



# FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner




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

Lisa C. Fitzpatrick, Assistant Deputy Commissioner  
Office of Procedures

## POLICY BULLETIN #04-186-OPE

### VERIFICATION OF IDENTITY FOR FOOD STAMP PURPOSES

<b>Date:</b> October 27, 2004	<b>Subtopic(s):</b> Food Stamps
<p>  This procedure can now be accessed on the FIAweb.         </p>	<p>The purpose of this policy bulletin is to provide staff with a clearance regarding verification of identity for Food Stamp (FS) purposes.</p> <p>As a condition of eligibility for food stamps, applicants must verify their identity before any FS benefits can be issued.</p> <p>In circumstances where a reapplicant is deemed eligible for FS benefits under the Expedited Food Stamp Service (EFS) criteria but lacks verification of identity and all possible efforts to verify his/her identity through alternative methods fail, Workers may use an Automated Finger Imaging System (AFIS) match to verify the applicant's identity. In these instances, all efforts made to verify identity must be clearly annotated in the record.</p> <p>Before approving the release of FS benefits, Supervisors are responsible for ensuring that all alternative methods for verifying identity have been explored and properly documented in the case record.</p> <p>For those applicants who are eligible for EFS criteria but whose identity cannot be verified, Workers must prepare the Notice of Denial of Expedited Food Stamp Processing or Inability to Issue Food Stamp Benefits (<b>M-40k</b>) indicating the reason for the nonissuance of Food Stamp Benefits.</p> <p><i>Effective Immediately</i></p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call (718) 557-1313 then press 2 at the prompt followed by 765 or  
send an e-mail to *FIA Call Center*

**Reference:**

18 NYCRR 387.8 (a) (3)

**Related Item:**

PB #04-185-OPE