

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



August 31, 2000

ALL COUNTY LETTER NO. 00 - 61

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

This letter clarifies policy for the California Work Opportunity and Responsibility to Kids (CalWORKs) and Food Stamp programs regarding the retention and disclosure of SFIS data, including fingerprint and photo images. SFIS fingerprint and photo images shall not be printed out and put in the CalWORKs program and Food Stamp program case files. State law and regulations mandate that SFIS data can only be used in the detection and prevention of receipt of duplicate aid and the prosecution of that type of welfare fraud. Due to the confidential nature of this data, any SFIS record kept outside the SFIS system itself shall be retained only in a county's Special Investigative Unit (SIU) or Fraud file. This practice will ensure that a file is accessed only by SIU or Fraud staff in the context of fraud prevention and prosecution and not by other county staff in the course of day-to-day business.

As stated above, SFIS data can only be used for the detection and prevention of receipt of duplicate aid and the prosecution of that type of welfare fraud. Therefore, copies of fingerprint and/or photo images shall not be made available to recipients for their personal use.

The policies outlined in this letter supercede and clarify any prior written or oral information provided on this subject. If you have any questions regarding CalWORKs program 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 related questions, please contact Patricia Echevarria at (916) 263-5730 or CALNET 435-5730.

Sincerely,  
**Original Signed by**  
**Bruce Wagstaff**  
**on 8/31/00**

BRUCE WAGSTAFF  
Deputy Director  
Welfare to Work Division

c: CWDA  
CSAC