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 | ADMINISTRATIVE DIRECTIVE |  
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TRANSMITTAL: 98 ADM-8

TO: Commissioners of  
 Social Services

DIVISION: Temporary  
 Assistance

DATE: May 29, 1998

SUBJECT: The Automated Finger Imaging System (AFIS) for PA, FS, FAP,  
 EAF, ESNA, and PICA

SUGGESTED  
 DISTRIBUTION:

Income Maintenance Directors  
 Directors of Food Stamps  
 Investigation Staff  
 Fair Hearing Staff  
 Accounting Supervisors  
 CAP Coordinators  
 Staff Development Coordinators

CONTACT  
 PERSON:

Division of Temporary Assistance Regional Team  
 Representative at 1-800-343-8859, Region I ext.  
 3-0332; Region II ext. 4-9344; Region III ext. 4-9307  
 Region IV ext. 4-9300; Region V ext. 3-1469; Region  
 VI (212) 383-1658  
 Bureau of Program Integrity: Diane Ley 518-402-0132  
 Legal Affairs: Ralph Camardo, ext. 4-5790  
 Local Financial Operations:  
 Region 1-4: Roland Levie, ext. 4-7549  
 (userid FMS001)  
 Region 5: Marvin Gold (212) 383-1733 (userid 0FM270)

ATTACHMENTS:

Attachment I: Client Notice of Finger Imaging Law  
 (available on-line)  
 Attachment II: Client Notice Language (available  
 on-line)

FILING REFERENCES

| Previous<br>ADMs/INFs | Releases<br>Cancelled | Dept. Regs. | Soc. Serv.<br>Law & Other<br>Legal Ref. | Manual Ref. | Misc. Ref.  |
|-----------------------|-----------------------|-------------|-----------------------------------------|-------------|-------------|
| 97 ADM-3              | 96 ADM-4              | 351.2(a)    | 134-a                                   | PASB:       | FSSB:       |
| 93 ADM-8              |                       | 351.26      | 139-a(3)                                | IX-B-6      | V-B-10.2    |
| 82 ADM-5              |                       | 352.35      | 145-c                                   | through     | V-E-1.3-1.4 |
| 97 INF-9              |                       | 357         |                                         | IX-B-15     |             |
|                       |                       | 358         |                                         | VIII-D      |             |
|                       |                       | 359         |                                         |             |             |
|                       |                       | 384         |                                         |             |             |
| DSS-296EL (REV. 9/89) |                       |             |                                         |             |             |

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## I. PURPOSE

The purpose of this directive is to inform social services districts (SSDs) about:

- | changes to the Automated Finger Imaging System (AFIS),
- | additional program requirements for AFIS for Public Assistance (PA), Food Stamps (FS), Food Assistance Program (FAP), Emergency Assistance for Families (EAF), Emergency Safety Net Assistance (ESNA) and Public Institutional Care for Adults (PICA), and
- | expansion of the AFIS requirement to Non-Public Assistance Food Stamps (NPA/FS) households and to applicants and recipients of the Food Assistance Program (FAP) who are not also receiving Public assistance benefits.

For the purpose of this directive the programs mentioned in the previous paragraph will be referred to collectively as public benefits. AFIS enrollment is a condition of eligibility for adult members of a household 18 years of age or older, or head of household applicants and recipients in the aforementioned public benefit programs. This directive will address the operational requirements of finger imaging, and the impact of finger imaging on eligibility for public benefits.

## II. BACKGROUND

Before Chapter 83 of the Laws of 1995, finger imaging was required for Home Relief (HR) applicants and recipients in certain SSDs on a demonstration basis. Also, SSDs that wished to conduct finger imaging could voluntarily participate in AFIS. Department regulation 18 NYCRR Part 384 set forth the requirements for those SSDs that would be participating in AFIS. Chapter 83 of the Laws of 1995 made finger imaging an eligibility requirement statewide and also included Aid to Dependent Children (ADC) applicants and recipients. An amendment to 18 NYCRR 351.2(a) authorized finger imaging in the ADC program and established AFIS requirements for food stamp applicants and recipients applying for or receiving public assistance.

## III. PROGRAM IMPLICATIONS

All adult members of a household (individuals 18 years of age and older and heads of households under 18) must be enrolled in AFIS as a condition of eligibility.

In addition, 18 NYCRR 351.2(a) authorizes SSDs to require that public benefit applicants and recipients establish their identities by means of finger images. While USDA policy prohibits requiring finger imaging in the FS program as a means of identification, it does permit requiring finger imaging as a means to prevent duplicate program participation. Therefore, this Office has established AFIS enrollment as an eligibility requirement for PA/FS, NPA/FS and FAP (PA and NPA related) applicants/recipients.

SSDs are required to finger image public benefit applicants as part of the application process. Current recipients can be finger imaged as part of the regular recertification process or at the next face-to-face contact. Since finger imaging will be used as a condition of eligibility, applicants who decline to be finger imaged will be denied and recipients who decline to be finger imaged will lose their eligibility for assistance. For all public benefit programs (other than FS and FAP), when an applicant or recipient who is legally responsible for the other case members fails to be finger imaged, the individual and those case members for whom he or she is responsible are ineligible. For FS and FAP, a household required to provide finger images may not participate until such time as all household members required to provide finger images have done so.

Finger imaging will prevent recipients from establishing more than one case within their home district or statewide and will establish positive identity for each client.

#### IV. REQUIRED ACTION

##### A. AFIS Loading of Initial Client Records

###### 1. Applicants

The Welfare Management System (WMS) Application Registry Number (ARN) is required to be entered into the AFIS enrollment screen. (Note: Duplicate ARNs will not be allowed on AFIS.) Therefore, finger imaging of applicants must take place at the time the application is registered onto WMS and an ARN is created or afterwards.

AFIS uses WMS to update the ARN with a Client Identification Number (CIN) during a regularly scheduled computer interface. The ARN is a ten digit number which includes line number and county code.

In order to maintain statistical data on the finger imaging of applications, a control log will be required for all applications. Retaining a copy of each Application Turnaround Document (APP TAD) will satisfy the control log requirement if the disposition of the application is noted on the APP TAD. Otherwise, the applicant's name, social security number, date of birth, application registry number or CIN and an application disposition comment section will be required in a control log.

Office regulations require that each public benefit applicant be notified of the finger image requirement. SSDs have the discretionary authority to decide how and when this notification (Attachment I) or approved local form, will be incorporated into their application procedures. The information in Attachment I will be included in the next reprinting of the Client Information Books. Until that time, SSDs should continue to reproduce this attachment. This notice may be distributed within the application packet, at pre-screening or at the eligibility interview. Only adults and heads of households are required to be finger imaged.

A refusal by a public benefit applicant to be finger imaged is grounds for the denial of assistance and the case must be recorded as a denial on WMS using code M88 upstate. This code must be used for both the PA and FS portions of a case if the applicant is also applying for FS. For NYC, SNA cases should be denied for Failure to Comply with AFIS Requirements using a PA code of 118. FA and FS cases should be denied using code 122. Certain public benefit applicants who are denied may be referred to Medical Assistance for a separate determination as outlined in Section IV-H of this directive.

For all public benefit program applicants (other than FS and FAP), if one member of a case legally responsible for another member of a case refuses to comply with the finger imaging requirement, the entire case is to be denied, because verification of eligibility by means of finger imaging is a condition of eligibility for the household.

For FS and FAP applicants, regardless of whether the person who refuses to be finger imaged is responsible for another member of the case, the entire case is to be denied until such time as all household members required to provide finger images have done so. Any adult(s) not present at application, including applicants for expedited benefits, must be enrolled in AFIS within 30 days of application in order to be eligible for continuing food stamp benefits.

With regard to courtesy applications, AFIS will not be able to accommodate them without a valid ARN or CIN. These are necessary to maintain data base integrity of AFIS. Therefore, enrollment into AFIS will be postponed until the financially responsible county provides the host county with an ARN or CIN.

## 2. Recipients

The regulations mandate that each public benefit recipient be notified of the finger image requirement. Since PA recipients have already been notified of AFIS requirements, all NPA/FS and FAP recipients must now be informed by a

notice (Attachment I) or approved local form, that they will be required to fulfill their finger image obligation. Such notice must be mailed out to all recipients.

Recipients can be finger imaged during the standard recertification process. At the appointment, the client must be properly identified by means other than finger imaging before the enrollment.

Those individuals who fail to comply with finger imaging must have their cases closed using Code M88 for failure to comply with the finger image requirement. The entire case will be closed if there are other household members in the case. For PA cases only, an exception to closing the entire case would be if the person refusing to be imaged is not legally responsible for any other case members (i.e. an 18 year old student in his or her parent's case). As described in IV-H, Medical Assistance Applications, certain individuals must be referred for separate MA determinations. All notices, reasons for failure to comply and exemptions are required to be included in the PA case record.

For NYC, PA cases at CNS centers that Fail to Comply with AFIS Requirements should be closed with PA code M88. For non-CNS Centers PA code of 187 (HH size greater than one) or 188 (HH size of one) should be used.

### 3. Persons in Institutional Care for Adults (PICA)

A number of SSDs have elderly residents in county homes under the Public Institutional Care for Adults (PICA) program. Such SSDs may opt to exclude this population from the AFIS requirement by amending their AFIS Plan of Operation. If the SSD does not opt for exclusion, the PICA population is subject to the AFIS eligibility requirement as all other programs.

In some SSDs, single homeless individuals are in the PICA program. Such individuals may or may not have a public benefit case. In instances where PICA applicants or recipients do not have a public benefit case and therefore no ARN or CIN, AFIS will allow for their enrollment through the implementation of edits which will allow the entry of a PICA client number for a PICA case type. Instructions will be issued via an AFIS UPDATE.

### 4. Exemptions to AFIS Requirements

SSDs may choose to exempt certain individuals or groups (e.g. elderly, disabled, specific categories of SSI recipients, homebound recipients) from AFIS requirements. All exemptions must be identified in the SSD's AFIS Plan of Operation, along with an estimated number of clients who will be exempted and justification.

## 5. Good Cause

An applicant or recipient who fails to be finger imaged may claim "good cause" in accordance with 18NYCRR 351.26 for not complying with this requirement. If a SSD determines that "good cause" exists, then no negative action can be taken.

When an applicant or recipient claims good cause, that person is responsible for furnishing evidence to support that claim. Upon a review of the evidence, the SSD will determine whether to accept the claim of good cause. The final determination and the reasons for that determination should be detailed in the case record.

## 6. Unacceptable Finger Images

If an applicant or recipient causes a condition to exist on his or her fingers which prevents an acceptable finger image from being taken, the applicant or recipient should be scheduled for another finger image appointment within 48 hours. Such conditions would include application of foreign substances to the finger(s) and any alterations to the natural state of the client's fingers. If the applicant or recipient fails to appear at the rescheduled appointment, or a condition continues to exist on his or her fingers at the time of the rescheduled appointment which prevents acceptable finger images from being taken, the application must be denied or the case closed for failure to comply with the finger image requirement.

## B. Procedural Use of AFIS Functions

### 1. Identity Verification for all public benefit programs except FS and FAP

AFIS is capable of verifying information on an existing recipient AFIS record in approximately one minute. This inquiry is not categorized as an enrollment (add transaction), therefore, there is no per transaction charge associated with identification verification.

The Office recommends that SSDs verify the identity of recipients with AFIS whenever possible. Recertification, lost benefit cards or any other on-site, face-to-face situation between the SSD and recipient would provide the opportunity to verify currently stored AFIS demographics and the quality of the individual recipient's photograph.

Active or inactive recipients will be subjected to the AFIS verification procedure when they move to a new SSD from another jurisdiction and so advise the new SSD. This procedure must be performed in order to change the county code. Changes in county code must be performed within 30 days of the verification/identification procedure.

For the FS program, USDA policy precludes finger imaging as a means of verifying identity as an additional requirement for case certification, and specifies that finger imaging may only be used to establish a system to prevent duplicate participation. SSDs must continue to apply the current FS policy concerning verification of applicant identity (outlined in the FSSB, Section V-E-1.4) which mandates that SSDs accept any document which reasonably establishes an applicant's identity.

## 2. Records Management

The AFIS does not allow the entry of a record that has a CIN, SSN or ARN already in the AFIS database. If the entry of a duplicate CIN, SSN or ARN is attempted, a "duplicate key" error message will appear and enrollment of such record will not be allowed.

SSDs should utilize the records management function to retrieve the record containing the same CIN or SSN from the AFIS database. This will allow for comparison of the AFIS photo with the client attempting enrollment.

As an alternative, SSDs may also utilize the Identity Verification function to establish the identity of the client attempting enrollment.

Please note that resolution of a duplicate CIN or SSN is the responsibility of the SSD. A match resolution contact list has been provided and should be utilized in resolving cases where a duplication exists.

## 3. Out of District Placements

There are limited situations when an individual may legitimately receive one form of public benefits in one SSD and another form of public benefits in another SSD. This usually occurs when a recipient's public assistance case and food stamp case are the responsibility of two different districts.

In an example like this it is important that the food stamp applicant not be enrolled again into AFIS as doing so would create a match situation accompanied by all the obligations that an AFIS match entails. To reduce the chances of this occurring, workers must review the client's application and clearance report carefully for evidence of any case involvement in another case before enrolling the individual in AFIS.

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C. Finger Image Matches

1. Procedure for Client Matches

A denial or case closing due to AFIS may not be imposed unless the results of the automated finger image match have been verified by means of a manual match conducted by a person who is qualified to perform such identification. In order to support this process, a number of units staffed by the contractor will be strategically located throughout the State to provide expert analysis on computer generated matches. These units will be known as Minutia Analysis Units (MAU). When potential matches occur, the finger images will be automatically electronically transferred to one of these units for manual examination by an expert. SSDs will receive feedback from the MAU within minutes. Any required testimony for administrative hearings will be provided by the MAU expert.

When a match occurs at application, an investigation should be started immediately to establish the facts and whether the match is potentially fraudulent. However, in match situations where the applicant has not made an attempt to change or obscure other identifying information, such as name or date of birth, there is a strong possibility that the individual simply moved from one SSD to another. For matches that are not as readily explained, investigations must be coordinated with any other SSD which may be involved before an application is denied or a case is closed. A list of match resolution contacts may be obtained by contacting the Bureau of Program Integrity (BPI).

Undercare matches identified at recertification will trigger an investigation on the eligibility of that case and any other matched case(s). The investigation should determine which case or individual(s) must be immediately terminated and whether eligibility may continue. As with other matches, discontinuances or denials based upon a finger image match must be directed at the matched individual(s) only. Results or status of investigations are required to be forwarded to BPI within 30 days (refer to 97 ADM-3: Prohibition Against Concurrent Benefits for details and notice language).

All multiple cases, as well as any apparently continuing eligible case, must be evaluated for Intentional Program Violation (IPV) prosecution and resulting disqualification penalties.

The following are examples of match situations:

Example 1 Client applies in County B but has an active case in County A. County B will deny the application via regular procedures. County A will investigate the case to determine if any action should be taken.

For example, client Ellen Smith has been receiving benefits in County A for the past nine months. She then attempts to establish another case in County B, but when she is finger imaged, County B discovers that Ellen has already established a case in County A. Since she has not recently moved, County B will deny the application and Ellen can request a fair hearing. Alternatively, when the match occurs, Ellen can be offered the opportunity to withdraw her application.

County A, when notified of this second application by County B investigators or by the AFIS system, may investigate but the opened case would not be closed based solely upon the match.

If the client in this example had an open case in the same county, the county would deny the application and would investigate whether to take any action on the open case.

Example 2 Client recertifies in County D but has an active case in County C. County D can close the case if the finger images of the client match those of a person already receiving program benefits. Additionally, County C can investigate the case for potential IPV or other reason for case closing.

In this example, Sam Jones has been receiving benefits in County C for 14 months and benefits in County D for 8 months concurrently. County C calls Sam in and he is finger imaged, County D has not done finger imaging for him. A week later, County D calls Sam in to be finger imaged, and County D becomes aware that Sam also has established a case in County C. In this instance, the county (County D) which matched him with a client in another district (County C) would initiate the case closing. County C, when notified of the match, can investigate and, if appropriate, close the case for having unreported income under Department Regulation Part 351 for PA and Part 387 for FS, and/or

proceed with an IPV. Because County C may be continuing the grant, County C will also make the recoupment if and for as long as the case remains open. The overpayment amount will equal the amount of the assistance Sam received from County D (recoupment is done under 18 NYCRR 352.31(d) for PA and 387.19(a) and (b) for FS).

If the client in this example had an open case in the same county, the county would close the second open case. The county would then determine what action to take regarding the first open case.

## 2. Fair Hearings/Notices

When an application or case is to be denied or discontinued based upon an AFIS match, the SSD in which the match is made will send an adequate notice to the recipient. (An adequate notice is sufficient when the recipient has established a second case within the same SSD or within New York State. A timely and adequate notice is required when the client has established the second case outside of New York State). Thereafter, normal fair hearing procedures apply. The other SSD with which the recipient has an open case should then take appropriate action, including investigation, closing the case for unreported income, proceeding with an IPV, and/or recoupment of any overpayments.

Districts should continue using current forms and notices for match situations. In the future, the Office will provide SSDs with mandated notices for client matches.

### D. Client Notices

#### Upstate

Specific client notice language has been developed for AFIS and may be found in Attachment II of this directive. This language or language approved by the Office, is to be used with the appropriate denial or discontinuance notice.

These notices are used when an applicant or recipient fails to be finger imaged:

Public Assistance CNS/WMS denials or closings:

CASE reason code M88: Failure to Comply with AFIS - Legally Responsible Adult(s) or INDIVIDUAL reason code F88: Failure to Comply with AFIS - Non-Legally Responsible Adult should be used as appropriate.

NPA Food Stamp or PA/FS denials or closings:

CASE reason code M88: Failure to Comply with AFIS should be used.

For both public assistance and food stamp applicant/recipient matches, INDIVIDUAL denial/closing reason code M99: In Receipt of Concurrent Assistance - AFIS Match.

New York City

NYC system coding and notice procedures are as follows:

CLOSING AT CNS CENTERS

M88 - This code is used to close a PA or FS case for Failure to Comply with AFIS, Legally Responsible Adult. An automated CNS notice will be sent by the system.

F88 - This code is used to close a PA or FS case for Failure to Comply with AFIS, Non-Legally Responsible Adult. An automated CNS notice will be sent by the system.

M99 - This code is used to close a PA or FS case when a finger image matches another person receiving PA in New York State. An automated CNS notice will be sent by the system.

CLOSINGS AT NON CNS CENTERS

186 - This code is used to close all PA case types when a finger image matches another person receiving public assistance in New York State. A manual notice must be sent by the worker.

187 - This code is used to close SNA cases (HH size greater than one) for Failure to Comply with AFIS, Legally Responsible Adult. A manual notice must be sent by the worker.

188 - This code is used to close SNA cases (HH size equal to one) for Failure to Comply with AFIS, Legally Responsible Adult. An automated CCCP notice will be sent by the system.

189 - This code is used to close FA cases for Failure to Comply with AFIS, Legally Responsible Adult. An automated CCCP notice will be sent by the system.

DENIALS AT CNS AND NON CNS CENTERS

118 - This code is used to deny a SNA case for Failure to Comply with AFIS, Legally Responsible Adult. A manual notice must be sent by the worker.

122 - This code is used to deny a FA or FS case for Failure to Comply with AFIS, Legally Responsible Adult. A manual notice must be sent by the worker.

119 - This code is used to deny a PA or FS case for Finger Image Match. A manual notice must be sent by the worker.

E. Security

1. Security of Records

Provisions of the Personal Privacy Protection Law (PPPL) apply to automated finger imaging records maintained by SSDs and deems these SSDs to be state agencies for purposes of the PPPL and automated finger imaging records.

Automated finger imaging data is subject to the confidentiality provisions of 18 NYCRR Part 357. Automated finger imaging data may be disclosed for purposes directly related to the administration of public benefit programs including prevention of multiple enrollments or as evidence in the criminal prosecution of welfare fraud. Finger image data may be used as evidence in Administrative Disqualification Hearings or criminal proceedings pursuant to 18 NYCRR Part 359.

2. Right of Client to Inspect Records

A recipient or applicant has the right to review his or her finger image record.

3. Archiving AFIS Files

The migration of finger image files from active to inactive and ultimately to archived files will be the responsibility of the Office, based on information generated by WMS. Normal WMS data entry will serve to drive this function.

F. Cooperation With Audit and Review

Department regulations require SSDs to cooperate in all audits, reviews and evaluation activities, including those conducted by an independent contractor under contract with the Office.

G. Claiming

The SSD staff responsible for taking finger images and their related non-salary costs should be coded to the Fraud & Abuse F10 functional category. SSD staff who work on finger imaging on a part-time basis must complete a time study to allocate their costs between the Fraud & Abuse function and the other function(s).

Effective with the original claim submission for June 1998, expenditures made for AFIS should be claimed for reimbursement on the Schedule D-10, "Claiming of Fraud & Abuse Administrative Costs" (DSS-2347F), as F10 functional costs. At that time, a Special Projects Claim Form (DSS-3922) should no longer be used to report finger imaging costs.

AFIS costs should be reported as part of the Total F10 functional costs and allocated to the various assistance categories on the basis of the duplicated case count methodology.

These AFIS administrative costs will be reimbursed at the following rates:

- Expenditures for TANF applicants/recipients will be reimbursed at the level of 50 percent Federal, 25 percent State and 25 percent local shares.
- Expenditures for Safety Net Assistance applicants/recipients will be reimbursed at the level of 50 percent State and 50 percent local shares.
- Expenditures for NPA Food Stamp applicants/recipients will be reimbursed at the level of 50 percent Federal and 50 percent State shares.
- Expenditures for Food Assistance Program applicants/recipients will be reimbursed at the level of 50 percent State and 50 percent local shares.

Fraud & Abuse administrative costs are eligible for consideration for exemption from the Administrative Cost Cap. Such costs can be included in the annual submission for exclusion to the cap. Note that there is no enhanced funding for site preparations costs for additional equipment.

Chargebacks for the local share of the Central Site Costs paid by the Office of Temporary and Disability Assistance to the statewide contractor will be taken on the settlement of the last month of the quarter for the contractor costs paid for the previous three months. The fee will be allocated to the assistance programs on the basis of the costs of each program.

#### H. Medicaid Implications

Finger imaging requirements for all Medicaid applicants/recipients have not been implemented. The Department of Health is developing the procedures and systems support to implement finger imaging requirements for certain applicants/recipients of Medicaid.

Currently, single adults and childless couples who are aged 21-64 and not certified blind or disabled whose public assistance cases are closed or denied due to failure of a household member to comply with finger imaging requirements are also ineligible for Medicaid. Applicants who are categorically eligible for Family Assistance, under 21, over 65, pregnant, certified blind or disabled, or who have applied for SSI must be referred to Medicaid for a separate determination as under current procedures. All public benefit cases (regardless of category) closed due to a finger imaging match with another case are also ineligible for Medicaid.

V. SYSTEMS IMPLICATIONS

None

VI. EFFECTIVE DATE

This directive is effective June 1, 1998.

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Patricia A. Stevens  
Deputy Commissioner  
Division of Temporary Assistance

## NOTICE OF AUTOMATED FINGER IMAGING SYSTEM

This notice is to tell you about the automated finger imaging system requirement for all adults and heads of households that are receiving or applying for Family Assistance (FA), Safety Net Assistance (SNA), Food Stamps (FS), Food Assistance Program (FAP), Emergency Assistance to Families (EAF), Emergency Safety Net Assistance (ESNA), Child Assistance Program (CAP), Training and Employment Assistance Program (TEAP), and Public Institutional Care for Adults (PICA), if applicable.

The automated finger imaging process uses a computer system that electronically takes a fingerprint quickly and easily. The system uses a photo image process, no ink or cards are used. The system will also take a digitized photo at the same time.

Finger images will be stored and matched against those of other applicants for or recipients of FA, SNA, FS, FAP, EAF, ESNA, CAP, TEAP or PICA.

Each client will have his/her finger images taken and stored on the automated finger image system as a requirement for receiving public assistance.

This means:

- If you are applying for any of these programs, you must be finger imaged before an eligibility determination can be made.
- If you are receiving benefits from any of these programs, you will be finger imaged at your next recertification or face-to-face agency contact.
- If you refuse to participate in this mandatory program, your households public benefits may be denied or terminated. Your Medical Assistance will also be denied or terminated if you are a single adult or childless couple.

THERE IS NOTHING YOU NEED TO DO AT THE PRESENT TIME. YOU WILL BE NOTIFIED WHEN YOU NEED TO COME TO THE AGENCY TO BE FINGER IMAGED.

AFIS Denial Language1. Single applicant - failure to be finger imagedPUBLIC ASSISTANCE

Your (date) request for public assistance is not approved.

This is because you, without good cause, did not comply with a requirement that finger images be provided.

All adults and heads of households must have their finger images taken as a condition of receiving public assistance. We told you that this agency had to be allowed to take finger images. You did not comply.

This decision is based on Office Regulation 351.2.

FOOD STAMPS

Your request for food stamps is NOT APPROVED. This is because you, without cause, did not comply with a requirement that finger images be provided.

All adults and heads of households must have their finger images taken as a condition of receiving food stamps. We told you that this agency had to be allowed to take finger images. You did not comply.

A household is not eligible when any adult member or head of household in the case refuses to allow finger images to be taken.

This decision is based on Office Regulation 351.2(a).

MEDICAL ASSISTANCE

We have denied your application for Medical Assistance. This is for the same reason as your public assistance was denied.

This decision is based upon Office Regulation 360-2.2.

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WORKER NOTE

The MA language is only applicable to single adults and childless couples ages 21 through 64 and not certified disabled. A separate MA determination must be done for all applicants and recipients who are FA, under 21 years old, over 65 years old, pregnant, certified disabled or have applied for SSI.

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AFIS Denial Language2. Multi-person application - failure of one or more members to be finger imagedPUBLIC ASSISTANCE

Your (date) request for public assistance is not approved.

This is because you, and/or another member of your PA household 18 years of age or older, without good cause, did not comply with a requirement that finger images be provided:

All adults and heads of households must have their finger images taken as a condition of receiving public assistance. A case is not eligible when any member in the case, who is legally responsible for other case members, refuses to allow finger images to be taken. We told you that this agency had to be allowed to take finger images of all heads of households and all members of your PA household that are 18 years of age or older. You, and/or another member did not comply.

This decision is based on Office Regulation 351.2.

FOOD STAMPS

Your request for food stamps is NOT APPROVED. This is because the following person(s), without cause, did not comply with a requirement that finger images be provided: [Name(s)]

All adults and heads of households must have their finger images taken as a condition of receiving food stamps. We told you that this agency had to be allowed to take finger images. You did not comply.

A household is not eligible when any adult member or head of household in the case refuses to allow finger images to be taken.

This decision is based on Office Regulation 351.2(a).

MEDICAL ASSISTANCE

We have denied your application for Medical Assistance. This is for the same reason as your public assistance was denied.

This decision is based upon Office Regulation 360-2.2.

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WORKER NOTE

The MA language is only applicable to single adults and childless couples ages 21 through 64 and not certified disabled. A separate MA determination must be done for all applicants and recipients who are FA, under 21 years old, over 65 years old, pregnant, certified disabled or have applied for SSI.

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AFIS Discontinuance Language

3. Single individual case - failure to be finger imaged

PUBLIC ASSISTANCE

This is to tell you that your public assistance will be DISCONTINUED. You will no longer get public assistance beginning \_\_\_\_\_.

This is because you, without good cause, did not comply with a requirement that finger images be provided.

All adults and heads of households must have their finger images taken as a condition of receiving public assistance. We told you that this agency had to be allowed to take finger images. You did not comply.

This decision is based on Office Regulation 351.2.

FOOD STAMPS

A) TX = 07:

This is to tell you that your food stamps will be DISCONTINUED. You will no longer get food stamps beginning (DATE).

IMPORTANT: If your food stamps are discontinued on or after the 2nd of a month, usually you can still pick up your food stamps for that month.

FOR EXAMPLE, if you usually pick up your food stamps on the 6th of the month and your food stamps are discontinued beginning on the 2nd, you can still pick up your food stamps for that month between the 6th and the last day of the month.

OR

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B) TX = 08:

Your application for continued food stamps is NOT APPROVED. You will no longer get food stamps beginning (DATE).  
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This is because you, without cause, did not comply with a requirement that finger images be provided.

All adults and heads of households must have their finger images taken as a condition of receiving food stamps with their public assistance. We told you that this agency had to be allowed to take finger images. You did not comply.

A household is not eligible for food stamps when any adult member or head of household in the case refuses to allow finger images to be taken.

This decision is based on Office Regulation 351.2(a).

#### MEDICAL ASSISTANCE

We have discontinued your Medical Assistance. This is for the same reason as your public assistance was discontinued.

This decision is based upon Office Regulation 360-2.2.

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WORKER NOTE

The MA language is only applicable to single adults and childless couples ages 21 through 64 and not certified disabled. A separate MA determination must be done for all applicants and recipients who are FA , under 21 years old, over 65 years old, pregnant, certified disabled or have applied for SSI.  
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AFIS Discontinuance Language4. Multi-person case - failure of one or more members to be finger imagedPUBLIC ASSISTANCE

This is to tell you that your public assistance will be DISCONTINUED. You will no longer get public assistance beginning \_\_\_\_\_.

This is because you, and/or another member of your PA household 18 years of age or older, without good cause, did not comply with a requirement that finger images be provided:

All adults and heads of households must have their finger images taken as a condition of receiving public assistance. A case is not eligible when any member in the case, who is legally responsible for other case members, refuses to allow finger images to be taken. We told you that this agency had to be allowed to take finger images of all heads of households and all members of your PA household that are 18 years of age or older. You, and/or another member did not comply.

This decision is based on Office Regulation 351.2.

FOOD STAMPS

A) TX = 07:

This is to tell you that your food stamps will be DISCONTINUED. You will no longer get food stamps beginning (DATE).

IMPORTANT: If your food stamps are discontinued on or after the 2nd of a month, usually you can still pick up your food stamps for that month.

FOR EXAMPLE, if you usually pick up your food stamps on the 6th of the month and your food stamps are discontinued beginning on the 2nd, you can still pick up your food stamps for that month between the 6th and the last day of the month.

OR

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B) TX = 08:

Your application for continued food stamps is NOT APPROVED. You will  
no longer get food stamps beginning (DATE).  
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This is because the following person(s), without cause, did not comply with  
a requirement that finger images be provided: [Name(s)]

All adults and heads of households must have their finger images taken as a  
condition of receiving food stamps with their public assistance. We told  
you that this agency had to be allowed to take finger images. You did not  
comply.

A household is not eligible for food stamps when any adult member or head of  
household in the case refuses to allow finger images to be taken.

This decision is based on Office Regulation 351.2(a).

#### MEDICAL ASSISTANCE

We have discontinued your Medical Assistance. This is for the same reason  
as your public assistance was discontinued.

This decision is based upon Office Regulation 360-2.2.

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WORKER NOTE

The MA language is only applicable to single adults and childless  
couples ages 21 through 64 and not certified disabled. A separate MA  
determination must be done for all applicants and recipients who are  
FA, under 21 years old, over 65 years old, pregnant, certified  
disabled or have applied for SSI.  
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