

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

Inter-County Transfer (ICT) Procedures

**Number
99-111.1**

**Page
1 of 3**

Revision Date:

September 14, 2016

Background:

This section provides information regarding transferring cases to another county.

Purpose:

To provide instructions for inter-county transfers in CAPI.

Policy:

There will be no unreasonable delay in the determination of CAPI eligibility and no interruption or duplication in payments as a result of a recipient's move from one county to another.

1. Definitions:

The table below shows definitions of terms used in this section.

Term	Definition		
Inter-County Transfer (ICT)	The transfer of responsibility for determination and maintenance of eligibility and payments for the recipient from one county (transferring county) to another (receiving county) when a recipient moves to another county. The transferring county or the receiving county may be a member of one of the CAPI Consortia. In this instance, the CAPI Consortium will represent their member county.		
Transfer Period	The transfer period begins on the date the transferring county informs the receiving county of the initiation of the ICT and last to the last day of the following month.		
	Date	Action	Transfer Period
	May 8	Transferring county receives notice that a recipient has moved.	
	May 18	Transferring county: <ul style="list-style-type: none"> • Initiates ICT • Notifies receiving county of ICT • Sends documentation to receiving county • Notifies recipient of ICT. 	Transfer period begins
	May 28	Receiving county: <ul style="list-style-type: none"> • Notifies transferring county of receipt of ICT initiation • Contacts recipient. 	
	June 17	Receiving county notifies transferring county of intention to assume case.	
	June 30		Transfer period ends
	July 1	Receiving county assumes case responsibility.	

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

Inter-County Transfer (ICT) Procedures

Number

99-111.1

Page

2 of 3

2. ICT Initiation and Notification:

The transferring county initiates the ICT after receiving notification of the recipient's move to the receiving county. This notification can be from the recipient or the receiving county. If this notification is from any other source, the transferring county will verify it with the recipient (or the recipient's representative) before initiating the ICT.

3. Transferring County Procedures:

Within 10 days from receiving notification of the recipient's move, the transferring county will take the actions in Processing Guide 99-111.1A.

4. Receiving County Procedures:

The receiving county must follow the steps in Processing Guide 99-111.1A. Failure by the receiving county to perform any of the responsibilities listed will have no effect on the transfer period or the transfer of case responsibility.

5. Additional County Responsibilities during the Transfer Period:

The table below shows additional responsibilities for situations that may occur during the transfer period.

Situation	Action
<p>Either county receives information that would make the recipient no longer eligible for CAPI or eligible for a lower payment amount.</p> <p>Examples of this type of information are:</p> <ul style="list-style-type: none"> • Changes in income or resources • Changes in citizenship status • Residence outside of California. 	<p>The county that receives the information provides the information immediately to the other county.</p>
<p>Action is required regarding a discontinuance or change in eligibility that will affect CAPI payments during the transfer period.</p>	<p>Transferring county will take required actions and send necessary notices to recipient.</p>
<p>The effect of the change on the CAPI payment amount or eligibility will not take place until the first day the receiving county assumes responsibility for eligibility and maintenance.</p>	<p>Receiving county will make payment and send necessary notices to recipient.</p>

6. CAPI Recipient Responsibilities:

The recipient must comply with requests for information or documentation needed to establish eligibility in the receiving county. The receiving county will allow the recipient a reasonable period of time (at least ten days) to comply with requests for information or documentation.

7. Pending Applications:

If an applicant has an application pending at the time of his/her move to a new county, the responsibility for completing the application and determining eligibility will remain with the transferring county, unless both counties agree to transfer responsibility to the receiving county. If both counties agree to transfer responsibility, the transferring county will retain a copy of the SAWS 1 to protect the date of application.

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

Inter-County Transfer (ICT) Procedures

Number

99-111.1

Page

3 of 3

The county that makes the initial eligibility determination and payment described above is responsible for making the IAR payments to all counties which provide documentation for GR paid while the CAPI application was pending. ORR handles this process for San Diego County.

8. County Contacts Chart:

To aid in this process, CDSS developed the CAPI ICT Contact Chart (Desk Aid 99-111.1B). This chart lists the following types of contact persons:

- County-to-county
- Public-to-county

Procedure:

Follow the actions in the policies above and Processing Guide 99-111.1A for ICT situations.

Program Impact/s:

None.

References:

ACL 98-82 and 99-87

ACIN 24-06

Sunset Date:

This policy will be reviewed for continuance on or by 09/30/2019

Approval for Release:



Rick Wanne, Director
Eligibility Operations