

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

Redetermination Procedures

Number

99-112.1

Page

1 of 2

A. Background:

This section provides policies and procedures for completing the annual redetermination for CAPI.

B. Policy:

- Redetermine the CAPI recipient's eligibility within 12 months of the recipient's initial benefit payment date and within each succeeding 12-month period.
- Obtain a completed and signed redetermination form from the recipient and conduct a face-to-face interview.
- Complete a new IAR Authorization, SSP 14.
- Image the completed redetermination form with the recipient's original signature.
- Determine the payment amount for any month of the redetermination period (see description in 1, below) for which a change in circumstances is reported by the recipient or otherwise becomes known.
- Address any overpayments or underpayments made during the redetermination period.
- Correct ongoing payments and issue notices, as needed, to reflect the information collected during the redetermination.
- Provide the recipient with form 16-64 HHSA, Voter Registration Interest/Declination Form, and CA Voters Registration form.

1. Definitions:

The redetermination period begins with the first day of the month the initial payment was made or the last redetermination was initiated. (Disregard the date of application and any months of retroactive payments.) The period ends with the last day of the twelfth month. See the table below.

Event	Date	Redetermination Period
Individual applies for CAPI	March 16, 2000	
Individual receives first CAPI payment	May 3, 2000	Begins on May 1, 2000 (first day of the first payment month)
Redetermination is initiated	February 15, 2001	Ends on April 30, 2001 (last day of twelfth month)

2. Notifying Recipient of Redetermination:

To notify recipients of the redetermination interview appointment, send recipients:

- Other Client Correspondence (OCC) CSC 35
- Redetermination form CAPI Statement of Household Expenses and Contributions Form (SOC 453), if applicable.

Note: Before form SOC 804 is sent to the recipient, record the date in the box in the middle of Page 1 (the first day of the initial payment month or the date of the last redetermination). This form is a 4-page form with an attached single sheet copy of the "Changes to Report." After the recipient submits the completed SOC 804, detach the single sheet and give it to the recipient.

3. Possible Need for Statement of Household Expenses and Contributions Form:

The CAPI Statement of Household Expenses and Contributions must be completed for any recipient who is being charged with In-kind Support and Maintenance (ISM) from within the household. This occurs when the recipient is:

- Living in the household of another; and

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Cash Assistance Program for Immigrants (CAPI) Program Guide**

Redetermination Procedures

Number

99-112.1

Page

2 of 2

- Receiving a CAPI payment that is based on the reduced needs payment standard; or
- Being charged with ISM as unearned income.

4. Processing of Completed Redetermination Form:

If an answer on the redetermination form is not consistent with the information in the recipient's case, obtain clarification and/or verification.

Take the actions or obtain the verifications described in Processing Guide 99-112.1A if either:

- The information given differs from that in the case
- An affirmative answer is given to any question on the redetermination form.

5. Need for New IAR Authorization at Redetermination:

SSA established the protective filing date for SSI eligibility as the date the worker signs the IAR Authorization (SSP 14). So, it is important to the recipient, who may be later approved for SSI, to have a current SSP 14.

The SSP 14 is in effect for one year. After that year ends, HHSA may not use the Authorization to reimburse the State. It is important for each case to contain a current IAR Authorization. The County collects IAR on behalf of the State, since the State funds CAPI.

6. Reapplication for SSI:

To remain eligible for CAPI, the recipient must remain ineligible for SSI solely due to immigration status. If the recipient now appears to be potentially eligible for SSI, regardless of any previous determinations by the Social Security Administration (SSA), refer the recipient to reapply for SSI.

If the recipient is apparently ...	Then ...
not a qualified alien,	do not refer them to reapply for SSI.
a qualified alien or has become a U.S. citizen,	refer them to apply for SSI.

A recipient who has been referred to reapply for SSI, and who fails to do so within 30 days of receipt of the referral, must be discontinued, unless there is good cause for not reapplying.

C. Procedure:

Follow the actions in the policies above and Processing Guide 99-112.1A for annual redeterminations.

Other Program Impacts:

None.

References:

MPP 49-070

ACLs 99-106 and 16-34

CAPI Program Guide Letters 25, 28, and 36

Sunset Date:

This policy will be reviewed for continuance by 06/30/2019

Release Date:

6/22/2016