

**County of San Diego, Health and Human Services Agency (HHSA)
General Relief Program Guide (GRPG)**

Identification	Number	Page
	90-150.1	1 of 3

Revision Date:

July 1, 2018

A. Background:

This section provides information on the identification requirements for the GR Program. This section is revised to remove references to the Statewide Fingerprint Imaging System (SFIS).

Purpose:

To provide the policy for identification in the GR Program.

B. Policy:

Do not give aid under the GR Program to any person without a valid form of acceptable proof of identification. It is the applicant's responsibility to provide acceptable proof of his/her identity.

C. Acceptable Identity Documents:

Acceptable identity documents will be considered acceptable proof of identification, unless there are obvious discrepancies that cannot be clarified by the applicant/recipient. Generally, these forms of identification must include a photograph or a physical description of the applicant/recipient. Applicants/recipients must provide one form of identification. Acceptable documents are:

- California Driver's License
- California DMV Identification Card
- Other State's Driver's License (with photo or physical description)
- U.S. Military identification card with photograph or physical description
- U.S. Passport
- USCIS documents with photographs, whether current or expired (for example, I-551). Note: Expired documents are sufficient for identification, but may not be acceptable for verification of alien status.
- Department of Corrections Inmate ID Card.

D. Other Evidence of Identification:

When the applicant/recipient does not have acceptable proof as previously described, other evidence may be acceptable for 60 days upon approval by the Supervisor. Actual ID must be received and documented in the case within 60 days. Other evidence may include:

- Contact with the applicant/recipient's immediate family members (Telephone verification will be limited to San Diego County). Information must be documented on form 11-14 HHSA, Third Party Verification.
- Contact or documents from law enforcement officials, including probation and parole officers.
- Information contained in a prior cash or employment case record, which would either identify the applicant/recipient or indicate that the applicant is thoroughly familiar with the details of the prior case. (Examples: Applicant can identify prior addresses, aliases, birth place, SSN, parents, all of which are consistent with his/her current statements.)
- A preponderance of other identifying documents and information.

**County of San Diego, Health and Human Services Agency (HHSA)
General Relief Program Guide (GRPG)**

Identification	Number	Page
	90-150.1	2 of 3

E. Unacceptable Documents:

The following documents are not acceptable as proof of identification. Generally, these documents lack reliability because they provide no means of identifying the holder of such items (for example, they lack a physical description or photograph.).

- Baptismal Certificate
- Check Cashing Card
- Credit Card
- Membership Card
- MTS Travel Transit ID
- Social Security card
- Student ID card (without a photograph)
- Voting Stub.

F. Resources to Obtain Identification:

Each GR FRC will maintain a supply of envelopes, plain stationery, stamps, and stamped return envelopes to assist GR applicants/recipients in obtaining adequate identification. These supplies will be used only to attempt to obtain identification.

G. Documentation:

Proof of identification must be clearly documented in the case record as follows:

- Information recorded on the Statement of Facts
- Images of documents recorded in the case record
- Information recorded on form 07-104 HHSA, Summary of Information from Evidence Viewed
- Information received from a third party recorded on form 11-14 HHSA, Third Party Verification.

Documentation recorded must be specific. Statements such as “Viewed Driver’s License” are not acceptable. The documentation must include the necessary detail, such as “Viewed California Diver’s License (CDL), number A1234567, issued 2/17/99, to Billy Jones, born 3/12/42.”

Desk Aid 90-150.1A provides an Identification Desk Aid that staff may reference when determining if ID is acceptable and if additional forms of ID are required.

Procedure:

Follow the actions in the policies above for verifying an applicant’s identity.

Program Impacts:

None

References:

All County Letter 18-68
County Administrative Code Section 258
GRPG Letters 67 and 73

Sunset Date:

This policy will be reviewed for continuance by July 31, 2018.

**County of San Diego, Health and Human Services Agency (HHS)A)
General Relief Program Guide (GRPG)**

Identification	Number	Page
	90-150.1	3 of 3

Approval for Release:

 6-15-18

Rick Wanne, Director
Eligibility Operations