

STATE OF CALIFORNIA-HEALTH AND WELFARE AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



May 24, 1991

ALL COUNTY LETTER NO, 91-45

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: IMPLEMENTATION OF AB 4252 (CHAPTER 1141, STATUTES OF 1986) DIRECT DEPOSIT BY ELECTRONIC FUNDS TRANSFER FOR IN-HOME SUPPORTIVE SERVICES ADVANCE PAY RECIPIENTS

The purpose of this letter is to provide information and instructions on Direct Deposit by Electronic Funds Transfer (EFT) for the In-Home Supportive Services (IHSS) Program.

AB 4252 (Chapter 1141, Statutes of 1986) became effective on January 1, 1987. This legislation allows any IHSS recipient, who has received IHSS benefits for at least one year and receives his/her IHSS payment in advance, to elect to have his/her IHSS payment directly deposited by EFT into their identified account at a financial institution of his/her choice.

A Direct Deposit Enrollment/Change/Cancellation form (SOC 404) and instructions will be mailed to all potentially eligible advance pay recipients by Electronic Data Systems during the month of June 1991. If interested, recipient may complete form SOC 404, retain the yellow copy for his/her record and mail the white copy to his/her County Welfare Department for processing.

COUNTY RESPONSIBILITIES

County staff are responsible for verification of the information submitted on the SOC 404 and the data entry into the Case Management, Information and Payrolling System (CMIPS). County staff will also be responsible, at reassessment, to notify eligible advance pay recipients of their eligibility for direct deposit; assist in the completion of the SOC 404; verify the recipient's eligibility for Direct Deposit; enter the information into CMIPS; and resolve problems as they arise. A supply of the form SOC 404 may be obtained free of cost from the State Department of Social Services warehouse on a County Forms Order GEN 727B.

Manual of Policies and Procedures Section 30-769.732 states "In direct payment cases, where a recipient is incapable of handling his/her financial and legal affairs and has a legal guardian or conservator, direct payment shall be made to the recipient's legal guardian or conservator at such person's request. Consequently, a recipient eligible for EFT can designate the financial account of his/her legal guardian or conservator to receive his/her Direct Deposit. County staff will be responsible for insuring that Direct Deposit payments are not made to the financial account of anyone other than the recipient or the legal guardian/conservator of the recipient.

Attached to this letter are instructions for the implementation of Direct Deposit by EFT, (Attachment 1); a facsimile of the IHSS Direct Deposit Enrollment/Change/Cancellation Form (SOC 404), (Attachment 2); a field-by-field description of the SOC 404, (Attachment 2a); a copy of the Direct Deposit Advice that will be mailed to the recipient when a direct deposit has been made, (Attachment 3); Notice of Action messages that will be applicable, (Attachment 4); alert messages, (Attachment 5); a facsimile of the CMIPS EFT screen, (Attachment 6); a field-by-field description of the CMIPS EFT screen, (Attachment 6a); and the on-line edit messages for the CMIPS EFT screen, (Attachment 7).

The CMIPS EFT screen will be available for data entry in early June 1991, SOC 404's entered during June that pass a Pre-note test will generate the first Direct Deposit for the August 1991 pay period. CMIPS User's Manual pages on EFT will be sent with an upcoming IHSS/CMIPS Newsletter.

Any questions regarding Direct Deposit by EFT should be directed to Mr. Wayman Hindsman at (916) 322-0912.

Sincerely,

A handwritten signature in black ink, appearing to read "Loren D. Suter" with a stylized flourish at the end.

LOREN D. SUTER
Deputy Director
Adult and Family Services Attachments

cc: CWDA