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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 92 LCM-24

Date: February 11, 1992

Division: Medical Assistance

TO: Local District Commissioners

SUBJECT: Photo ID's - CBIC Cards
EMEVS Processing

ATTACHMENTS: None

The purpose of this memorandum is to notify you of a change in the process used by EMEVS in transferring photo images taken in the local district to the Common Benefit Identification Card (CBIC). The local district uses either a Data Acquisition Terminal (DAT) or a Polaroid to capture photos for an eligible individual. With the transition to the new EMEVS contractor, photo ID cards were created regardless of the quality of the photo. This has resulted in some photo cards of very poor quality.

We request that extra care be observed when photographing the recipient to insure a quality photo.

Beginning February 17, 1992 we will institute new procedures for photo card creation:

1. Each photo card will be reviewed for quality.
 - a. Cards passing a quality test by the EMEVS contractor will be mailed using normal procedures.
 - b. Cards which fail the quality control will be destroyed prior to mailing. Note: Non-photo cards are not affected by this procedure.

2. The individuals whose cards do not pass the quality control test will have the photo indicator deleted from the EMEVS system. No photo will be on-file to create future photo CBIC cards.
3. Non-photo CBIC cards will be created for all individuals identified in #1.b. above. These will be mailed under normal procedures to the recipient. This will ensure that a plastic card is available to the individual.
4. A listing of individuals who have card code P but whose photo is poor quality (identified in #1.b.) and a non-photo card is therefore produced (# 3) will be sent to the EMEVS Coordinator in each district on a weekly basis. The recipient name and CIN will be included on the listing.

NOTE: The listing can be directed to an individual other than the EMEVS Coordinator at the county's request. This can be accomplished by calling 1-800-634-7435, extension 7853 and asking for Linda Weber.

5. The local district should determine whether a photo is required. If needed immediately for PA check cashing, the recipient should be requested to return to the office for a new photo. Receipt of the photo by the EMEVS contractor will cause a new plastic CBIC card with a photo card to be produced and mailed to the recipient.
6. If you have questions regarding this procedure, or the process of photo taking, please contact Linda Weber of Deluxe Data Systems at 1-800-634-7435, extension 7853.
7. The Department contact person is Bob Mahoney at 518-473-8856.

Jo-Ann A. Costantino
Deputy Commissioner
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Social Services