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<b>References:</b>	All County Information Notice I-67-05
<b>Cross-References:</b>	N/A
<b>Clerical:</b>	Yes
<b>Handbook Revision:</b>	No

## Update 2007-2: Common Place Handbook Reduced Fee for California Identification Cards (Revised 1/10/17)

### Background

Senate Bill (SB) 1098, Chapter 212, Statutes of 2004, requires the Department of Motor Vehicles (DMV) to provide a reduced fee California identification card for the price of \$7.00 to an applicant who is qualified to obtain a card and has been determined by a governmental or non-profit entity to have a current income level that meets the eligibility requirements for the following assistance programs:

- California Work Opportunity and Responsibility to Kids (CalWORKs)
- Aid to Families with Dependent Children - Foster Care (AFDC-FC)
- Food Stamps
- California Food Assistance Program (CFAP)
- Supplemental Security Income (SSI)
- Cash Assistance Program for Immigrants (CAPI)
- General Assistance (GA).

**Note:**

A person receiving Medi-Cal Only, whose income meets the eligibility requirements of the programs listed above is eligible for a DL 937 form.

### DMV Website

Information regarding the reduced fee is posted on the DMV website and instructs clients as follows:

“You may pay a reduced application fee for an original or renewal identification card if you meet income requirements from a public assistance program. If you are eligible, the governmental or non-profit program will give you a completed ‘Verification for Reduced Fee Identification Card’ form (DL 937) to take to DMV to apply for your reduced fee identification card.

See your local public assistance program agency for information about eligibility requirements and obtaining a DL 937 form.”

**Reminder:**

A recipient of Supplemental Security Income (SSI) must contact the Social Security Administration to receive a copy of the DL 937.

**Implementation** Whenever clients request our Agency to provide them with a DL 937, the following must occur:

WHO	ACTION
Client	Contacts Eligibility Worker (EW) and requests a “Verification for Reduced Fee Identification Card” (DL 937) to obtain a California ID at a reduced rate.
Eligibility Worker (EW)	<ul style="list-style-type: none"> <li>• Completes and signs the DL 937.</li> <li>• Informs the client that the form must be hand carried to the DMV no later than 60 days of the issuance date.</li> <li>• Mails the form to the client or makes an appointment for the client to pick the form up at the office.</li> <li>• Documents in CalWIN <b>Case Comments</b> that the DL 937 was mailed to the client. or that the client came into the office to pick up the form.</li> </ul>
Client	<ul style="list-style-type: none"> <li>• Takes form DL 937 to the DMV.</li> <li>• Applies for California ID at a reduced rate.</li> </ul>
DMV	<ul style="list-style-type: none"> <li>• Obtains form DL 937.</li> <li>• Issues the California ID at a reduced rate of \$7.00</li> </ul>

**Forms** An initial supply of the “Verification for Reduced Fee Identification Card” (DL 937) will be sent to district offices the week of January 29th. The form will also be posted to the Santa Clara County Intranet.

**Clerical** See “forms” above. Office Management Coordinators (OMCs) must ensure there is an adequate supply of these forms in their respective district office.

**Kudos** Many thanks to Miguel Rojas from South County for calling this information to our attention and to Ellen Hui for researching it.

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