

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

**Cash Assistance Program for Immigrants (CAPI) Data Matching Reports**

**Number**

35

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**Issue Date:**

September 18, 2015

**Effective Date:**

Upon Receipt

**Purpose:**

To update the CAPI reports section with the revised report from the Department of Social Services (DSS).

**Background:**

DSS sends monthly reports in hard copy to assist in making the determination for ongoing eligibility for CAPI.

**Policy Change:**

All but one report has been made obsolete. The remaining report has been automated and has a new definition with revised instructions.

This report is the Matching SSN Except Los Angeles report. The report now lists those individuals who are receiving CAPI and SSI/SSP benefits at the same time. Discontinue CAPI for the recipient listed on the report and determine if any overpayment has occurred. If an overpayment has occurred, refer the closed case to Revenue and Recovery.

**Summary of Changes:**

GRPG 99-100.6 – Added updated instructions to the State Reports section.

**Impacts:**

**Automation:**

No impact

**Management Reporting**

Management Reporting will publish the report on the CAPI Reports SharePoint site for FRCs to take action. There is no longer the hard copy report to put in an electronic format before posting.

**Forms and Document Capture:**

No impact

**Other Programs Affected:**

None.

**Quality Control:**

Effective with August 2015 review month, Quality Control will cite the appropriate error on any case that does not comply with the requirements outlined in this letter.

**References:**

All County CAPI Program Managers Letter dated July 1, 2015

**County of San Diego, Health and Human Services Agency (HHSa)  
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**Cash Assistance Program for Immigrants (CAPI) Data Matching  
Reports**

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**Sunset Date:**

This policy will be reviewed for continuance on or by September 30, 2018.

**Approval for Release:**

*Rick Wanne, 9-18-15*

Rick Wanne, Director  
Eligibility Operations

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

**Subject: CAPI State Report**

**Number**

**99-100.6**

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**1 of 1**

**Issue Date:**

September 18, 2015

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**Policy:**

Action must be taken on the report as shown below.

**Procedure:**

The CAPI report is sent from the State Department of Social Services (DSS) the Management Reporting team to be posted to [SharePoint](#) for the appropriate FRCs to take action.

The table below shows the titles of the reports, a description of the reports and the worker's actions.

<b>Report</b>	<b>Description</b>	<b>Action</b>
Matching SSN Except Los Angeles	Lists, by county code, the names of those who are simultaneously receiving CAPI and SSI/SSP benefits.	<ul style="list-style-type: none"><li>• Discontinue the CAPI recipient with timely notice</li><li>• Determine any overpayment and refer to Revenue &amp; Recovery</li></ul>

**Impact/s:**

**Other Programs Affected**

None.

**References:**

- All-County Information Notices (ACIN):
  - [I-81-04](#)
  - [I-68-14](#)
- [All County Letter 99-13](#)
- [Welfare and Institutions Code 18941](#)
- All County CAPI Program Managers Letter dated July 1, 2015
- CAPI PG Letters
  - [18](#)
  - [31](#)
  - [34](#)
  - [35](#)

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