

OFFICE OF POLICY, PROCEDURES, AND TRAINING

POLICY BULLETIN # 22-94-OPE

(This Policy Bulletin Replaces PB #22-89-OPE)

REVISION TO IDNYC IDENTIFY VERIFICATION AND ATTESTATION FORM AT BENEFITS ACCESS CENTERS (BAC) AND SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) CENTERS

Date: December 29, 2022	Subtopic(s): IDNYC, WMS
	<p>Revisions to the Original Policy Bulletin</p> <p>This policy bulletin is being revised to inform staff of the following:</p> <ul style="list-style-type: none"> • IDNYC Enrollment Centers will only accept certain types of photo ID for the proof of identity requirement. If an IDNYC applicant comes to a Benefits Access Center (BAC) or Supplemental Nutrition Assistance Program (SNAP) Center with their own photo ID, staff must refer the applicant to the IDNYC Applicant Document Guide (IDNYC-1c). The applicant may then determine if their photo ID is acceptable to submit at an IDNYC Enrollment Center. • IDNYC will accept the Letter for Current HRA Clients Lacking Photo ID (IDNYC-23) as a 1-point document to establish 1 point of identity and 1 point of residency (if provided). • The IDNYC-23 must be submitted within 60 days of being issued. <p>Purpose</p> <p>The purpose of this policy bulletin is to inform Family Independence Administration (FIA) staff that Benefits Access Centers (BAC) and Supplemental Nutrition Assistance Program (SNAP) Centers are now able to assist applicants/participants with the IDNYC identity verification and proof of residency requirement for individuals without photo ID who have an active Welfare Management System (WMS) case. This policy bulletin provides instructions to Customer Service Information Center (CSIC) staff at BACs and SNAP Centers on how to verify an applicant/participant's identity for the purposes of IDNYC eligibility.</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

Background

IDNYC is an identification card for all New York City (NYC) residents ages 10 and older, from all five boroughs, regardless of immigration status. IDNYC provides access to a variety of services and programs offered by NYC.

IDNYC is a recognized ID for interacting with the New York Police Department (NYPD), gaining access to all NYC buildings that provide services to the public, qualifying for affordable housing through NYC Housing Connect, proving identity for employment, and health benefits. Additionally, IDNYC can be used as a public library card, to access a child's immunization records, and to open a bank account at certain financial institutions.

Individuals who apply for an IDNYC card are required to provide IDNYC Enrollment Centers with proof of identity and New York City residency.

Procedure

Verifying Identity for an IDNYC Card

If an IDNYC applicant has an active WMS case and does not have photo ID, they are now able to go to a BAC or SNAP Center for identity verification and proof of residency (if provided) in support of their application for an IDNYC card.

CSIC staff must assist the individual and use the following methods to verify their identity:

- Look in the OneViewer for photo ID submitted during the applicant/participant's application. Staff must compare the photo in the OneViewer to the face of the applicant/participant. If the photo matches the applicant/participant, staff must accept that as confirmed identity.
- If there is no photo in the OneViewer, staff must look in the OneViewer for a document containing the applicant/participant's signature. Staff must ask the applicant/participant for their signature and then compare the two signatures. If the signatures match, staff must accept that as confirmed identity.

- If no photo ID or signed documents submitted at the time of application are in the OneViewer, staff must ask the individual to provide the following case information and compare it to the information in WMS:
 - First Name, Middle Initial (if they have one), and Last Name
 - Social Security Number (if not already provided to do the case search)
 - Date of Birth
 - Current Address (if they have one)
 - First Name and Last Name of another household member (if applicable)

If the applicant/participant provides the correct information, staff must accept that as confirmed identity.

Staff/Supervisors/Managers may generate, complete, and sign the Letter for Current HRA Clients Lacking Photo ID (**IDNYC-23**) form once they have successfully verified the following:

- The IDNYC applicant has an active WMS case; and
- DSS/HRA systems have been reviewed to determine that a letter is justified; and
- Sufficient information is found in DSS/HRA systems.

The **IDNYC-23** will serve as proof of identity, photo, and date of birth. If a residential address is provided on the **IDNYC-23**, the form will also serve as proof of residency.

The completed **IDNYC-23** and a printout of the WMS “22 screen” must be placed in a sealed envelope and signed across the seal. Staff will provide the IDNYC applicant with the sealed envelope and inform them that they must visit an IDNYC Enrollment Center to complete the application process for an IDNYC card. Additionally, staff must inform the applicant that they must submit the **IDNYC-23** within 60 days of it being issued

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IDNYC will examine the envelope to ensure it has not been tampered with and will accept the **IDNYC-23** as a 1-point document to establish 1 point of identity and 1 point of residency (if provided).

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Note: If an IDNYC applicant brings an IDNYC-accepted photo ID with them to a BAC or SNAP Center, staff must not complete the **IDNYC-23**. In these situations, staff must inform the individual that the IDNYC Enrollment Center may accept their photo ID as proof of identity for their IDNYC application. Please refer applicants to the IDNYC Applicant Document Guide (**IDNYC-1c**) for a list of documents that are accepted by IDNYC.

Effective Immediately

Attachments:

IDNYC-1c
IDNYC-23

IDNYC Applicant Document Guide
Letter for Current HRA Clients Lacking Photo ID



IDNYC Applicant Document Guide



You must meet the following criteria to apply for an IDNYC card:

1. At least 4 points of documents with at least 3 points proving identity and at least 1 point proving residency in NYC.
2. At least 1 of the documents submitted must have a photo, unless applicant is accompanied by a caretaker.
3. At least 1 of the documents submitted must include date of birth.
4. Applicants must be at least 10 years old to apply for an IDNYC card. Applicants ages 10 - 13 must be accompanied by a caretaker who will sign the application on their behalf. For more information, please refer to the caretaker section on page 2 of this document.

No expired documents will be accepted unless specifically mentioned below.

Only original documents and copies certified by the issuing agency will be accepted; laminated documents will be accepted only if they were originally issued in a laminated state.

YOU CAN USE THE DOCUMENTS LISTED BELOW TO APPLY FOR YOUR IDNYC CARD.
DOCUMENTS WITH AN ASTERISK (*) ARE ACCEPTED AS PROOF OF DATE OF BIRTH.
FOR MORE INFORMATION, VISIT THE IDNYC WEBSITE AT WWW.NYC.GOV/IDNYC.
FOR APPLICATION INSTRUCTIONS PLEASE SEE THE BACK OF THE IDNYC APPLICATION.

Four (4) Point Documents - Proof of Identity & Residency

- NYS DMV Driver License, Learner Permit, or Non-Driver ID Card with current NYC address. An expired NYS DMV license/permit/ID will be accepted if presented with an unexpired DMV interim license/permit/ID bearing the same ID number.*
- U.S. Department of State Driver License or Non-Driver ID card with current NYC address*
- IDNYC card with current home address*
- NYC Police Department (NYPD) Restricted Handgun License with current NYC address*
- IDNYC Middle School Card application signed by caretaker presented at school enrollment and verified by DOE

Three (3) Point Documents - Proof of Identity

- U.S. Passport or U.S. Passport Card*
- Foreign passport (machine readable)*
- U.S. State Driver License or Learner Permit photo ID*
- U.S. State ID card*
- U.S. Permanent Resident Card (Green Card)*
- Certificate of U.S. Citizenship/Naturalization*
- U.S. Merchant Mariner Credential*
- U.S. Department of State Driver License or Non-Driver ID card without current home address*
- NYS Department of Corrections and Community Supervision (DOCCS) Released Offender ID card (dated within 1 year)*
- NYS Unified Court System Attorney Secure Pass ID card*
- Common Access Card (for active duty, retiree, or reservist military personnel)*
- Current U.S. Work Permit*
- U.S. Tribal ID*
- NYS Electronic Benefit Transfer (EBT) card/CBIC with photo*
- IDNYC card without current home address*

Two (2) Point Documents - Proof of Identity

- Foreign passport (not machine readable)*
- Expired U.S. Passport or Passport Card (up to 3 years expired; machine readable)*
- Expired foreign passport (up to 3 years expired; machine readable)*
- Consular ID card*
- U.S. Veteran ID Card issued by the VA
- U.S. Veteran Health ID Card issued by the VA
- U.S. federal, state, or local government employee ID
- U.S. birth certificate*
- Visa issued by U.S. State Department*
- Foreign Driver License (machine readable)*
- Foreign national ID card (machine readable)*
- Social Security Card
- Expired IDNYC card - with or without current address (more than 6 months and less than 3 years after expiration date)

cont... Two (2) Point Documents - Proof of Identity

- U.S. ITIN Assignment Letter
- U.S. Uniformed Services ID*
- NYS Education Department Professional ID card
- NYC Summer Youth Employment Program (SYEP) Verification Form (also proves residency)*
- I-94 Form issued by U.S. Department of Homeland Security with photo and fingerprint and date of birth*
- NYS DMV Interim Driver License, Learner Permit, or Non-Driver ID card*
- Approval Notice on Form I-797, I-797A, I-797B or I-797D issued by U.S. Citizenship and Immigration Services (USCIS)
- NYC DOE Student Verification Form; caretaker is present

One (1) Point Documents - Proof of Identity

- Foreign national ID card (not machine readable)*
- Foreign birth certificate*
- Foreign military photo ID card*
- Foreign Driver License (not machine readable)*
- Educational institution ID card: middle school, high school, university, college, and post-secondary school*
- NYC Department of Education (DOE) Student Verification Form (also proves residency); must be presented with student ID if student is not accompanied by a caretaker.*
- Diploma from a U.S. high school, high school equivalency program, or U.S. post-secondary school, college, or university
- U.S. school transcript from high school or post-secondary school, college, or university
- NYS EBT card without photo*
- NYC SYEP ID card
- U.S. union photo ID
- Employee, consultant, or board member ID card from organization located in U.S. including clergy ID
- Marriage, civil union, domestic partnership or divorce certificate*
- MTA MetroCard for seniors and people with disabilities
- MTA Access-A-Ride ID card
- NYC Parks and Recreation Center Adult, Young Adult, Senior, or Veteran Membership card
- U.S. voter registration card
- U.S. Selective Service Registration card*
- Medicare card
- U.S. ITIN card
- Your child's U.S. birth certificate (must list applicant as parent)*
- NYS OMH facility photo ID card.

One (1) Point Documents - Proof of Residency

- Cable, phone, or utility bill or statement (dated within 60 days)
- Current residential property lease or sublease
- Local property tax statement (dated within 1 year)
- Property mortgage payment receipt (dated within 60 days)
- Banking, financial or credit card account bill, statement or notice (dated within 60 days). Must include account or customer ID number.
- Employment pay stub (dated within 60 days)
- Statement, bill, or record from a health institution (dated within 1 year). Must include an account or patient ID number.
- Jury summons or court order issued by NYS (including NYC courts) or federal court (dated within 60 days)
- IRS Forms W-2, 1099-MISC, 1095-A, 1095-B, and 1095-C (accepted through April 15 of the year following the tax year on the form)
- Tax return with proof of filing (dated within 1 year of filing date)
- Letter or document issued by the IRS, or the NYS Department of Taxation and Finance (DTF) (dated within 1 year)
- Insurance bill, statement, or record (homeowner's, life, renter's, automobile, health insurance; dated within 60 days)
- Letter from NYCHA (dated within 60 days)
- NYCHA Lease Addendum and Rent Notice (dated within 1 year)
- USPS Change of Address confirmation (dated within 60 days)
- NYC HPD Section 8 Rent Breakdown form (dated within 1 year)
- NYC HRA Case Composition Summary Report (dated within 60 days)
- NYS OMH facility inpatient photo ID card.
- "Verification of Release" form issued by the U.S. HHS/ORR (dated within 1 year)
- U.S. Immigration and Customs Enforcement (ICE) Order of Supervision (dated within 1 year)
- NYS DMV Interim Driver License, Learner Permit, or Non-Driver ID card
- Notice of Decision or Determination (NOD) of Developmental Disability issued by NYS OPWDD (dated within 1 year)
- Residency confirmation letter for United Nations (UN) diplomats and their families (dated within 60 days)
- Letter for parent/guardian of student enrolled in Head Start Early Learn, or any NYC DOE school (dated within 60 days). The applicant must provide proof of relationship to the student.
- Letter for student enrolled in a private or parochial school (dated within 60 days). Applicant must provide school ID.
- NYC DOE Student Verification Form (available at DOE schools). Student must present school ID, or enroll with a caretaker.*
- SYEP Verification Form
- Letter from homeless shelter in NYC (stating that applicant has stayed at the shelter for 15 days and the shelter allows residents to remain for more than 30 days). (Dated within 60 days)
- University Housing Agreement for applicants who live in school housing. Applicant must present school photo ID. Must be currently in effect.
- Letter from College or University Administrator stating applicant resides in school housing and receives mail at a different school location. Applicant must present school photo ID. (Must be dated within 60 days) Address on the card will be "Care-of" the school.

Spouses and Domestic Partners: Applicants who are unable to provide a residency document with their own name, may present one with their spouse or domestic partner's name; and either (1) a certificate of marriage, civil union, or domestic partnership, or (2) a child's birth certificate naming both the applicant and the spouse or domestic partner as parents. The applicant must also present an attestation signed by the spouse or domestic partner stating that they reside together.

One (1) Point Documents - Proof of Residency for applicants without a home address or survivors of domestic violence

- "Care-of Letter" Issued by nonprofit organization or religious institution in NYC serving homeless individuals or survivors of domestic violence. Entity must currently receive City funding. Letter must indicate applicant has received services from the entity for past 60 days and may use entity's address for mailing purposes (dated within 14 days). Address on card will be "Care-of" the organization.
- Letter from City agency, nonprofit organization, or religious institution in NYC that provides services to homeless individuals (dated within 30 days). No address will appear on the card.

cont... One (1) Point Documents - Proof of Residency for applicants without a home address or survivors of domestic violence

- Letter from homeless shelter in NYC (must state applicant has stayed at the shelter for 15 days and the shelter allows residents to remain for more than 30 days) (dated within 60 days) Shelter address will appear on the card.
- Letter from domestic violence residential care program dated within 30 days. Card may have no address on it, or the program's P.O. box.
- Letter from City agency, nonprofit organization, or religious institution in NYC that provides services to survivors of domestic violence (dated within 30 days). No address will appear on the card.
- Letter Issued by a hospital or health clinic in NYC (dated within 30 days). No address will appear on the card.

What to Do if You Don't Have Sufficient Documentation

- You may still be able to apply for IDNYC. If you were born in New York City; receive Cash Assistance or SCRIE benefits; live in a NYCHA building; and/or you do not have a stable residence, please speak with one of our Enrollment Center staff.

Caretaker Relationship - Proof of Relationship between Caretaker and applicant

Applicant must also provide at least 2 points proving identity, including DOB. Caretaker must provide at least 3 points proving their own identity, including photo ID. Ages of applicants who can use each document are in parentheses.

- Applicant's birth certificate (21 years and under)*
- Adoption decree, certificate of adoption, or NYS DOH Report of Adoption (21 years and under)*
- Acknowledgment of Paternity form issued by NYC DOHMH, and NYS OTDA (21 years and under)*
- Letter from ACS or ACS foster care agency (21 years and under) caretaker must present ACS or agency employee ID.* Also proves residency. (dated within 60 days)*
- Certification that caretaker is a licensed foster parent; and letter from foster agency stating caretaker is applicant's foster parent. (dated within 60 days; 21 yrs and under)*. Also proves residency.
- Court Order of Paternity/Filiation (21 years and under)*
- Applicant's birth certificate and stepparent's certificate of marriage, civil union, or domestic partnership (21 years and under)*
- "Verification of Release" form issued by the U.S. HHS/ORR (21 years and under)*
- Foreign court order appointing caretaker as applicant's legal guardian (21 years and under)*
- U.S. court order appointing the caretaker as applicant's legal guardian, custodian, or conservator (any age)*
- Notice of Decision or Determination (NOD) of Developmental Disability issued by NYS OPWDD (any age)*
- Letter from a residential care facility operated, licensed, certified, or funded by NYS OPWDD, NYS OMH, NYS DOH, or NYC DOHMH. (dated within 60 days; any age) Caretaker must present employee ID. Also proves residency.
- Letter from SSA establishing the individual caretaker as the applicant's Representative Payee (dated within 1 year; any age)*
- Letter from SSA establishing an organization as the applicant's Representative Payee (dated within 1 year) AND a letter from the organization establishing the employee/representative is authorized to represent the applicant (dated within 60 days; any age) caretaker must present employee ID.
- Letter from NYS OPWDD, NYS DOH, NYS OMH, NYC DOHMH, or one of their providers (dated within 60 days; any age) caretaker must present employee ID.

Proof of Veteran Status (You Only Need One)

- DD 214: Certificate of Release or Discharge from Active Duty
- DD 2 (Retired): US Uniformed Services ID card (Retired)
- VIC/VHIC: Veteran Affairs Hospital ID card
- NGB-22: National Guard Bureau Report of Separation and Record of Service
- NYS DMV Driver License or Non-Driver ID with Veteran Designation
- IDNYC card with Veteran Designation
- Attestation from the NYC Department of Veterans' Services confirming military service
- Letter from the NYC Department of Veterans' Services confirming military service



LETTER FOR CURRENT HRA CLIENTS LACKING PHOTO ID

NOTE: This form may only be used by IDNYC applicants who (1) lack photo ID; and (2) have an active CA, SNAP, or MA case. This form must be completed, placed in a sealed envelope, and signed on the fold by a DSS/HRA worker.

Client's Name: _____

Client's Date of Birth (MM/DD/YYYY): ____/____/____

Client's Residential Address (if available): _____

DSS/HRA Center worker: _____

DSS/HRA Center Supervisor/Manager: _____

DSS/HRA Supervisor/Manager Contact Number: _____

I write on behalf of _____ (Client Name) in support of their application for an IDNYC card. The identity and residency (if listed) of the client have been verified by the agency. Please accept this verification in lieu of photo ID as proof of identity and as proof of residency (if listed) in support of the application for an IDNYC card.

By signing below, I agree that the information contained in this form has been verified.

DSS/HRA Center Supervisor/Manager Signature

____/____/____
Date signed (MM/DD/YYYY)