

# Cash Assistance Program for Immigrants (CAPI) Program Guide Letter No. 18

March 13, 2009

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**Subject**                    **CLARIFICATION ON SPONSOR REQUIREMENTS AND HANDLING OF STATE CAPI REPORTS**

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**Effective date**        Upon receipt

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**Reference**                Manual of Policies and Procedures (MPP) 49-037.512

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**Purpose**                    The purpose of this CAPI Program Guide Letter is to provide staff with:

- clarification on case action if the sponsor fails or refuses to provide a written statement of income and property; and
- instructions on the processing of the three monthly State CAPI reports. These reports are:
  - CAPI/SSI County Matching SSN Except Los Angeles;
  - CAPI/SSI County Non-Matching SSN; and
  - CAPI County Duplicate Last Name and DOB.

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**Background**            ***Sponsor Statement***

The MPP requires the sponsor of a CAPI applicant/recipient to provide a written statement of his/her income and property. Form CW 22 may be used to provide this statement, but the form itself is not required.

***State Reports***

When CAPI was centralized at Mission Valley Family Resource Center (FRC), these reports were processed at this FRC. Now that CAPI has been decentralized, each FRC will process the cases for their FRC on this report.

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**Sponsor Statement**        During the Program Guide re-write, the requirement to provide a statement was not included. This clarification is being added to the Program Guide to state that a written statement from the sponsor is required. If the sponsor refuses or fails to provide such a statement, then the CAPI case will be denied/discontinued.

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**State Reports**            Effective with the April 2009 reports, they will be forwarded to

ACCESS [formerly Public Assistance Information (PAI)]. They will clear the reports and forward the appropriate pages along with instructions to the appropriate FRC for processing. The table below shows the reports, a brief summary of the report, and the worker's actions.

<b>Report</b>	<b>Summary</b>	<b>Action</b>
CAPI/SSI County Matching SSN Except Los Angeles	Lists CAPI recipients who have applied for SSI/SSP. It is sorted by SSI/SSP payment status code. Code N13 is used to deny or discontinue SSI due to immigration status.	If a payment status code other than N13 is present, CAPI eligibility is questionable and should be reviewed for possible suspension or a referral to apply for SSI.
CAPI/SSI County Non- Matching SSN	Lists CAPI recipients who have not applied for SSI/SSP. It is sorted by CAPI Aid Code. Most likely, an informal denial was received from SSA.	If the individual has CAPI Aid Code 1A and they allege a medical condition and were residing in the U.S. on August 22, 1996, refer this individual to SSI Advocacy.
CAPI County Duplicate Last Name and DOB	Lists CAPI recipients who have the same last name and date of birth. The purpose is to ensure that duplicate payments are not being made.	Review for possible duplicate payments.

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**Forms impact**    None.

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**Automation  
Impact**            None.

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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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**Manager  
approval**            ORIGINAL SIGNED BY

Jaye Yoshonis, Assistant Deputy Director  
Self-Sufficiency Programs  
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