

# Cash Assistance Program for Immigrants (CAPI) Program Guide (PG) Letter #31

November 18, 2013

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<b>Subject</b>	<b>PROCESSING STATE CAPI REPORTS</b>
<b>Effective</b>	Upon receipt
<b>Reference</b>	County policy
<b>Purpose</b>	To provide staff with updated instructions for the three monthly State CAPI reports. These reports are: <ul style="list-style-type: none"><li>• CAPI/SSI County Matching SSN Except Los Angeles</li><li>• CAPI/SSI County Non-Matching SSN</li><li>• CAPI County Duplicate Last Name and DOB</li></ul>
<b>Background</b>	Each FRC processes the cases for their FRC on these reports. <a href="#">CAPI PG Letter 18</a> provided instructions for these reports.
<b>Highlighted Changes</b>	Effective with the October 2013 reports, these reports will be made available in an electronic format and posted on SharePoint for FRC sorting and action..
<b>Automation Impact</b>	No impact.
<b>Forms Impact</b>	No impact.
<b>ACCESS Impact</b>	ACCESS will no longer be receiving, sorting or distributing these reports to the FRCs.
<b>Scanning Impact</b>	No impact.

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**Other  
Program  
Impact**

No impact.

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**Quality  
Control (QC)  
Impact**

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

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**Summary of  
Changes**

The table below shows the changes to the CAPI PG.

<b>Section</b>	<b>Changes</b>
<a href="#">99-100.6</a>	Updated instructions for the State reports.

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**Approval for  
Release**

 , 11-18-13

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DH

## 6. CAPI STATE REPORTS

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### **B. Receipt of Reports**

The CAPI reports are sent from the State Department of Social Services (DSS) to the CAPI Program Specialist at Eligibility Operations (EO) who will forward the reports to the Office of Business Intelligence (OBI) to be created in an electronic format and posted to [SharePoint](#) for the appropriate FRCs to take action.

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