

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



October 7, 1999

ALL-COUNTY LETTER NO. 99-87

TO: ALL COUNTY WELFARE  
DIRECTORS; ALL CAPI  
PROGRAM MANAGERS

REASON FOR THIS TRANSMITTAL	
<input checked="" type="checkbox"/>	State Law Change
<input type="checkbox"/>	Federal Law or Regulation Change
<input type="checkbox"/>	Court Order or Settlement Agreement
<input checked="" type="checkbox"/>	Clarification Requested by One or More Counties
<input checked="" type="checkbox"/>	Initiated by CDSS



**SUBJECT: INTER-COUNTY TRANSFER PROCEDURES FOR THE CASH ASSISTANCE  
PROGRAM FOR IMMIGRANTS**

REFERENCE: ACL 98-82

This All-County Letter (ACL) provides interim instructions to counties for completing inter-county transfers (ICT) in the Cash Assistance Program for Immigrants (CAPI). Counties will receive detailed procedures on ICTs in forthcoming regulations.

### ICT Definition

An ICT means the transfer of responsibility for determination and maintenance of eligibility and payments for the CAPI recipient from one county (or consortium) to another when a CAPI recipient moves to another county. The ICT procedures are intended to ensure there shall be no unreasonable delay in the determination of eligibility, and no interruption or duplication in payments, as a result of a CAPI recipient moving from one county to another.

If a recipient moves from one county to another, and both counties are in the same CAPI consortium, then no ICT shall be necessary. The fiscal coding, however, will be changed to reflect the county where the recipient currently resides.

### ICT Initiation and Notifications

An ICT shall be initiated by the transferring county (the county where the recipient

formerly resided) after receiving notification of the recipient's move to a new (receiving) county. This notification can be from the recipient or the receiving county. If this notification is from any other source, it should be verified with the recipient (or the recipient's representative) by the transferring county before initiating the ICT.

Within 10 calendar days from receiving notification of the recipient's move, the transferring county shall:

1. Notify the receiving county (by mail or FAX) of the initiation of a case transfer and the expected date of discontinuance in their county;
2. Send copies of all necessary documentation to the receiving county, including the application forms, the most recent redetermination forms and grant amount worksheet, identification documents (e.g. passport, alien documentation), overpayment data, and any other documentation supporting eligibility; and
3. Notify the recipient that due to their move to a new county, their CAPI payments and eligibility determination will become the responsibility of the receiving county, and the effective date of the transfer of responsibility.

The transferring county shall continue to have responsibility for authorizing and issuing payments until the transfer period is complete, at which time the receiving county becomes responsible. Responsibilities include overpayment recoupment.

Within 10 calendar days of receiving notification of the initiation of an ICT and supporting documentation, the receiving county shall:

1. Notify the transferring county (by mail or FAX) of receipt of the notice of initiation of an ICT; and
2. Contact the recipient to begin the process of establishing eligibility in their county.

For those counties that utilize the State as their fiscal agent to issue CAPI payments, notification of the discontinuance date (for transferring counties) and beginning date (for receiving counties) must be provided (by the appropriate county) to the California Department of Social Services (CDSS, Financial Services Bureau, 744 P Street, MS 13-79, Sacto, CA 95814, ATTN: Christine Wong) at least 15 days before the end of the transfer period. Christine Wong can be reached at (916) 657-3627.

### **Transfer Period**

The date the transferring county informs the receiving county of the initiation of the ICT is the beginning date of the transfer period. The transfer period lasts from this date to the last day of the following month.

Example: The transferring county notifies the receiving county of the initiation of an

ICT on January 20<sup>th</sup>. The transfer period ends on February 28<sup>th</sup>. The receiving county assumes responsibility effective March 1<sup>st</sup>. (See attached Sample Timeline.)

### **Eligibility and County Responsibility Issues**

Within 30 calendar days of receipt of the ICT documentation, the receiving county shall notify the transferring county of any issues concerning recipient eligibility or county responsibility, and their intention to assume case responsibility after the end of the transfer period.

The receiving county shall, upon completion of their eligibility determination for the CAPI recipient in their county, notify the CAPI recipient of the results of this determination. The receiving county shall determine CAPI eligibility for the recipient in their county at least 10 days before the end of the transfer period to allow for timely notice to the recipient in case of an adverse action.

Failure by the receiving county to perform any of the above responsibilities in the prescribed timeframes will have no effect on the transfer period or the transfer of case responsibility.

### **County Responsibilities During the Transfer Period**

During the process of establishing CAPI eligibility for the recipient in the receiving county, either county may receive information that would make the CAPI recipient no longer eligible for the CAPI, or eligible for a smaller CAPI payment amount. Examples of this type of information include changes in income or resources, citizenship status, and residence outside of California. This information should immediately be provided to the other county.

Any action regarding a discontinuance or change in eligibility that will affect CAPI payments during the transfer period, including all necessary notices to the recipient, is the responsibility of the transferring county. If, however, the effect of the change on the CAPI payment amount or eligibility will not take place until the first day the receiving county assumes responsibility for eligibility maintenance and payments, the receiving county shall have responsibility for the payment and all necessary notices.

Example: The recipient has a change in income effective January 25<sup>th</sup>. There is insufficient time to provide timely notice to the recipient to change the February 1<sup>st</sup> check. The transfer period ends February 28<sup>th</sup> and the receiving county assumes responsibility March 1<sup>st</sup>. In this case, even though the change in circumstances took place during the transfer period, the receiving county would be responsible for notifying the recipient timely about the change in benefit amount.

Counties shall follow their existing appeals process.

## **CAPI Recipient Responsibilities**

The receiving county shall notify the CAPI recipient of the information and/or documentation needed to establish eligibility in their county. The receiving county shall allow the recipient a reasonable period of time to comply with the requests for information/documentation. A period of at least ten days shall be considered a reasonable period of time for this purpose.

## **Pending Applications**

If a person has a CAPI application pending at the time of their move to a new county, the responsibility for completing the application and determining eligibility shall remain with the transferring county, unless both counties agree to transfer responsibility to the receiving county. In the event both counties agree to transfer responsibility, the transferring county shall retain a copy of the SAWS 1 to protect the date of application.

The county who makes the initial eligibility determination and payment described above is responsible for making the Interim Assistance Reimbursement (IAR) payments to all counties who provide that county with General Assistance/General Relief (GA/GR) documentation for GA/GR paid while the CAPI application was pending.

For questions regarding the information contained in this notice, counties should contact the Benefits Programs Unit in the California Department of Social Services Adult Programs Division at [CAPI@dss.ca.gov](mailto:CAPI@dss.ca.gov) or (916) 653-3850.

Sincerely,

***Original Signed By  
Donna L. Mandelstam  
October 7, 1999***

DONNA L. MANDELSTAM  
Deputy Director  
Disability and Adult Programs Division

### SAMPLE TIMELINE

1. Jan 10<sup>th</sup>: Transferring county receives notification of recipient move.
2. Jan 20<sup>th</sup>: Transferring county initiates ICT; notifies receiving county of ICT and sends Documentation; notifies recipient of ICT (transfer period begins).
3. Jan 30<sup>th</sup>: Receiving county notifies transferring county of receipt of ICT initiation; contacts recipient.
4. Feb 19<sup>th</sup>: Receiving county notifies transferring county of intention to assume case.
5. Feb 28<sup>th</sup>: Transfer period ends.
6. Mar 1<sup>st</sup>: Receiving county assumes case responsibility.