May 12, 2017

ALL COUNTY INFORMATION NOTICE NO. I-29-17

TO: ALL COUNTY WELFARE DIRECTORS
    ALL IN-HOME SUPPORTIVE SERVICES (IHSS) PROGRAM
    MANAGERS

SUBJECT: IHSS OVERPAYMENT RECOVERIES AND CASH-IN-DOOR
         INVOICING


PURPOSE

The purpose of this All-County Information Notice is to instruct counties to
adhere to the guidance provided in ACL No. 14-53 regarding submission of
IHSS overpayment recoveries, while the California Department of Social
Services (CDSS) develops a more detailed Case Management Information and
Payrolling (CMIPS) Cash-In-Door (CID) Adjustment Report necessary to
reinitiate overpayment recovery invoicing.

Once this revision is complete, CDSS will provide additional clarification
regarding IHSS overpayment collection processing, CID Adjustment Reporting
and CDSS overpayment recovery invoicing.

BACKGROUND

ACL No. 14-53 provided updated instructions to counties for processing recovered
overpayments as a result of implementation of the CMIPS II and the county
Maintenance of Effort. Per the overpayment recovery directions outlined therein, CDSS
began invoicing counties for cases that converted to CMIPS II from Legacy CMIPS, if
the overpayment was not recovered (or was in the process of being fully recovered)
prior to July 1, 2012, and the recovery was initiated after conversion to CMIPS II.
CDSS began billing each county for the total amount of recovered overpayments in April 2015, per the CMIPS CID Adjustment Report, which included amounts for Fiscal Years 2012-2014. Subsequent invoices were issued in August and November for amounts recovered through September of 2015. Some counties reported an inability to reconcile their overpayment records with CDSS invoices and requested a more detailed CID Adjustment Report.

To assist counties with reconciliation, CDSS temporarily stopped invoicing and convened a workgroup for the purpose of addressing county concerns. The county stakeholders participating in this workgroup identified a need for a revised detailed CID Adjustment Report and additional overpayment clarification.

**PROCESS/TIMELINE**

To reiterate, counties should immediately initiate submission of outstanding overpayment recoveries to CDSS using the guidance provided in ACL No. 14-53. This process should continue until the more detailed CID Adjustment Report is available and CDSS releases additional overpayment clarification prior to resuming invoicing.

For questions regarding this letter please email CDSS’ Adult Programs Division, Policy and Quality Assurance Branch, Program Integrity Unit, at ihss-pi@dss.ca.gov.

Sincerely,

*Original Document Signed By:*

DEBBI THOMSON  
Deputy Director  
Adult Programs Division

c: CWDA