

County of San Diego, Health and Human Services Agency (HHS)
Eligibility Policy and Procedures Guide

Reduced and No Fee DMV Identification Cards

Page

1 of 3

Issue Date:

01/01/2022

Background:

Senate Bill 1098 required the Department of Motor Vehicles (DMV) to offer a \$6.00 reduced fee Identification (ID) card to an applicant who has been identified by a governmental or non-profit agency as meeting the eligibility requirements for public assistance programs. In December 2015, Assembly Bill 1733 required the DMV to offer a no fee ID card to individuals who provide proof of homeless status.

Purpose:

The purpose of this document is to provide staff with information and instructions regarding the requirements for issuing the DMV “No Fee Identification Card Eligibility Verification” form (DL 933) and use of the updated “Reduced Fee Identification Card Eligibility Verification” form (DL 937).

Policy:

The “Reduced Fee Identification Card Eligibility Verification” form (DL 937) will only be issued to recipients under the following assistance programs:

- CalWORKs
- General Relief
- CalFresh
- California Food Assistance Program (CFAP)
- Cash Assistance Program for Immigrants (CAPI)
- Refugee Cash Assistance (RCA)
- County Medical Services (CMS)
- Supplemental Security Income (SSI/SSP)

Note: The reduced DMV fee does not apply to the Medi-Cal Program.

The “No Fee Identification Card Eligibility Verification” form (DL 933) will only be issued to customers who are homeless and either an applicant or recipient of aid.

Procedure:

Form Issuance

Staff must use the following guidelines when processing a request for a “No Fee Identification Card Eligibility Verification” form (DL 933):

- Verify that the customer is homeless. Homeless is defined as lacking a fixed, regular, and adequate nighttime residence. Persons staying in a motel/hotel due to lack of adequate accommodations or living in an emergency or transitional shelter are considered homeless.

County of San Diego, Health and Human Services Agency (HHS)
Eligibility Policy and Procedures Guide

Reduced and No Fee DMV Identification Cards

Page

2 of 3

Note: It is not appropriate for the customer to use a Family Resource Center (FRC) Post Office (PO) Box address as a mailing address for the purpose of receiving the ID card. If the customer has no mailing address other than the FRC PO Box address, advise the customer to discuss mailing options with the DMV.

Staff must use the following guidelines when processing a request for a “Reduced Fee Identification Card Eligibility Verification” form (DL 937):

- Verify that the customer is a recipient of one of the assistance programs listed above. If the request is made at intake, staff must wait until the customer has been approved for benefits before providing form DL 937 to the customer

Access agents may receive calls inquiring about the “No Fee Identification Card Eligibility Verification” form (DL 933) and the “Reduced Fee Identification Card Eligibility Verification” form (DL 937). Agents will inform the customers of the above eligibility qualifications and refer them to the appropriate FRC.

Form Completion

When filling out forms DL 933 and DL 937, staff must use the following guidelines:

- Sections including the printed name of the representative for the agency, agency information, signature of representative and date must be legible and entirely completed by the agency representative
- The customer’s name must be printed legibly and be the same as the name on the applicant’s birth certificate or legal document
- Staff must sign and date the form
- Image a copy of the form
- Give the original form to the customer to take to the DMV
- Enter Case Comments
- Inform the customer that this form must be presented to the DMV within 90 days of the date on the form along with the appropriate fee for the reduced fee identification card. All other DMV requirements, including providing a social security number, verification of birth certificate and proof of legal presence within the United States are still required

Note: If the form is not complete, has errors or the signature is not an original, DMV personnel may refuse the form.

Form Storage and Tracking

Forms DL 933 and DL 937 are both controlled forms. Each form has a unique serial number and is printed on security paper. Blank forms may not be photocopied for office use. FRCs will keep the blank forms in a secured location such as the office safe or a locked cabinet in Administration. Forms DL 933 and DL 937 must be ordered from the DMV via Self-Sufficiency Services Program Support.

Customers must go to a FRC to pick up and sign the forms. Blank copies of form DL 933 and DL 937 must not be provided to the public.

Staff are required to complete the “DMV Reduced Fee/No Fee Log” each time forms DL 933 and DL 937 are issued to a customer. The “DMV Reduced Fee/No Fee Log” will be uploaded to the EO

County of San Diego, Health and Human Services Agency (HHS)
Eligibility Policy and Procedures Guide

Reduced and No Fee DMV Identification Cards

Page

3 of 3

Tracking Share Point Site by the FRC designated person on the first working day of every month for the previous month (i.e., March's log will be uploaded on April 1).

Impacts:

CaWORKs
General Relief
CalFresh
CFAP
CAPI
CMS
SSI/SSP

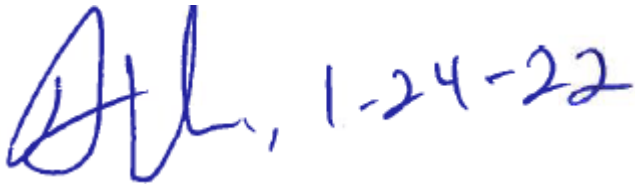
References:

Senate Bill 1098; Assembly Bill 1733; All County Information Notice (ACIN) 1-67-05

Sunset Date:

This policy will be reviewed for continuance by 12/31/2024.

Approval for Release:



Rick Wanne, Director
Self-Sufficiency Services