, si esta condición es temporaria, es preciso programar una cita de vuelta para la toma de imágenes digitales.
- los solicitantes/participantes menores de 18 años de edad, a menos que sean beneficiarios de sus propios casos o sufijos.
- las personas que reciben SSI y que están solicitando la negociación, de una vez, de una subvención del Hogar de Asistencia de Emergencia para Adultos (Emergency Assistance to Adults – EAA) (sólo si todos los miembros del hogar reciben SSI).
- los residentes de un Local de Cuidado Colectivo.
- los solicitantes/participantes confinados al hogar.

El incumplimiento del requisito de imágenes digitales resultará en el cierre o rechazo de su caso de Asistencia en Efectivo. El incumplimiento de las imágenes digitales no afectará su elegibilidad para el Programa de Asistencia de Nutrición Suplementaria (SNAP).

Sólo Asistencia en Efectivo

- Estoy exento(a) de tomarme impresiones digitales, porque cumpla uno de los criterios de exención en la **página 1**.
- No** estoy de acuerdo con que se me tomen mis impresiones digitales. Estoy solicitando/buscando la recertificación de la Asistencia en Efectivo, y al no consentir a que se me tomen impresiones digitales, renuncio a mi elegibilidad y mi caso será rechazado o cerrado si se estima pertinente.

Firma del Solicitante/Participante

Fecha

Preséntese a la Unidad de Impresiones Digitales, _____ Piso Fecha de la Cita: _____

Hora: _____ AM PM

Nombre del Solicitante/Participante: _____ Número de Seguro Social: _____

Número de Registro/Número del Caso: _____ Fecha de Nacimiento: _____ CIN: _____

Sexo: Masculino Femenino

Instructions to the AFIS Operator

Finger Imaging Referral Applicant Participant **Case Type:** _____

Job Center Number: _____

Worker's Name: _____ Worker's Telephone Number: _____

Finger Image, Photograph, and Signature

Applicant/Participant imaged under CIN _____ please transfer to CIN _____
To transfer an AFIS image from one CIN to another, you must contact the HRA AFIS Helpdesk and provide them with the CIN the applicant/participant is imaged under and the CIN the image should be transferred to. (Complete a Finger-Imaging Routing Slip **[W-519C]** and place it in the designated basket to be returned to the Worker.)

Photograph and Signature Only (Payee Only CA Applicants/Participants)

Identification Only (Please verify identity)

Identificación con Foto – Sólo para SNAP y Medicaid

Fotografía y Firma Sólo para Solicitantes/Participantes de Medicaid o SNAP