April 8, 2019

ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-24-19

TO:                  ALL COUNTY WELFARE DIRECTORS
                      ALL INTERIM ASSISTANCE REIMBURSEMENT (IAR) PROGRAM
                      MANAGERS
                      ALL CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)
                      MANAGERS

SUBJECT:            CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)
                      CLARIFYING INSTRUCTIONS FOR THE USE OF SOC 455 - STATE
                      INTERIM ASSISTANCE REIMBURSEMENT AUTHORIZATION

REFERENCE:          MANUAL OF POLICIES AND PROCEDURES (MPP) §§49-065,
                      49-015.41;
                      PROGRAM OPERATIONS MANUAL SYSTEM (POMS) §§I
                      02003.002;
                      ALL COUNTY LETTER NO. 99-11.

The purpose of this All County Information Notice (ACIN) is to provide clarifying
instructions for use of the State Interim Assistance Reimbursement Authorization form
(SOC 455) in the Cash Assistance Program for Immigrants (CAPI). Applicants use the
SOC 455 to authorize the county to reimburse itself from the applicant’s retroactive
CAPI benefits for cash and/or in-kind assistance provided by the county while the CAPI
application was pending. The county may not reimburse itself without this signed
authorization. (All County Letter No. 99-11). The SOC 455 is not used in conjunction
with the federal interim assistance reimbursement (IAR) program administered by the
Social Security Administration (SSA).

Definition

Independent of federal IAR, the state provides its own IAR to those counties choosing to
provide interim assistance to CAPI applicants while their initial applications are pending.
Reimbursement may also be available during periods of suspension prior to
Interim assistance, for purposes of state reimbursement, means any cash or in-kind assistance provided by the county to the CAPI applicant during the periods described above. Counties may not recover any state IAR for payments or in-kind benefits financed wholly or partially with federal funds. (MPP §49-065.32).

The state Interim Assistance Reimbursement (IAR) program allows counties to recover General Assistance (GA) or General Relief (GR) and other types of cash and in-kind assistance paid out to indigent individuals (including direct cash payments and payments made to vendors providing services to claimants). This interim financial assistance will most often consist of county-funded GA or GR. However, assistance may also include food, clothing, shelter, personal and hygiene supplies, transportation tokens/passes, etc., to supply CAPI applicants with basic needs while their CAPI applications are pending.

Counties wishing to use state IAR to recover cash and/or in-kind assistance to a CAPI applicant must have a valid IAR authorization form (SOC 455) on file, signed by the applicant. The SOC 455 has a life of 12 months, after which it expires and is no longer valid.

**SOC 455 Guidelines**

Counties may not withhold any portion of a claimant’s initial CAPI payment unless the claimant grants the county advance permission to do so. Please note that interim assistance is not available to the county if:

- the claimant fails to authorize IAR (*i.e.*, does not sign SOC 455),
- the CAPI application is denied, or
- the SOC 455 form is expired.

Counties should include both the SOC 455 and the SSP 14 in all initial CAPI application and redetermination packets.

The SOC 455 must never be sent to Social Security Administration (SSA). The SOC 455 cannot be used to obtain interim assistance from an individual’s Supplemental Security Income /State Supplementary Payment (SSI/SSP) retroactive payment. Only the [SSP 14](#) (Authorization for Reimbursement of Interim Assistance) can be used to recover interim assistance from an individual’s initial SSI/SSP check.

Under the state IAR program, a county may withhold from a claimant’s initial CAPI benefit, the amount of interim assistance (GA/GR, and/or in-kind assistance) provided by the county to the claimant, if all of the following apply:

- A claimant’s application for CAPI was approved;
Cash, GA/GR, or in-kind assistance was provided by the county to the CAPI applicant (either directly or through a vendor) while awaiting a decision on the application;
- The aid provided did not include any federal funds;
- A valid SOC 455 is on file; and
- A valid NA 693 is sent to the applicant along with the his/her share of retroactive benefits within 10 days of the county’s receipt of those benefits.

Please refer to ACL No. 99-11 for the approved language that must be included with the NA 693 notice of action.

**Example**

An applicant applied for CAPI and General Assistance (GA) on January 3, 2019; he was denied SSI/SSP due to his immigration status. General Assistance was provided to the CAPI applicant while awaiting a Disability Determination Services Division (DDSD) decision. The county approved the CAPI application on March 10, 2019 after DDSD found him to be disabled. The applicant was determined to be retroactively eligible for CAPI benefits starting February 1, 2019 (payable April 2019). (MPP §49-015.41). County staff issued a NA 693 (with the approved language) indicating that CAPI was granted and listing both the amount withheld to cover the GA paid by the county and the applicant’s share of retroactive benefits. Result: the county will be reimbursed for the GA it paid out to the applicant while his application was pending (February and March 2019).

Should you have questions regarding the information contained in this notice, please contact Steve Koehler or Aron Smith at California Department of Social Services Adult Programs Division, Benefit Programs Unit at (916) 653-1863 or email to: steven.koehler@dss.ca.gov or aron.smith@dss.ca.gov.

Sincerely,

**Original Document Signed By:**

DEBBI THOMSON
Deputy Director
Adult Programs Division

c: CWDA