



State of Florida
Department of Children and Families

Ron DeSantis
Governor

Taylor N. Hatch
Secretary

DATE: June 9, 2025 **TRANSMITTAL NO.:** P-25-06-0001

TO: Economic Self Sufficiency Operations Managers
Economic Self Sufficiency Program Offices

FROM: Julie Reed, Chief, Program Policy
(Signature on File)

SUBJECT: Electronic Signatures

EFFECTIVE: Upon Receipt

This transmittal provides guidance on the types of electronic signatures that are acceptable on applications and forms received for the purpose of determining eligibility for all public assistance programs.

Background

All applications received are required to be signed under penalty of perjury. Currently, original wet signatures and electronic signatures are accepted on an application for public assistance benefits. The term "wet signature" refers to writing a physical signature or distinct mark on a hard copy of a document with a pen to make it legally binding.

New Policy

Electronic signatures are accepted on applications for public benefits and all associated forms. Signatures can only be submitted electronically by the assistance group (AG) or standard filing unit (SFU) of the household, or their representative. Each document must be signed separately to ensure it was viewed by the AG, SFU, or their representative.

The types of **acceptable** electronic signatures include:

- Handwritten signature input onto an electronic signature pad.
- Handwritten signature, mark, or command input on a display screen by means of a stylus device.
- Digitized image of a handwritten signature that is attached to an electronic record.
- Typed name that is typed within or at the end of an electronic record such as a signature block (e.g. online application).
- Digital signature.

The types of **unacceptable** electronic signatures include:

- A signature that is physically cut and pasted onto a document.
- A photocopy of a handwritten signature.

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- An ink stamp of a handwritten signature.

If a signature is questionable, staff may ask for additional information.

There is no change in the Telephonic signatures, application process for applications received requesting Medicaid based on the requirements for Modified Adjusted Gross Income (MAGI), non-MAGI, refer to Transmittal NO.: I-23-03-0005, Expansion of the Telephonic Application Process for Medicaid.

Regional Program Offices with policy questions related to this transmittal should submit them through the Policy Technical Assistance Request page.

cc: Assistant Secretary for Economic Self Sufficiency (Bridget Royster)
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