



Administrative Directive Memorandum

Section 1

Table with 2 columns: Field Name and Value. Fields include Transmittal (24-ADM-12), To (Social Services District Commissioners), Issuing Division/Office (Employment and Income Support Programs/NYS Office of Temporary and Disability Assistance), Date (November 20, 2024), Subject (Elimination of Photo Image and Signature on Common Benefit Identification Cards (CBIC)), Suggested Distribution (Commissioners, TA Directors, EBT Coordinators, SNAP Directors), Contact Person(s) (EBT Bureau at otda.sm.cees.ebt@otda.ny.gov), and Attachments (None).

Filing References

Table with 6 columns: Previous ADMs/INFs, Releases Cancelled, Dept. Regs., Soc. Serv. Law & Other Legal Ref., Manual Ref., Misc. Ref. Row 1: 20-ADM-07, Social Services Law (SSL) § 131(9)

Section 2

I. Summary

Effective December 1, 2024, all new or replaced CBICs for Public Assistance (PA) applicants/recipients will no longer include a photo image and/or signature of the client. Clients requesting to receive a photo on their CBIC should be directed to alternative resources for obtaining a photo ID as detailed below.

II. Purpose

The purpose of this directive is to inform districts about the elimination of the photo image and signature from all CBICs.

III. Background

Effective January 15, 2020, districts were required to use the discontinued Automated Finger Imaging System (AFIS) to capture the photograph and signature of PA applicants/recipients to whom payment is made. Then, in GIS 20 TA/DC016, in response to the outbreak of COVID-19 and in accordance with Governor Cuomo's Executive Order

(EO) No. 202.1, the Office of Temporary and Disability Assistance (OTDA) advised districts that CBICs for PA applicants/recipients could be issued without photographs affixed from March 16, 2020 through April 11, 2020. This provision was further extended by subsequent EOs and GIS messages and was then extended through June 30, 2020, in accordance with [GIS 20 TA/DC057](#).

Effective July 1, 2020, Social Services Law (SSL) § 131(9) was amended to remove the requirement that districts must capture the photograph of PA applicants/recipients. No photograph or signature was to appear on new CBICs produced. However, OTDA continued to allow clients with existing photos and signatures on file in the card system to receive CBICs with both included. Clients will no longer have this option after December 1, 2024.

IV. Program Implications

Effective December 1, 2024, all new or replaced CBICs for PA applicants/recipients will no longer include photo image and/or signature of the client. Clients wishing to receive a photo ID can be directed to alternate resources.

[New York State Department of Motor Vehicles \(DMV\)](#) can issue a non-driver identification (NDID) card to certain PA recipients, without payment of any fee, upon submission of the appropriate application to DMV because of an amendment to Vehicle and Traffic Law (VTL) § 490(3)(a)(iii) that occurred on September 30, 2020. PA applicants/recipients may also continue to apply for free NDIDs through other State or local programs, including the [IDNYC](#) program available to New York City (NYC) residents.

V. Required Action

District staff will no longer have the option to issue CBIC cards with a photo and/or signature. Clients requesting a photo ID should be directed to DMV or other available resources within the county.

VI. Systems Implications

In both Rest of State (ROS) and NYC WMS, the Photo Indicator will no longer be valid. Regardless of the selection of a photo in WMS, CBIC will only send “N” for no photo to the vendor for printing.

VII. Effective Date

December 1, 2024

Issued By:

Name: Valerie Figueroa

Title: Deputy Commissioner

Division/Office: Employment and Income Supports/NYS Office of Temporary and Disability Assistance