

**District of Columbia  
Coordinated Assessment and Housing Placement (CAHP)  
or Coordinated Entry Identification Assistance**

*The easiest method for each process is italicized*

**Birth Certificate**

- If born out of state, use [www.VitalCheck.com](http://www.VitalCheck.com) – cost varies
- If born out of state, can go directly to each state’s vital records dept. website –cost varies
- If in state, go to DC Vital Records- cost: \$23

In person requests:

- If a client has no ID, write a proof of identity letter on agency letterhead stating the client is homeless, receiving services and why they need it. Include their name, DOB and SSN. State that the above is true **to the best of your knowledge**. You must stay with them the entire visit. Since you wrote a letter on that person’s behalf, they need for you to identify yourself once your client goes up to the service window to be processed.
- You must also have your supervisor sign the letter
- *If client doesn’t want to or can’t go with you, you can bring a signed release of information (from your agency) that you are requesting the document on their behalf, along with the identity letter signed by the supervisor.*

Out of state requests:

- VitalChek requires a credit card and will cost additional money. Client will have to answer a number of personal questions which are multiple choice in order to complete the transaction (such as recent banking institution, street they lived on, etc). The billing address of the credit card must match the address the letter is being sent to.
- Agencies can also go directly to another state’s vital records website and send in a money order with copies of documents proving identity but this takes longer. Each state has their own procedure about documents and timeframe for returning the documents.
- If they do not have ID and can’t answer personal questions on VitalChek, sometimes DBH (as a government entity) can certify someone’s identity with a letter and copy of their ID if the person is known to them.

## Food Stamps/Economic Security Administration

Note: You cannot request a Medicaid card at the ESA office in-person. See below to request card.

- Must arrive before the agency opens in order to guarantee being seen on the same day. People start lining up at about 6:40 am.
- Must have ID to enter building; If client has no ID they can sign a register at the security desk or ask for the security manager.
- You can either print and fill out the application from their website or receive one at the office. For clients that are easily overwhelmed it can be a good idea to have this step complete as the wait can be several hours long.
- If clients don't have an ID you may be a "collateral identity witness" with a letter and you must escort the client to the appointment. Sometimes staff are not aware this is a policy so it's best to bring the information from their website that states the policy as backup. The information is also more clearly defined in this PDF [http://www.dchunger.org/pdf/homeless\\_foodstamp\\_flyer.pdf](http://www.dchunger.org/pdf/homeless_foodstamp_flyer.pdf)
- *If a client cannot come to the office with you, you may complete the process for them if they check the "authorized representative" box. This sometimes doesn't work, depending on the DHS staff member.*
  - *You need to bring with you (see documents in the Outreach Drive > ID Documents > SNAPs / Food Stamps folder):*
    - *A verification letter on Pathways letterhead, preferably with client's picture on it, your ID badge on it - feel free to have Christine's too (it all helps). This letter must verify their homelessness, that you/Pathways is working with them **and can verify their identity***
    - *DHS\_ESA ROI - signed by client*
    - *DHS\_ESA Voter Registration form*
- *In order to pick up the EBT card without the client once the process is completed, you must ensure that the staff member adds you as a "proxy," on "lines three and four" of their program. They sometimes don't know the difference between "authorized rep" and "proxy," but they must add you as both.*
- *Easiest to arrive later in the day, request a follow-up interview appointment at the front desk (don't get in the big line), and then go to that interview instead of trying to do it all in one day. Much less waiting in line that way, though the process will take longer to actually get food stamps.*

### Medicaid Card, to request one:

- Call: 1-800-620-7802. Need Clt with you to verify identity over phone, knowledge of Social Security number, and DOB. 1) You can ask which Medicaid provider Clt has if Clt does not know; they will give you contact information for that provider. 2) From there, you can call the provider and request a new card. The process for that varies, depending on the provider.

## DMV

- Clients usually need birth certificate and social security card (or at least SSA printout)
- Other documents are accepted (see more extensive list below)
- *Complete a “No fee waiver” application and bring identity documents. Must have client present.*
- With these new IDs, the client will receive a paper printout that expires and an ID card will be mailed to them, so they will need a reliable mailing address

Applicants need to prove identity, residency, and social security number.

Documents that can be used to prove Identity:

- Birth certificate
- Unexpired passport
- Unexpired military ID card
- Certificate of Naturalization
- Certificate of US Citizenship

Documents used to prove residency (2 required)

- Utility bill (Water, Gas, Electric, Oil, or Cable), with name and address, issued within the last sixty (60) days
- Telephone bill (cell phone, wireless or pager bills acceptable), reflecting applicant's name and current address, issued within the last sixty (60) days
- Deed or settlement agreement reflecting name and property address
- Unexpired lease or rental agreement with the name of the applicant listed as the lessee, permitted resident or renter (may be a photocopy)
- \*Letter with picture from Court Services and Offender Supervision Agency (CSOSA) or DC Department of Corrections (DC DOC) certifying name and DC residency issued within the last sixty (60) days
- DC DMV Proof of Residency Form signed by the person owning the residence AND a copy of this person's unexpired DC driver license or DC identification card AND TWO (2) of the sources listed above (i.e. Utility bill, telephone bill, etc.) in the person owning the residence's name
- Bank Statement issued within the last sixty (60) days reflecting name and address
- Official Mail – received from a Federal or DC Agency (with full name and address) to include contents and envelope (received within the last sixty (60) days), excluding mail from the DC Department of Motor Vehicles
- \*DC DMV Approved Form from Certified Social Service Provider

\*May only be used to obtain an Identification Card and does NOT require a second source of residency document

Documents used to prove SSN:

- Social Security Card bearing applicant's name, SSN, and signature
- Social Security Administration verification printout reflecting full name and full SSN
- Pay statement reflecting full name and full SSN

- W-2 (wage and tax statement) reflecting full name and full SSN
- 1099 Form reflecting full name and full SSN

### **Social Security**

- Clients can go in person to apply for a replacement SS card if have appropriate identity documents (See list below)
- *You can go on the client's behalf if you have the client sign a SS release of information, and fill out a request for a new SS card. Bring both, as well as their ID docs. Easiest just to bring medical records that state DOB, name, and have a doctor's signature*
- Acceptable state ID's include Permanent Resident Card, Passport, Visa, DC One Card, VA ID
- Proof of income statement is available online but client has to create an account online
- Card will be mailed to the individual (so they will need a reliable address)
- Can send someone to Unity for a physical and then obtain copy of the records or assessment. Same with 35K street for MH evaluation.

Individuals need to prove identity and citizenship. Birth certificates are not acceptable forms of identity. Documents must be originals. Copies, even notarized ones are not accepted.

- Unexpired U.S. driver's license;
- Unexpired U.S. State-issued non-driver identification card; or
- Unexpired U.S. passport.

If they don't have the above, the following are accepted:

- Employee identification card/badge;
- Health insurance card or Medicaid card (not a Medicare card);
- U.S. military identification;
- U.S. Government identification card;
- Certificate of Naturalization;
- Certificate of U.S. Citizenship
- U.S. Indian Tribal card (Social Security has to approve as an acceptable ID);
- Certified copy of a medical record;
- School identity card, certified record, or transcript (current year); or
- Life insurance policy.

### **Non-citizens**

- Form I-551 (includes machine-readable immigrant visa) with unexpired foreign passport;
- I-94 with unexpired foreign passport; or
- I-766 work permit from DHS.

## VA ID

- Veteran will have to go to 50 Irving Street, NW location and meet with the Eligibility Dept in order to apply for or replace their ID. There is no cost for this (verify) and the identification card will be mailed to the Veteran, so they will need a reliable mailing address.

### Must have two forms of ID

• PRIMARY IDENTIFICATION	• SECONDARY IDENTIFICATION
• Present ONE form of Primary Identification	• If a Primary form of identification is not available, present TWO forms of Secondary Identification
• State-Issued Driver's License	• Certified Birth Certificate
• State Issued ID	• Original Social Security Card
• United States (U.S.) Passport	• DD214 or equivalent certificate issued by Department of Defense or War Department
• VA Identification Card (VIC) or VHIC	• Marriage License (certified copy)
• Military ID Card	• State Vote Registration Card
• Temporary Resident Card	• Student ID Card
• Resident Alien Card	• Native American Tribal Document
• Permanent Resident Card	• Certificate of U.S. Citizenship (INS Form N-560 or N-561)
• Other Federal or State issued photo ID	• Certificate of U.S. Citizenship (INS Form N-550 or N-570)
	• Certificate issued by US Consular Offices documenting the birth of a child on foreign soil to a US citizen. (Form FS-545, Form DS-1350, DS Form 240 or Form 240)

- DD-214s are very useful documents for accessing services available to veterans. You may request one through the [archives.gov](https://www.archives.gov/veterans/military-service-records/index.html) website and it takes about a month to receive it.
- In the meantime, Veterans can go to the Veteran's Affairs Regional Benefits Office, at 1722 Eye street, NW location in order to receive a printout of their service dates and

discharge status. This is usually acceptable while someone is waiting for the official copy of a DD214.