

December 24, 2002

GENERAL RELIEF PROGRAM GUIDE LETTER NO. 40

**SUBJECT: AUTHORIZATION FOR REIMBURSEMENT OF INTERIM ASSISTANCE AND SSI
ADVOCACY SERVICES**

Effective Date: Upon Receipt

1. Purpose

The purpose of this letter is to notify staff of the requirements for correct completion of the Authorization for Reimbursement of Interim Assistance and to clarify several issues regarding SSI Advocacy Services. A vertical line in the right margin of the attached pages indicates changes or additions.

2. Background

Audit of Interim Assistance Reimbursement (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 Authorization for Reimbursement of Interim Assistance (page 4 of 4 of the 11-38 HHS coversheet).

SSI Advocacy Services

In the April 2002 monitoring of the SSI Advocacy contract, a review of the contractor's files revealed that several clients had not signed the SSI Advocacy Services Communication Form (13-1 HHS). The form requires the client's signature as a release of information and agreement to cooperate with the SSI Advocate and to comply with the conditions of the GR Interim Assistance Program. Workers must ensure that clients sign the form 13-1 HHS before forwarding the form to the SSI Advocate.

In addition, the criteria for mandatory referrals to SSI Advocacy Services include applicants or recipients who have filed for SSI but have not been approved or denied at the point of referral. The term, "point of referral", has been clarified to mean "anytime the worker has contact with the client or the case (e.g., recertification, receipt of CW7, phone contact, etc.)."

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3. Changes

Section	Change/Addition
90-800-1, Table of Contents	Update page numbers and titles of new sections
90-800-2, Policy	Clarify that each case must contain a current Authorization for Reimbursement of Interim Assistance, signed by both the worker and the client
90-801.1A. and 90-801.2	Change references to GRPG to CAPI PG
90-803.1 and 90-803.5A.	Clarify that workers must ensure that clients sign the SSI Advocacy Communication Form (13-1 HHSA), when making referrals to the SSI Advocate
90-803.2	Define term, "point of referral"
90-804.1	Add description of IAR process
90-804.2	Clarify when to complete the Authorization for Reimbursement of Interim Assistance
90-804.3	Add steps for completion of the Authorization for Reimbursement of Interim Assistance
Appendix 90-800-C	Add new appendix with a copy of the Authorization for Reimbursement of Interim Assistance (page 4 of 4 of 11-38 HHSA Coversheet)
90-103.1C and 90-103.2C	Clarify need for new Authorization for Reimbursement of Interim Assistance at redetermination
90-101.D	Correct erroneous reference to another chapter
90-102.2A	Update references to forms, i.e., DSS changed to HHSA and form 11-44H DSS replaced by form 16-6 HHSA

4. Required Actions for Completion of Authorization for Reimbursement of Interim Assistance (Page 4 of 4 of the 11-38 HHSA Coversheet)

The following chart lists the 3 types of discrepancies Social Security Administration (SSA) staff discovered in the authorization forms and the actions required by the workers:

Discrepancy	Required Actions
Missing signature and date signed by workers	The current authorization form has a field for the date the <i>client</i> signs the form, but does not have a field for the date the <i>worker</i> signs the form. Therefore, you may either write in or date stamp the form after your signature. *
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" line <i>or</i> the "Post Eligibility" line. Clients will initial or check the "Post Eligibility" line 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" line at the top and bottom of the form.
Expired IAR Authorizations	Complete the authorization: <ul style="list-style-type: none"> • Upon initial application for GR; • At redetermination; and • Whenever you find out that a client's SSI application has been denied and the client reapplied 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 current authorization form (page 4 of 4 of the 11-38 HHSA Coversheet) has a field for the *client's* signature and date signed and a field for the *worker's* signature and number, but no field for the *date the worker signed the form*.

5. **Automation Impact**

None.

6. **Forms**

None.

7. **Quality Control Impact**

Failure to make a mandatory referral to SSI Advocacy Services will be cited as a dollar error. Failure to complete timely and accurate Authorization for Reimbursement of Interim Assistance forms (page 4 of 4 of the 11-38 HHS coversheet) or SSI Advocacy Services Communication Forms (13-1 HHS) will be cited as informational items.

8. **Filing Instruction**

Remove	Replace With Revised
90-800-1 through 4	90-800-1 through 4
90-800-7 through 10	90-800-7 through 10
90-800-13 through 14	90-800-13 through 14
90-100-11 through 12	90-100-11 through 12
90-100-17 through 18	90-100-17 through 18

Add Appendix 90-800-C

ORIGINAL SIGNED BY:

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JV:BP