May 16, 2018

ALL-COUNTY INFORMATION NOTICE NO. I-29-18

TO: ALL-COUNTY WELFARE DIRECTORS
    ALL IHSS PROGRAM MANAGERS

SUBJECT: IN-HOME SUPPORTIVE SERVICES (IHSS) ADVANCE PAY OPTION
          AVAILABILITY FOR ELIGIBLE RECIPIENTS

REFERENCE: WELFARE AND INSTITUTIONS CODE (WIC) §§ 12303.4, 12304;
           MANUAL OF POLICIES AND PROCEDURES (MPP) §§30-701(s)(1),
           30-768.213, 30-760.21, 30-769.735; ALL-COUNTY LETTER (ACL)
           No.14-68, DATED October 3, 2014; ALL-COUNTY INFORMATION

The purpose of this All-County Information Notice (ACIN) is to remind counties to inform
eligible IHSS recipients of the Advance Pay option when conducting IHSS assessments
and provide any necessary clarification to recipients regarding the Advance Pay
process.

BACKGROUND

Advance Pay is an option available only to severely impaired IHSS recipients in the
IHSS Residual (IHSS-R), IHSS Plus Option (IPO), and Community First Choice Option
(CFCO) programs. The Advance Pay option allows recipients to receive an advanced
payment for their monthly authorized IHSS services and pay their enrolled provider(s)
directly for the provision of their authorized services per WIC §12304.

ELIGIBILITY FOR THE IHSS ADVANCE PAYMENT OPTION

To be eligible for Advance Pay, recipients must be severely impaired pursuant to WIC
 §§ 12303.4(b) and 12304 and capable of handling their financial and legal affairs (or
 have an assigned authorized representative). The amount advanced to a recipient for
 payment for authorized IHSS services shall not exceed the amount needed to pay for
 the maximum number of authorized hours.
Per MPP §30-701 (s) (1), *Severely Impaired Individual* means a recipient with a total assessed need, as specified in MPP § 30-763.5, for 20 hours or more per week of service in one or more of the following areas:

A. Any personal care services listed in MPP § 30-757.14.

B. Preparation of meals.

C. Meal cleanup when preparation of meals and consumption of food (feeding) are required.

D. Paramedical services.

Recipients receiving Advance Pay may not use their payment for anything other than the purchase of authorized IHSS hours, must pay their enrolled provider(s) timely and must submit reconciling timesheets per MPP §30-768.213.

**ADVANCE PAY AND THE ASSESSMENT PROCESS**

When conducting assessments, counties should inform recipients of their rights and responsibilities in relation to eligibility and need for IHSS services, including eligibility for Advance Pay (MPP §30-760.21). Counties should ensure individuals that are eligible for Advance Pay understand that this method of payment can assist in expediting service provision. The Advance Pay option provides funds for eligible services up front to IHSS recipients which allows them to pay enrolled providers for services rendered immediately, as long as the provider is eligible for payment, as opposed to providers receiving payment in arrears. The Advance Pay option provides additional flexibility for severely impaired recipients in situations where their regular provider(s) are unavailable and the recipient needs to immediately hire another provider(s) to perform their authorized services.

Along with informing recipients of the Advance Pay option, counties should attempt to assist recipients in the maintenance of their Advance Pay, if it becomes apparent that a recipient is having difficulty complying with Advance Pay responsibilities. Counties should also ensure that recipients receiving Advance Pay understand the 45-day timesheet reconciliation requirement and provide technical assistance if necessary, to prevent changing a recipient’s payment method from Advance Pay to payment in arrears due to unreconciled timesheets.

To assist county social workers in communicating the availability, eligibility, timesheet reconciliation requirements, and recipient responsibilities associated with the Advance Pay option, the California Department of Social Services has developed an Advance Pay Fact Sheet, released via ACIN I-04-18.
For questions regarding this ACIN, please contact the Adult Programs Policy and Quality Assurance Branch, Program Integrity Unit at (916) 651-0554 or via e-mail at ihss-pi@dss.ca.gov.

Sincerely,

**Original Document Signed By:**

DEBBI THOMSON,
Deputy Director
Adult Programs Division

c: CWDA