

**County of San Diego, Health and Human Services Agency (HHSA)
Eligibility Policy and Procedures Guide**

County Medical Services (CMS) and General Relief (GR) Programs Grant of Lien

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Revision Date:

December 6, 2016

Background:

The County is authorized to assert liens for any and all claims paid on behalf of a CMS or CMS Hardship beneficiary and for any and all aid paid to a GR recipient.

Purpose:

To provide staff with instructions regarding the completion of the Grant of Lien form.

Policy:

All CMS and CMS Hardship applicants must complete and sign the CMS Grant of Lien (CMS-122) form as a condition of eligibility. If the applicant fails to complete the form, the application will be denied. Refer to CMSPG 06.06.

All GR applicants must complete and sign the GR Grant of Lien (11-22 HHSA) form as a condition of eligibility. If the applicant fails to complete the form, the application will be denied. Refer to GRPG 90-300.14.

Note: Staff must print and use the current version of the Grant of Lien forms.

Exception to the Grant of Lien Requirement:

Refer to CMSPG 06.06 and GRPG 90-300.14.G.

Procedure:

Required Forms:

The following forms are required at each initial application or recertification when there is a change in the customer's marital status:

CMS Program

- CMS Grant of Lien (CMS-122)
- CMS Lien Information (CMS-123)
- CMS Lien Acknowledgement Statement (CMS-123A)

GR Program

- GR Lien Information Form (11-19 HHSA)
- GR Grant of Lien (11-22 HHSA)

Completion Requirements:

The Grant of Lien **must**:

- Be legible
- Have all name(s) and AKA(s) for applicant match on both sides of the form
- Have all names(s) and AKA(s) for the spouse, if applicable, match on both sides of the form
- Have the applicant's name, and spouse, if applicable, printed below the signature line
- Have the printed name and signature of the Deputy County Clerk or Notary Public be the same

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- Have whichever title (County Clerk or Notary Public) which does not apply to the person signing the Acknowledgement on Page 2 crossed out (on CMS-122)
- Have all County Clerk or Notary Public seal letters and numbers fully legible.

The Grant of Lien **must not**:

- Have any writing in the "Recorder's Use Only" section
- Have any writing in the ½ inch margin around all sides of the form
- Have any tears, permanent marks, smudges, or holes that make any of the document text illegible
- Have any white-out/tape corrections covering text of the Certificate of Acknowledgement
- Have the County Clerk or Notary Public seal bleed through the document text
- Be a copy of the original signed document.

References:

WIC, Section 17109

Government Code, Sections 8207, 27280.5, 27361.6, and 27361.7

Civil Code, Section 1189

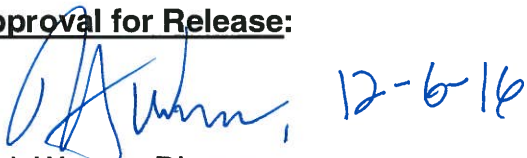
San Diego County Administrative Code, Article V, Section 92

San Diego County Administrative Code, Article XV-C, Section 263

Sunset Date:

This policy will be reviewed for continuance by 12/31/2019 |

Approval for Release:



Rick Wanne, Director
Eligibility Operations