

90-100.04. REDETERMINATION

A. General

This section provides information on the GR redetermination process.

B. Purpose

The Redetermination interview is designed to accomplish the following objectives for GR cases:

- To determine that the recipient continues to meet all eligibility requirements.
- To complete all necessary forms and documentation required to establish ongoing eligibility. A GR Redetermination Packet should include forms:
 - 11-38 HHS A Coversheet
 - 11-38R HHS A, Redetermination – Statement of Facts Supporting General Relief Eligibility, SAWS 2 Plus, or the CalWIN Statement of Facts
 - 11-44H HHS A, Affidavit of Homeless Living Situation or CSF 47, Shelter Cost Statement
- To complete a new Authorization for Reimbursement of Interim Assistance (SSP 14).
- To explain all the rights, responsibilities, and requirements to the recipient including the right to a GR Hearing.
- To discontinue all ineligible recipients and refer them to other programs or resources as appropriate.

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C. Redetermination Process

Granted workers must follow the actions in the table below when completing the GR Redetermination.

Step	Action
1	Thoroughly review the GR case (and any companion cases) before sending the redetermination notice to the recipient to determine what type of verifications the recipient is required to provide at the redetermination interview. These items shall be clearly identified for the recipient on Form 11-39 HHS A, Notice of GR Renewal Appointment (Appendix C) or CSC 35.

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C. Redetermination Process (continued)

Step	Action
2	Complete the Statement of Facts during the redetermination interview.
3	If the recipient has an SSI application or appeal pending in MEDS, refer the recipient to SSI Advocacy and Medi-Cal.
4	Obtain recipient's and worker's signatures and date on a new Authorization for Reimbursement of Interim Assistance (SSP 14).
5	Homeless recipients who fail to complete the 11-44H HHSA will be discontinued with timely notice.
6	Recipients who provide fraudulent or inconsistent information will be referred to PAFD.
7	Document all verifications provided and determine if additional items are needed to establish ongoing eligibility.
8	Convert the case and advise the recipient of the appropriate program requirements if there has been a change in the employability status of the recipient.
9	Evaluate if the recipient meets the criteria for Substance Abuse Services reasonable suspicion. If yes, complete form 11-94 HHSA, Documentation of Reasonable Suspicion, and provide form 11-89 GIN, Substance Abuse Services Informational Notice. Refer the recipient to an orientation.
10	Do not change the GR recertification date to match any other program's timeline if the worker receives an alert to align the GR recertification date with another case recertification.
11	Discontinue the case with timely and adequate notice if the recipient is now ineligible.

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