ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL

Effective Date: May 24, 2005 **Number: H-0120**
Revised: March 13, 2008

DMV Identification Cards—Reduced Fee

Purpose

To provide guidelines when assisting clients to obtain a Department of Motor Vehicles (DMV) Identification (ID) card at a reduced fee.

Approved

This policy was approved by Mike Ryan, Director of CFS, on March 13, 2008. *Signature on file*.

Background

Eligible clients may obtain a DMV ID card at a reduced fee.

SB 1098 (Chapter 212 of the Statutes of 2004) allows persons whose income level meets the eligibility requirements of benefit/services programs subsequent to Welfare and Institutions Code Section (WIC) Division 9 to obtain a DMV ID card at a fee of $6.00*, reduced from $21.00. The agency providing the benefits/services must verify the person's eligibility by completing the mandatory DMV form DL 937—Verification for Reduced Fee Identification Card

Note: The reduced fee is tied to the California Price Index (CPI), and is, therefore, subject to change per the CPI.

Legal Mandates

- Vehicle Code Section 14902(C)
- Senate Bill 1098 (2004)
- WIC Code, Division 9

POLICY

Eligibility

All Children and Family Services (CFS) clients also participating in an open California Work Opportunity and Responsibility for Kids (CalWORKs) case are eligible to apply for a reduced fee DMV ID card. Eligible clients include the following:

- Domestic Abuse Services Unit (DASU)
- AFDC-foster care recipients
- Kin-GAP recipients

OCSSA

Client Notification Process

CFS staff will complete the following activities to ensure that eligible clients are informed of the availability of a reduced fee DMV ID card:

- The assigned Eligibility Technician (ET) will provide youth in foster care/Kin-GAP with a copy of the SSA flyer "Reduced Fee for California Department of Motor Vehicles Identification Card" when they turn age 16 and annually until the case is discontinued
- If the youth requests a reduced fee DMV ID card, the ET will send the caregiver a copy of a completed reduced fee application

Certification Process

The following policy applies when a client requests certification of eligibility for a reduced DMV ID card:

A. All CFS clients who meet the above eligibility requirements are to be referred by the ET to the DMV with a completed DL 937 form.

B. The assigned ET will complete the DL 937 form as follows:

1. Do not give a blank form to the client.
2. Do not alter the DL 937 in any manner.
3. Fill out the form completely and legibly.
4. All signatures must be original.
5. Do not make any corrections or write-overs on the form. If an error is made in completing the form, destroy the form and complete a new one.
6. Assist the client to fill out his or her portion of the form.
7. Instruct the client to submit the completed form to the DMV within 60 days of the ET's signature.

REFERENCES

Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- California Department of Motor Vehicles website for identification cards information: http://www.dmv.ca.gov/idinfo/idcard.htm

Other Sources

Other printed references include the following:

None.

OCSSA

REQUIRED FORMS

Online Forms

Required forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
Reduced Fee for CA DMV ID Card—Cover Letter	F063-29-75

Hard Copy Forms

Forms listed below must be completed in hard copy (including multi-copy NCR forms). ***For reference purposes only,*** links are provided to view these hard copy forms, where available.

Form Name	Form Number
DMV Verification of Reduced Fee Identification Card	DL 937

CWS/CMS Forms

The following required forms may **only** be obtained in CWS/CMS. ***For reference purposes only,*** links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
None.	

Brochures

Brochures to distribute in conjunction with this procedure include:

Reduced Fee for California Department of Motor Vehicles Identification Card	F063-25-516

OCSSA