

**County of San Diego, Health and Human Services Agency (HHSA)
Cash Assistance Program for Immigrants (CAPI) Program Guide**

Screening/Application

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A. Background:

This section provides the policies for screening and application processing for CAPI.

B. Policy:

Follow the policies below and the procedures in the referenced Processing Guides to screen an applicant for potential CAPI eligibility and to process a CAPI application.

C. Procedure:

1. Screening/Application:

Follow the steps in Processing Guide/99-100.2A/Screening/CAPI to screen an applicant for potential CAPI eligibility when the applicant comes to the Family Resource Center (FRC) or calls Access.

2. Appointments:

If there is apparent CAPI eligibility based on the screening, give a packet to the applicant and an Intake appointment for a face-to-face interview. However, upon FRC Manager approval, schedule a home call for those individuals who are unable to come to the FRC for a face-to-face interview.

3. Application Effective Date:

The application effective date is the date the SAWS 1 is signed. The SAWS 1 may be signed by:

- The applicant
- A representative

4. Appropriate Signatures:

CAPI application forms and SSP 14, Authorization for Reimbursement of Interim Assistance Initial Payment or Initial Posteligibility Payment, must be signed by the applicant. A court-appointed representative or a person who is responsible for the care of the applicant, including a relative, may sign the application on behalf of an applicant who is:

- under age 18
- mentally incompetent
- physically unable to sign the application

A person who signs an application on behalf of someone else is required to provide evidence of authority to act for the applicant (such as a court order showing conservatorship or a statement from the applicant). See 99-108.1.B regarding signature requirements for the SSP 14.

5. Beginning Date of Aid:

In general, the beginning date of aid will be the first of the month following the later of the date the application is filed or the date the applicant would otherwise become eligible for payments. To be allowed, an application may be filed no earlier than the month prior to the month that all eligibility factors are met. See Desk Aid/99-100.2A/Beginning Date of Aid/CAPI for some examples.

See 99-105.7.B regarding reinstatement of eligibility within 12 months of a suspension of benefits.

6. Verifications:

The applicant must provide all required verifications for an application to be considered complete. Verifications include:

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- Age
- Immigration/Alien Status
- Income
- Resources
- Household expenses and contributions
- Affidavits of support for sponsored immigrants
- Medical verifications for when the application is based on disability or blindness.

7. Alien Status:

In situations where the applicant arrived in the United States on or after August 22, 1996, he/she may be eligible for CAPI. If the applicant is sponsored, sponsorship status must be verified, as well as any claims of death of the sponsor, disability of the sponsor, or abusive actions of the sponsor or the sponsor's spouse. See 99-101.3 for more details on sponsored immigrants.

8. Pending Verifications:

Allow 30 calendar days from the date of request for CAPI applicants to provide pending verifications. Extend the pending status when there is a good reason to do so.

9. Redetermination:

An annual redetermination of eligibility will consist of:

- Completion of a statement of facts
- A face-to-face interview
- Re-verification of eligibility and payment amount for any month of the redetermination period in which a change of circumstances has occurred.

See 99-112 for required policies and procedures.

10. Application/Redetermination Forms:

Desk Aid/99-100.2B/Application-Redetermination Forms/CAPI shows the required application/redetermination forms and their usage.

11. National Voters Registration Act (NVRA) Requirements:

Follow the requirements in the Eligibility Policy and Procedure Guide for National Voter Registration Act (NVRA) requirements.

Other Program Impacts:

None.

References:

MPP 49-015
ACLs 98-82 and 03-02

Sunset Date:

This policy will be reviewed for continuance on or by 03/31/2019

Release Date:

3/8/2016