



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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EDMUND G. BROWN JR.  
GOVERNOR

October 2, 2012

ALL COUNTY LETTER NO.12-47

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY SFIS COORDINATORS  
ALL COUNTY CALWORKS SPECIALISTS  
ALL COUNTY CALFRESH COORDINATORS

SUBJECT: REVISIONS TO THE STATEWIDE FINGERPRINT IMAGING  
SYSTEM (SFIS) BROCHURE (PUB 337)

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

Effective January 1, 2012, CalFresh applicants and recipients are no longer required to be fingerprint and photo imaged as a condition of benefit issuance. Welfare and Institutions Code section 10830 was amended to remove the CalFresh requirement but continues to require applicants and recipients of the California Work Opportunity and Responsibility to Kids (CalWORKs) program to be fingerprinted and photo imaged. As a result of this policy change, the SFIS brochure has been revised to remove all references to CalFresh. The brochure has also been revised to improve readability. Counties are instructed to use the new version immediately and destroy all prior versions of the brochure.

In addition, pending issuance by CDSS of the revised SAWS 2A, counties are authorized to revise the SAWS 2A, page 2, to remove the strikeout language seen below:

All eligible adult household members for cash aid ~~and/or CalFresh benefits~~ must be fingerprint/photo imaged.

CAMERA-READY COPIES AND TRANSLATIONS

For camera-ready copies in English, contact the Forms Management Unit at [fmudss@dss.ca.gov](mailto:fmudss@dss.ca.gov). If your office has internet access you may obtain these forms from the CDSS webpage at

[http://www.dss.cahwnet.gov/cdssweb/FormsandPu\\_271.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm).

When all translations are completed per MPP Section 21-115.2, including Spanish forms, they are posted on an on-going basis on our web site. Copies of the translated forms can be obtained at [http://www.dss.cahwnet.gov/cdssweb/FormsandPu\\_274.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_274.htm).

For questions on translated materials, please contact Language Services at (916) 651-8876. Until translations are available, clients who have elected to receive Spanish, Russian, Vietnamese, and written Chinese materials should be sent the GEN 1365 interpretation informing notice with a local contact number.

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Questions regarding this ACL and attached brochure should be directed to Amy Carter, Analyst, Policy Unit, Fraud Bureau at (916) 651-5006 or by email at [Amy.Carter@dss.ca.gov](mailto:Amy.Carter@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

TODD R. BLAND  
Deputy Director  
Welfare to Work Division

# Why am I being fingerprinted?

SFIS helps make sure that people don't get duplicate aid by trying to use someone else's identity. SFIS also checks to see if your fingerprint images are already in the system.



## *SFIS is confidential*

We check your fingerprint image and photo against the database of people getting aid.

We only use the information to prevent and investigate duplicate aid. SFIS is only shared with law enforcement if public assistance fraud is suspected.

# SFIS

*For Program Integrity.  
Protecting Public Funds.  
Protecting You.*



STATE OF CALIFORNIA  
HEALTH AND HUMAN SERVICES AGENCY  
DEPARTMENT OF SOCIAL SERVICES

PUB 337 (9/12)

**S**tatewide  
**F**ingerprint  
**I**maging  
**S**ystem



## ***What is SFIS?***

**SFIS**, the Statewide Fingerprint Imaging System, is a computer system and database containing fingerprint images, photographs, and case information of adults who have applied for CalWORKs or County General Assistance/General Relief.

- **SFIS is confidential.** It is used only to prevent public assistance fraud.
- SFIS is not connected to any other system or database.

## ***Who must go through the SFIS process?***

### ***If you apply for CalWORKs:***

- All adults applying for aid for themselves.
- All adults applying for aid for a child in their care.

### ***If you apply for County General Assistance/General Relief:***

- All eligible adults if your county uses SFIS for their program.

*CalFresh applicants are no longer required to go through the SFIS process because of a change in law.*

## ***What happens during the SFIS process?***

The SFIS clerk will ask you to place each index finger on an electronic scanner. The scanner takes a picture of your fingerprint. The clerk will also take your photograph and type in your name and case information.



## ***What happens to my fingerprint images?***

They are sent to the SFIS database and compared to fingerprint images of others who have also applied for aid. They are stored in the SFIS database but can only be shared with an outside agency to prevent public assistance fraud. The information cannot be used for any other reason.

## ***What if my fingerprints match fingerprints already in SFIS?***

All matches are reviewed to see if they are due to a county error or duplicate aid fraud. If due to a county error, the matter will be corrected and this will not affect your application. If the cause is related to duplicate aid fraud, your aid may be denied or discontinued. If the decision is to deny aid you will be told how to appeal the finding. Your aid will not be stopped without notice to you.

## ***What if I can't come into the office for SFIS?***

Tell the county if you have a disability or condition that prevents you from coming into the office. The county has a mobile SFIS unit, and can come to your home.

## ***What happens if I don't go through the SFIS process?***

Your application for CalWORKs will be denied. Your application for CalFresh (or Food Stamp) benefits will continue because SFIS is not required. You will receive CalFresh benefits if you meet all other eligibility rules.