TEMPORARY LINs (ACIN 1-60-06)

The Client Identification Number (CIN) and Local Identification Number (LIN) are required to upload the fingerprint/photo imaging transaction into the Statewide Fingerprint Imaging System (SFIS). The CIN, generated and controlled by the California Department of Health Services' Statewide Client Index, is the primary identifier for individuals who have applied for public benefits (CalWORKs, Food Stamps, Medi-Cal, etc.). Many counties also assign their clients a LIN, which is generated by their local public benefit systems (CalWIN, LEADER, etc.) and is a required 14-character field in the SFIS.

Pursuant to ACIN 1-60-06, counties are encouraged to use portable SFIS workstations in their Food Stamp Outreach efforts. During an Outreach Event, it is possible that the client's CIN and/or LIN will not be available (never applied for benefits before or the CIN and/or LIN is unknown). To address a situation where the CIN in unavailable, the county may leave the CIN field blank by pressing the tab key. To address a situation where the LIN is unavailable, the county must create and enter a temporary 14-character identifier in the LIN field.   If the client's CIN and LIN are unavailable, both of the above-mentioned steps must be performed.

When back in the county office, staff performs the appropriate county file clearance functions to obtain the correct CIN and/or LIN and the transaction is subsequently edited (while processing the record/Stored Transaction in SFIS the staff replaces any blank fields or temporary values with the true values) and uploaded into the SFIS.

Please Note:
The temporary identifier entered into the LIN field should enable the SFIS operator to readily associate the captured client transaction record with the client application. (Reminder: The identifier must contain 14 characters.) One suggested methodology is the use of sequential numeric identifiers. For example, the first client imaged would be assigned 00000000000001 and the number 1 designated on the application. The second client imaged would be assigned 00000000000002 and the number 2 designated on the application.