

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



December 1, 2000

ALL COUNTY INFORMATION NOTICE NO. I-118-00

TO: ALL COUNTY WELFARE DIRECTORS
ALL CalWORKs PROGRAM SPECIALISTS
ALL COUNTY FOOD STAMP COORDINATORS
ALL COUNTY SFIS COORDINATORS
ALL COUNTY WELFARE FRAUD INVESTIGATORS

REASON FOR THIS TRANSMITTAL

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

SUBJECT: MAINTENANCE AND RETENTION OF STATEWIDE FINGERPRINT IMAGING SYSTEM (SFIS) CLIENT RECORDS IN COUNTY CASE FILES

RE: ALL COUNTY LETTER 00-61

This letter is to inform you of a change relating to the automatic printing of SFIS related reports. This letter also clarifies SFIS policy information provided in All County Letter (ACL) 00-61.

The SFIS system for match and other reports has been revised as follows:

- When the expected result occurs (no discrepancy exists) after input, a report with demographic data, but without any fingerprint or photo images will be generated. These reports may be maintained in the California Work Opportunity and Responsibility to Kids (CalWORKs) and Food Stamp case files.
- When an unexpected result occurs (a discrepancy exists) after input, the current report with demographics and the photo image only will still be generated. These reports will continue to require follow up and resolution and may be maintained in a confidential file until that resolution occurs.
- Once the "Match Response" is cleared in the Resolution Queue, the system will print a "Resolution Report" that will not include photo or fingerprint images. This report may be maintained in the case file.

ACL 00-61 was not intended to require counties to change the procedures they follow to resolve matches that are generated by SFIS. For example, "The Open Search Match Found Reports" and/or the "Closed Search No Match Found Reports", which indicate unexpected results (discrepancies), will contain photo images. These reports may be retained in a confidential file until the initial resolution of a match occurs. When completed, the initial resolution will distinguish potential duplicate aid cases from Administrative (non-fraud) errors.

- Any reports indicating potential duplicate aid fraud would be referred to the County's Special Investigative Unit (SIU) for appropriate follow up, attaching the report with the demographics and photo image. Do not keep the initial report in the CalWORKs and/or Food Stamp case file, but forward it with the SIU referral.
- The Administrative (non-fraud) Error reports (discrepancy match reports) shall be confidentially destroyed.

As indicated above, once the "Match Response" is cleared in the Resolution Queue, the system will print a "Resolution Report" that will not include any photo or fingerprint images. This Resolution report may be maintained in the CalWORKs and/or Food Stamp case file.

As a further clarification to ACL 00-61, any county that may have included a SFIS generated fingerprint or photo image in the CalWORKs and/or Food Stamp case file should take immediate action to remove and confidentially destroy these fingerprint/photo images. The demographic data that accompanied these fingerprint/photo images may, however, continue to be retained in the case file.

If you have any questions regarding CalWORKs related issues in this letter, please contact Elizabeth Allred, at (916) 657-3350 or CALNET 437-3350. If you have any Food Stamp program related questions, please call Sandra Pierce at (916) 653-5208 or CALNET 453-5208. If you have any Fraud program related questions, please contact Eugene Essex at (916) 263-5737 or CALNET at 435-5737.

Sincerely,

*Original document signed by
Charr Lee Metsker on 12/1/00*

CHARR LEE METSKER, Chief
Employment and Eligibility Branch

c: CWDA
CSAC