



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
 40 NORTH PEARL STREET
 ALBANY, NY 12243-0001
Andrew M. Cuomo
Governor

Informational Letter

Section 1

Transmittal:	13-INF-03
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports Supplemental Nutrition Assistance Program (SNAP) Bureau
Date:	April 8, 2013
Subject:	CBIC Photos for NTA-SNAP Cardholders
Suggested Distribution:	SNAP Directors, TA Directors, HEAP Directors, Staff Development Coordinators
Contact Person(s):	SNAP Bureau 1-800-343-8859 x31469 or 518-473-1469 Bureau of Audit and Quality Improvement at (518) 402-0132
Attachments:	
Attachment Available On – Line:	<input type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
			7 CFR 274.8 (b)(5)	WMS Upstate Systems Reference Manual, WMS New York City Systems Reference Manual (ver.2012.1)	myBenefits/ myWorkspace Release Notes(R9.1.1), GIS 12TA/myB009

Section 2

I. Purpose

The purpose of this Informational Letter (INF) is to inform social services districts (SSDs) that they must provide photographic Common Benefit Identification Cards (CBICs) to any head of household of a Non-Temporary Assistance (NTA) Supplemental Nutrition Assistance Program (SNAP) case, upon the request of the cardholder.

Note: As of August 29, 2012, the Supplemental Nutrition Assistance Program (SNAP) is the new name for the Food Stamp Program.

II. Background

The photographs that are on the CBICs and the digital signatures of cardholders are captured at the Automated Finger Imaging System (AFIS) workstation as part of the AFIS process. Applicants for and recipients of SNAP benefits are no longer permitted to be finger imaged for any purpose related to SNAP. As a result, the head of household of an NTA-SNAP case will no longer have his/her photograph routinely taken as part of the finger imaging process. However, certain NTA-SNAP recipient cardholders may continue to wish to have their photograph included on the CBIC that they use to redeem their SNAP benefits.

III. Program Implications

SSDs must take photographs, without requiring finger imaging, for any NTA-SNAP head-of-household cardholder who requests to have a photographic CBIC.

SSDs are prohibited from requiring NTA-SNAP head-of-household cardholders to have their picture taken or to have a photographic CBIC. Under no circumstance may a SSD require that an NTA-SNAP recipient have his/her photo taken if the recipient does not desire a photo.

A description of the procedure for accommodating NTA-SNAP cardholder requests for a photographic CBIC outside of the finger imaging process is provided below.

IV. Required Action

A. Upstate SSDs:

If an NTA-SNAP applicant and/or recipient requests to have a photograph on their CBIC, they must be referred to the AFIS workstation to have their photograph captured. The AFIS operator will enroll the SNAP applicant/recipient under case type 31 FS or 32 FS-MIX, which will only allow them to capture a photo and digital signature. The OTDA AFIS software has been modified so that finger images cannot be captured for case type 31 FS or 32 FS-MIX. NOTE: *A digital signature is optional for Upstate SSDs.*

B. New York City:

If an NTA-SNAP applicant and/or recipient requests to have a photograph on their CBIC, they must be referred to the AFIS workstation to have their photograph and digital signature captured. The AFIS operator will enroll the NTA-SNAP applicant/recipient under case type 31 FS, which will only allow them to capture a photo and digital signature. The OTDA AFIS software has been modified so that finger images cannot be captured for case type 31 FS. **NOTE:** *In the OTDA AFIS application, a digital signature is required for New York City.*

NTA-SNAP applicant or recipient head of households in New York City opting to have their photograph on their CBIC should be made aware that the head of household's signature will be captured at the point the photograph is taken, and that the head of household's signature will be printed on the CBIC.

V. Systems Implications:

AFIS Records for NTA-SNAP Households

With regard to records for NTA-SNAP households that were finger imaged prior to November 1, 2012, finger images have been purged from the active OTDA AFIS database, and only the photographs and digital signatures from such records (*known as CBIC-Only records*) have been retained. CBIC-Only records will be retained in the OTDA AFIS database for a period of 12 months, and will then also be purged. All records will be maintained in archives for six years in accordance with state record retention requirements.

VI. Other

Please direct any questions pertaining to the Purpose or Program Implications of this letter to the SNAP Bureau at (518) 473-1469.

Please direct any questions pertaining to the Required Action or Systems Implications of this letter to Diane Ley at the Bureau of Audit and Quality Improvement at (518) 402-0132.

Issued By

Name: Phyllis Morris

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports