

 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Family Support
	<b>Chapter No./Name</b>	4 – Economic Stability (ES)
	<b>Part No./Name</b>	O – Disaster Supplemental Nutrition Assistance Program (DSNAP)
	<b>Section No./Name</b>	O-400-DSNAP Eligibility Requirements
	<b>Document No./Name</b>	O-420-DSNAP Identity
	<b>Effective Date</b>	June 1, 2018

## I. STATEMENT OF POLICY

The identity of the person interview must be verified. If an authorized representative applies for the household, the identity of both the authorized representative and the head of the household must be verified.

Identity must be verified using documentary evidence. Examples of acceptable documentary evidence include, but are not limited to, the following:

- driver's license,
- state ID,
- military ID,
- work or school ID,
- ID for health benefits or another assistance or social services program,
- voter's registration card,
- paycheck stubs,
- U.S. passport card,
- U.S. military discharge papers,
- birth certificate, or
- Matricula Consular ID card, also known as Matricula Consular de Alta Seguridad (MCAS) or Certificate of Consular Registration.

\* Workers may use a signed affidavit from a collateral contact attesting to the identity of the applicant, when other sources of identity are not available. \*\*

Do not accept a social security card as sole proof of identity unless no other proof is available.

## II. PROCEDURES

Obtain identity verification of the person being interviewed before processing the case.

## III. FORMS AND INSTRUCTIONS

There are no forms associated with this policy.

## IV. REFERENCES

7CFR 273.2 (f)(i)(viii)