

May 12, 2003

CASH ASSISTANCE PROGRAM FOR IMMIGRANTS PROGRAM GUIDE LETTER NO. 3

SUBJECT: COMPLETION OF INTERIM ASSISTANCE REIMBURSEMENT (IAR) AUTHORIZATION; CAPI PAYMENT STANDARDS FOR 2003; NEW/REVISED FORMS; AND CHANGES IN PRESUMPTIVE DISABILITY CATEGORIES

Effective Dates: January 1, 2003 for CAPI payment standards;
Upon receipt for other changes

References: WIC 18941, AB 2779, ACIN I-92-02, ACL 03-02

1. Purpose

This Cash Assistance Program for Immigrants (CAPI) Program Guide Letter is to notify staff of the following: requirements for correct completion of the Interim Assistance Reimbursement (IAR) Authorization (SOC 451); new payment standards for 2003; new/revised forms; and changes in presumptive disability categories. A vertical line in the right margin of the attached pages indicates changes or additions.

2. Background

Audit of IAR Program

In May of 2002, the San Francisco Regional Office of the federal Social Security Administration (SSA) conducted audits of all California counties' IAR programs. SSA reviewed documents from 24 GR cases and 3 CAPI cases from San Diego County. The results of the audit include five recommendations, four of which relate to procedures of the Department of Revenue and Recovery, which collects the interim assistance reimbursement. The fifth recommendation relates to the completion of the IAR Authorization (SOC 451).

Payment Standards for 2003

Since the CAPI program is founded on Supplemental Security Income/State Supplementary Payment (SSI/SSP) eligibility criteria, Welfare and Institutions Code Section 18941 requires that the CAPI payment standard is based on the SSI/SSP payment standards, minus \$10.00 for an individual and minus \$20.00 for a couple. All County Information Notice No. I-92-02 notified counties that the new CAPI payment standards for 2003 are a result of the 1.40% federal SSI Cost of Living Adjustment (COLA), effective January 1, 2003. At this time the SSP amount is not being changed.

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New/Revised Forms

All County Letter 03-02 issues new/revised forms used in the CAPI application process.

- The use of the Medi-Cal Statement of Facts (MC 210) as part of the CAPI application has been discontinued and replaced by a new CAPI Statement of Facts (SOC 814).
- The CAPI Supplemental Application Form (SOC 451) has been revised and is now strictly an Interim Assistance Reimbursement Authorization.
- The Living Arrangement and Household Expenses form (SOC 453) has been revised as the CAPI Statement of Household Expenses and Contributions.

Changes in Presumptive Disability Categories

The CAPI staff of the California Department of Social Services has informally notified Counties, which administer CAPI, of changes in the SSA presumptive disability categories. Since Federal laws and regulations governing the SSI/SSP program govern CAPI eligibility, these changes apply to the CAPI program.

3. Changes

Section	Change/Addition
99-100.3.A. and Appendix V	New CAPI Screening Tool (Appendix V) replaces CAPI Supplemental Application Form
99-100.7 and Appendices B, C and U	New/revised forms implemented: SOC 814, CAPI Statement of Facts; SOC 451, Interim Assistance Reimbursement Authorization; and SOC 453, CAPI Statement of Household Expenses and Contributions
99-101.7.C.1	Change in result of determination of substantial gainful activity (SGA) in State disability evaluations
99-107.7.D.	Changes in presumptive disability categories
99-103.6.B.; 99-103.8; 99-103.9.A. and 99-103.9.B.	Increases in Presumed Maximum Value (PMV), Sponsor's Allocation and allowance for ineligible children in deeming situations
99-104.12	Change in procedure for evaluating transfer of resources, due to new CAPI Statement of Facts
99-104.14.E.	Change in procedure for evaluating trusts, due to new CAPI Statement of Facts
99-107.4	Change in procedures, due to new CAPI Statement of Facts and elimination of Medi-Cal Statement of Facts (MC 210) as part of CAPI application
Table of Contents for Chapters 99-108 and 99-112	Update page numbers and add titles of new sections
99-108.1	Add description of IAR process
99-108.2	Clarify when to complete the IAR Authorization (SOC 451), including whenever a client's SSI application is denied and the client reapplies for SSI, instead of appealing the denial
99-108.3	Add steps for completion of the IAR Authorization (SOC 451), including change in name and address of SSI Supervisor, to whom original copies of SOC 451s are mailed
99-112.1	Add requirement to complete new IAR Authorization (SOC 451) at redetermination

99-112.6	Clarify need for new IAR Authorization (SOC 451) at redetermination
99-113.6.A.2	Change in Medi-Cal Eligibility Determination System (MEDS) to include CAPI
Appendix D	Sponsor's Statement of Facts, Income and Resources (formerly CA 22, 4/94) revised to CW 22 (10/01) to accommodate revised Bureau of Immigration and Customs Enforcement (formerly INS) requirements
Appendix G-5	Add new payment standards for 2003

4. Required Actions for Completion of IAR Authorization (SOC 451)

The following chart lists the 3 types of discrepancies Social Security Administration (SSA) discovered in the IAR Authorization forms and the actions required by the workers. Training was provided for CAPI staff in December of 2002 on the correct completion of the IAR Authorization.

Discrepancy	Required Actions
Missing signature and date signed by workers	Use the revised SOC 451 (8/02), which includes fields for the worker's signature, phone and date signed.* You may either write in or date stamp your phone number and date signed.
Both "Initial Claim" and "Post Eligibility" boxes initialed or checked by clients	Instruct clients to initial or check at the top and bottom of the form <i>either</i> the "Initial Claim" box <i>or</i> the "Post Eligibility" box. Clients will initial or check the "Post Eligibility" box only if you verify that the client has received SSI payments in the past and is now in suspense status or termination status, per SSA. When in doubt, have the client initial or check the "Initial Claim" box at the top and bottom of the form.
Expired IAR Authorizations	Complete IAR Authorization: <ul style="list-style-type: none"> • Upon initial application for CAPI; • At redetermination; and • Any time after the initial 12 months of eligibility, when the recipient reapplies for SSI/SSP (for example, when a client's SSI application is denied and the client reapplies for SSI, instead of appealing the SSI denial).

* SSA establishes the protective filing date for SSI eligibility as the date the *worker* signs the authorization. The previous IAR Authorization form (page 2 of 3 of the CAPI Supplemental Application Form, SOC 451) has a field for the *client's* signature and the date signed, with no field for the *worker's* signature and date signed. Therefore, the State has revised the SOC 451 to include a field for the worker's signature, phone and date signed.

5. Increased CAPI Payment Standards and Other Values

Advance notification of the new payment standards and other changed values was provided to the Mission Valley Family Resource Center on December 5, 2002. The payment standards for 2003 are included in Appendix G-5 of the CAPI Program Guide.

The Federal SSI COLA affects the following three values that can impact CAPI eligibility and benefit amounts:

Variable Value	Current Amount	New Amount, As of 1/1/03	Enter Amount, When Appropriate, on Form . . .
<ul style="list-style-type: none"> Presumed Maximum Value (PMV) of the In-Kind Support and Maintenance 	Individual: \$201.66 Couple: \$292.33	Individual: \$204.00 Couple: \$296.33	SOC 452, Income Eligibility Worksheet, line A.1.b.
<ul style="list-style-type: none"> Allowance for Ineligible Children in Deeming Situations (i.e., deeming income from an ineligible spouse) 	\$272.00	\$277.00	SOC 452, Income Eligibility Worksheet, line B.2.a.
<ul style="list-style-type: none"> Sponsor's Allocation in Alien Deeming Situations 	\$545.00	\$552.00	SOC 454, Sponsor to Alien Deeming Worksheet, line 2.

6. Automation Impact

The Fraud Referral and Tracking System (FRATS) has been updated to reflect the increased CAPI Payment Standards for 2003.

7. Forms Impact

The following forms have been sent to Office Services for printing and distribution to the Mission Valley Family Resource Center (FRC) by early May of 2003:

Form Number	Title	New or Revised?
SOC 451	CAPI Interim Assistance Reimbursement Authorization	Revised
SOC 453	CAPI Statement of Household Expenses and Contributions	Revised
SOC 814	CAPI Statement of Facts	New

An initial supply of the revised Screening Tool for CAPI (see Attachment A) will be provided to the Mission Valley FRC, as well as a master for copying as needed in the future.

8. Appeals/Quality Control Impact (QC)

At this time, the California Department of Social Services has not specified a QC requirement for CAPI. Appeals will be handled through the usual State hearing process.

9. Food Stamp Impact

CAPI payments must be treated in accordance with Food Stamp Program Guide 63-256.2. All assistance payments must be prospectively budgeted. Households that do not meet the income limits in a future month must be discontinued as soon as timely notice can be given.

10. Medi-Cal Impact

Since CAPI payments are considered public assistance income and therefore exempt for Medi-Cal budgeting purposes, do not count CAPI when determining the share of cost.

11. Filing Instructions

Remove pages:	Replace with attached pages:
Master Table of Contents – i through ii	Master Table of Contents – i through ii
99-100 -1 through 6	99-100-1 through 7
99-101-1 through 2	99-101-1 through 2
99-101-9 through 16	99-101-9 through 17
99-102-1 through 2	99-101-1 through 2
99-103-7 through 11	99-103-7 through 11
99-104-9 through 16	99-104-9 through 16
99-105-9 through 10	99-105-9 through 10
99-107-1 through 2	99-107-1 through 2
99-108-TOC-i through 2	99-108-TOC-I through 2
99-109-7 through 8	99-109-7 through 8
99-112-TOC-i through 3	99-112-TOC-i through 3
99-113-9 through 15	99-113-9 through 15
Appendices 99-100-A through F	Appendices 99-100-A through F

Add the following Appendices:

**99-100-G-5
99-100-U
99-100-V**

ORIGINAL SIGNED BY:

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