

# Cash Assistance Program for Immigrants (CAPI) Program Guide (PG) Letter No. 13

September 2, 2008

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**Subject**                    **REVISED INTERIM ASSISTANCE REIMBURSEMENT (IAR) FORMS**

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**Effective date**        Upon receipt

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**Reference**              All-County Information Notices I-46-08 and I-46-08E

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**Purpose**                  The purpose of this CAPI PG Letter is to provide the revised IAR forms.

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**Background**            CAPI has used the SOC 451, CAPI IAR Authorization, when a CAPI applicant/recipient is applying or has applied for Supplemental Security Income/State Supplemental Program (SSI/SSP) benefits in order to repay the State for CAPI benefits that have been paid.

In the past, SSA typically sent an applicant's entire initial SSI/SSP payment to the County as a lump sum. The County then reimbursed the State pursuant to IAR rules and sent the balance of the retroactive SSI/SSP payment to the applicant. An exception to this process would occasionally occur when an applicant's initial retroactive payment exceeded 12 times the maximum monthly SSI/SSP payment amount. In these cases, the applicant's retroactive benefits were paid in installments. These occasions were rare and the SOC 451 did not address them.

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**Changes**                A revised IAR Agreement between the Social Security Administration (SSA) and the Department of Social Services (DSS) was signed on August 10, 2006. The revised agreement requires the counties to use the SSA's revised authorization form to obtain an SSI/SSP applicant's written permission for SSA to reimburse the County/State from either the applicant's initial SSI/SSP payment or initial SSI/SSP post eligibility payment.

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**Changes**  
(continued)

A federal law change requires that any past due monthly SSI/SSP benefits that exceed three times, instead of 12 times, the maximum monthly maximum monthly SSI/SSP payment must be paid in installments. As a result, IAR retroactive payments are now more likely to be issued in installments.

**Summary of Revisions**

The table below shows the revisions to the SOC 451 and SSP 14.

Form	Revisions
SOC 451	This form is now obsolete.
SSP 14	<ul style="list-style-type: none"> <li>• The revised SSP 14 form now includes language that speaks to the alternate IAR procedures for these cases.</li> <li>• Language has been added that clarifies that a County cannot use the same signed SSP 14 for both an initial and a post eligibility payment of SSI/SSP benefits.</li> <li>• Definitions regarding the terms “state” and “SSI/SSP benefits” have been added to the form.</li> <li>• Language that clarifies that the County can reimburse itself for the months up to and including the month the individual’s SSI/SSP benefits begin has been added.</li> <li>• Language has been added that clarifies how the form serves as a protective filing for SSI/SSP benefits and provides information regarding protective filing.</li> <li>• Language has been added that specifies that the authorization will be void if it is not received by SSA from the County within a specific time period and that it must be signed and dated.</li> <li>• Language has been added that clarifies applicants’ appeal rights by informing them that the county must send them a notice explaining the County’s reimbursement decisions and the applicant’s right to a State Hearing.</li> </ul>

**Required Action**

Effective upon receipt of this letter, workers must use the new SSP 14 for IAR cases. SSA will no longer accept the SOC 451.

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**Forms Impact** Form SOC 451 is now obsolete. It has been removed from iWay. The Client Correspondence CDS to CalWIN Crosswalk will also be updated with this information. The SSP 14 has been uploaded into iWay and is available to be ordered.

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**Quality Assurance impact** The California Department of Social Services has not specified a Quality Assurance requirement for CAPI and appeals are handled through the usual State hearing process.

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**Changes** The table below shows the changes to the CAPI PG.

Section	Changes
99-100	References to SOC 451 revised to SSP 14.
99-101	References to SOC 451 revised to SSP 14.
99-108	References to SOC 451 revised to SSP 14. Instructions for completion updated.
99-112	References to SOC 451 revised to SSP 14.
Appendix B	Replaced example of SOC 451 with example of SSP 14.

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**Filing instructions** The table below shows how to file the CAPI PG material.

Action	Pages
Remove	99-100-3 through 99-100-6
	99-101-9 through 99-101-10
	99-108-1 through 99-108-2
	99-112-1 through 99-112-3
	Appendix A through Appendix B
Replace	99-100-3 through 99-100-6
	99-101-9 through 99-101-10
	99-108-1 through 99-108-2
	99-112-1 through 99-112-3
	Appendix A through Appendix B

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**Manager  
approval**

ORIGINAL SIGNED BY:

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