
APPLICATION

A. BACKGROUND

In August 1998, State law authorized the new State-funded Cash Assistance Program for Immigrants (CAPI) which provides cash assistance for aged, blind, or disabled legal non-citizens who do not qualify for federal Supplemental Security Income/State Supplementary Payment (SSI/SSP) because of welfare reform changes. CAPI eligibles must have the SSI/SSP immigration status requirements that were in effect on 8/21/96 and meet all other current SSI/SSP eligibility requirements.

B. GENERAL PROGRAM REQUIREMENTS

CAPI applicants must meet eligibility requirements related to age, blindness, disability, immigrant status, residence, income, resources, and living arrangements. Applicants must also apply for other benefits to which they may be eligible (e.g., SSI/SSP, Disability Insurance Benefits (DIB), etc.).

The program's intent is to provide assistance for elderly, blind, or disabled immigrants who are among the most vulnerable in the State's population. Given the impairments many applicants may have, staff are to assist individuals in establishing their eligibility for CAPI.

EXAMPLE: To document age, a birth or baptismal certificate should be reviewed. However, if neither is available, then an Immigration and Naturalization Service (INS) document can be used. Also, if the person has ever received SSI or Title II Social Security based on age or they currently receive Medi-Cal based on age, no additional verification is needed.

In other words, the County's responsibility is to assist the individual to establish CAPI eligibility. Otherwise, the applicant may have to apply for General Relief (GR) with reduced benefits funded solely by the County. This approach benefits neither the applicant nor the County.

C. WHO MAY BE ELIGIBLE

Legal non-citizens, whether they be an individual, a couple, or minor, are eligible to apply for CAPI if they meet the following immigration status requirements:

C. WHO MAY BE ELIGIBLE (Continued)

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1. Pre-August 22, 1996 Immigrants

Individuals whose date of entry into the United States was **prior** to 8/22/96 must be:

- a. Qualified aliens, age 65 or older (aged), who were lawfully residing in the United States on 8/21/96.

NOTE: Certain Qualified Aliens are not eligible to CAPI during the first seven years following the date they are granted their Qualified Alien status by INS due to eligibility to SSI. For a list of Qualified Aliens, as defined under federal welfare reform, refer to Residence Section, C. Definitions.

- b. Qualified Alien victims of abuse/battery with proper INS status granted under **VAWA**.
- c. Disabled, blind or aged persons (not meeting the definition of qualified aliens) who are permanently residing in the United States under color of law (PRUCOL). Proof of PRUCOL status is required. The SOC 451 lists eligible PRUCOLs.

NOTE: See the Residence Chapter for the definitions of qualified aliens and PRUCOLs.

2. Post-August 22, 1996 Immigrants

Individuals whose date of entry into the U.S. was **on or after** 8/22/96 must be:

- a. Disabled, blind or aged qualified aliens who legally entered the United States on or after 8/22/96 and who have a sponsor who is deceased, disabled, or abusive (including sponsor's spouse).
- b. Disabled, blind or aged qualified aliens or PRUCOLS who have who sponsor or whose sponsor is not deceased, disabled, or abusive.

NOTE: CAPI benefits for individuals with no sponsor or with sponsors who are not deceased, disabled, or abusive shall be aided under the **Extended CAPI** category. These applicants are indefinitely eligible to CAPI, as long as all the eligibility criteria is met. **If applicable, these participants are subject to sponsor deeming for 10 years.**

- c. Qualified Alien victims of abuse/battery with proper INS status granted under **VAWA**.

NOTE: VAWA Qualified Aliens sponsored with a New Affidavit of Support are **exempt from sponsor deeming rules up to one year** from the date INS issues the prima facie notice. (See the Residence Chapter, Section (C)(1)(i), for more information on the VAWA noncitizen qualified aliens.)

D. HOW AND WHERE APPLICATIONS ARE MADE

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CAPI applications may be filed at any Department of Public Social Services (DPSS) GR office. Also, individuals who are homebound or in residential care may make arrangements for CAPI applications by calling the toll-free Central Helpline Number **1-877-481-1044**. CAPI applications will be processed centrally in the Wilshire Special District.

Face-to-face interviews are required. The screening process conducted by the district of application can meet the face-to-face requirement, provided the applicant presented acceptable permanent identification at application.

If the applicant did not present acceptable permanent identification at application, the CAPI Eligibility Worker will arrange for a face-to-face interview with the applicant or, for applicants who are homebound or in residential facilities, the CAPI Eligibility Worker will arrange for a home call appointment for the face-to-face appointment.

E. THE CAPI APPLICATION PROCESS

The intent of the application process is to ensure only eligible persons receive assistance and only in the amount to which they are entitled. An application for CAPI is required prior to the issuance of benefits. Applications can be filed at any GR district; eligibility determinations will be conducted by the Wilshire Special District.

F. THE CAPI SCREENING PROCESS

1. Individuals who apply for CAPI at a GR district office will be screened for CAPI eligibility by the GR Screener.
 - a. If the individual is potentially eligible, the screener will forward the CAPI application to the Immigrant Liaison for weekly forwarding to Wilshire Special.
 - b. If the individual is concurrently applying for GR, he/she will be asked to return the completed CAPI application forms when he/she returns for the second intake appointment.
 - 1) Upon receipt of the completed forms, the Intake EW will check the forms for completeness and forward them to the Immigrant Liaison who will forward the forms to Wilshire Special on a weekly basis.
 - 2) If the GR applicant fails to provide the CAPI application forms, GR will be denied unless applicant Needs Special Assistance.
2. Individuals who are homebound/in residential facilities and file telephone applications will be asked to return the forms by mail directly to Wilshire Special. There is no formal screening of these applications.

G. PRINCIPLES AND METHODS OF INVESTIGATION

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All eligibility and need factors are to be verified and documented in the “County Use Only” Columns of the MC 210 and SOC 451. The required proof for the various eligibility and need factors, including procedures for obtaining such proof, are outlined in the appropriate section of this Handbook.

1. When there is a need for nonmedical information from a collateral source to establish eligibility, the EW shall obtain the applicant’s consent on the PA 2465, Client’s Consent for Release of Information from a financial Institution, or an ABCDM 228, Applicant’s Authorization for Release of Information. Failure to sign one of these forms is grounds for CAPI denial/termination.
2. Face-to-face interviews are required. The screening process conducted by the district of application can meet CAPI’s face-to-face requirement, provided the applicant presented acceptable permanent identification at application. Otherwise, the applicant is to come into the Wilshire Special District for the eligibility determination unless physically or mentally unable to do so.
3. Home calls are to be conducted whenever a participant is homebound or in a residential care facility and unable to come to the district office. The District Director has the latitude to allow home calls in other exceptional situations.

4. The application forms used to determine CAPI eligibility include:

SAWS 1/ CA 1	APPLICATION FOR CASH AID, FOOD STAMPS, AND/OR MEDI-CAL/STATE CMSP (CW 1)
MC 210	STATEMENT OF FACTS (MEDI-CAL)
SOC 451	CAPI SUPPLEMENTAL APPLICATION (INCLUDES AN INTERIM ASSISTANCE REIMBURSEMENT AUTHORIZATION AND A SHEET ADVISING OF REPORTING REQUIREMENTS)
SOC 453	STATEMENT OF LIVING ARRANGEMENT AND HOUSEHOLD EXPENSES
SOC 455	CAPI STATE INTERIM ASSISTANCE REIMBURSEMENT AUTHORIZATION
PA 696	ALIEN STATUS VERIFICATION
PA 481	PRIMARY LANGUAGE
CAPI 109	PAYEE DESIGNATION FORM

G. PRINCIPLES AND METHODS OF INVESTIGATION

4. The application forms used to determine CAPI eligibility include: (Continued)

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a) SAWS 1/CA 1

The CA 1 determines the date of the application. The application date is the date entered in the DATE APPLICATION RECEIVED field in the County Use Only Section.

b. MC 210

The MC 210 is used as the CAPI application so that it may be used in a concurrent Medi-Cal application process when the applicant applies for both CAPI and Medi-Cal. In this situation, when someone applies for CAPI and Medi-Cal, a photocopy of the MC 210 should be kept in the CAPI file, with the original going with the Medi-Cal application.

NOTE: The MC 210 asks for information that is not used in determining CAPI eligibility. For example, other family members' income and resources does not affect the CAPI eligibility of an unmarried adult (unless the family member is also the immigrant's sponsor).

c. SOC 451 and SOC 453

The SOC 451 and SOC 453 must be completed with all applications.

For the SOC 453, the head of household where the applicant/participant is living must co-sign (or complete and sign his or her own statement) this statement anytime the applicant/participant is alleging sharing in the household expense. The applicant must also sign the Interim Assistance Reimbursement Authorization, agreeing that when SSI is approved, he/she agrees to have any interim assistance will be deducted from the first SSI check.

The applicant must also sign the page delineating the reporting requirements, certifying he/she has been informed of the requirements (**Page 3 of 3 of SOC 451**) .

G. PRINCIPLES AND METHODS OF INVESTIGATION

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4. The application forms used to determine CAPI eligibility include: (Continued)

d. SOC 455

The applicant must sign the SOC 455 at application, agreeing that when CAPI is approved, any GR paid while CAPI was pending can be deducted from the CAPI benefits.

e. PA 696

The PA 696 is used:

If the applicant's immigration verification isn't available on the SAVE system.

If the applicant is unable to provide the necessary documents to establish proof of legal residence, the applicant must complete and sign the PA 696 at the time of application. While the applicant is in the office, the EW shall assist the applicant in completing the form and ensure that the form is signed. The EW shall explain the form to the applicant and explain that the applicant has a choice of either taking the form to the INS him/herself or that the EW can mail it to the INS for him/her. The EW must review the form for completeness and legibility. If corrections are necessary, the EW shall obtain the necessary corrections.

The receiving EW controls for the response from Immigration and Naturalization. Upon receiving the response, takes appropriate case action.

f. PA 481

The applicant must complete the PA 481 at application, indicating his/her language preference. The EW shall communicate verbally and in writing in the applicant's indicated preferred language.

g. CAPI 109

Any applicant who wishes to designate a payee other than him/herself must complete this form. Also, individuals applying as a couple must agree to the designated payee by completing and signing this form.

Couples who choose not to designate a payee will have one of them assigned as the payee by the computer system. The system will default to the spouse whose case number contains the lowest last digit number.

Example: Mr. Nguyen's case number is 1667806 and Mrs. Nguyen's case number is 1667807. In this example, the system would designate Mr. Nguyen as the payee for this couple case.

H. COUNTY RESPONSIBILITY

1. It is the County's responsibility to assist the applicant to:

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- a. Understand all CAPI eligibility requirements;
 - b. Understand his/her rights in the application process and after approval; and
 - c. Explore all possible alternative sources of support (e.g., SSI/SSP, UIB, Disability Insurance Benefits [DIB], etc.).
2. The Eligibility Worker (EW) is responsible for ensuring that all eligibility factors are met before CAPI is approved. The investigation and determination of eligibility shall be completed and appropriate action taken on the application within 30 days* of:
- a. The date of the CA 1, or
 - b. Receipt of the CA 1, whichever is later.

The application cannot be dated/received any earlier than the month prior to the month that all eligibility requirements are met.

EXAMPLE: Mr. Jones will be age 65 on 10/31/99. He can file an application as early as 9/1/99, but CAPI benefits will not be effective until 11/1/99.

*The eligibility processing period ends the date the applicant signs a withdrawal or the date the Eligibility Supervisor signs the approval/denial budget.

I. **CAPI APPLICANT RESPONSIBILITY**

1. **Assuming Responsibility Within His/Her Capability**

No person or his/her spouse or minor children of such person shall be eligible for CAPI who refuses/fails to:

- a. Pursue and file for any other cash benefits for which they may be eligible. Other benefits include, but are not limited to Title II Social Security, Veteran's Benefits, Worker's Compensation, DIB, or any other private pensions.
- b. Provide or disclose information which is pertinent to establishing initial or continued eligibility.
- c. Give consent to have necessary investigation made in order to establish initial or continued eligibility.
- d. Complete the appropriate application/redetermination forms at the time of application or redetermination.

I. **CAPI APPLICANT RESPONSIBILITY (Continued)**

2. **Reporting Responsibilities**

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- a. There is no monthly reporting (CW 7) requirement for CAPI.
- b. Participants are required to report any change in U.S. citizenship, immigrant status, income, property, household composition, address, or other facts that affect initial or continued CAPI eligibility or payment amounts.
- c. At application, the applicant must sign the CHANGES TO REPORT form (Page 3 of SOC 451) acknowledging he/she has been informed that he/she must report any of the required changes within 10 days of the change.

J. GENERAL POLICY/REQUIREMENTS

1. Fleeing Felons (SOC 451 - item 2)

Fleeing felons are ineligible to CAPI. A fleeing felon is anyone who is:

- a. Fleeing to avoid prosecution, or custody or confinement after conviction for a crime which is a felony under the laws of the place from which the person flees; or
- b. Violating a condition of probation or parole imposed under federal or state law.

2. U.S. Citizens (SOC 451 - item 1)

U.S. citizens are ineligible to CAPI. This information is based on self-declaration on the SOC 451 unless there is evidence to the contrary.

3. Who Must Apply for SSI

To be eligible for CAPI, individuals must be ineligible to SSI/SSP solely because of their immigration status. Therefore, all qualified aliens (does not include PRUCOLs) must have a current SSI application pending or proof (dated after 8/1/98) that they have been denied within six months prior to the CAPI application date.

- a. Proof of a pending application can be a MEDS printout displaying a pending application (code H80) or any written verification from SSA.

J. GENERAL POLICY/REQUIREMENTS

3. Who Must Apply for SSI (Continued)

APPLICATION

- b. Proof of a denied SSI application must be dated after 8/1/98 and cannot be dated earlier than six months prior to the CAPI application date. Proof can include a MEDS printout displaying denial code N13, an informal denial (L-991) letter from SSA or a formal denial letter from SSA , or any other written verification from SSA.
- c. Although CAPI can be approved for persons age 65+ on the basis of a pending SSI applications, individuals age 65+ who were lawfully admitted to the United States before 8/22/96, will be referred to DAPD for a disability evaluation. If the individual is determined to be disabled by DAPD, the individual will be referred to an SSIAP advocate.

4. **Compliance with Requirements of Other Assistance Programs**

- a. Any person who is eligible for assistance from a federal or State cash aid program and who is denied or terminated due to failure or refusal to comply with the requirements of that program is ineligible for CAPI. However, if the person was denied/terminated for another reason, he/she may be eligible to CAPI.
- b. Individuals in receipt of SSI/SSP are ineligible to CAPI.

5. **Applicants/Recipients With a Pending SSI/SSP Application (MC 210 - item 20)**

While SSI/SSP is pending or while the applicant is awaiting initial SSI/SSP benefits, CAPI can be approved.

K. **IDENTIFICATION**

1. **Fingerprinting**

Fingerprinting is not used in the CAPI program as part of the identification process. The Statewide Fingerprint Imaging System (SFIS) requirements, which include mandatory fingerprinting and photo imaging of adult participants as a condition of aid, do not apply to CAPI participants.

2. **Identification**

Individuals are required to establish their identity. This can be done by reviewing photo ID. If the applicant does not have photo ID, an immigration document may be used to establish identity.

L. **SOCIAL SECURITY NUMBER**

All applicants must have or apply for a Social Security Number as a condition of aid for CAPI.

M. **BASIS OF APPLICATION**

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CAP1 applications are based on age, blindness, or disability. The documentation requirements for each follow:

1. **Age**

Aged means age 65 or older. Age is verified by reviewing the person's birth or baptismal record, when available. Other documents, such as INS documents, may also be used to verify an applicant's age or date of birth.

If the applicant has previously received SSI/SSP or Title II Social Security based on age, or is currently receiving Medi-Cal based on age, no additional verification is needed.

Individuals who are 65 year or older who were denied SSI based on their immigration status must reapply for SSI on the basis of disability.

2. **Blindness/Disability**

a. **Disability Standard**

As SSI standards for disability apply, the disability must be severe enough to end in death or preclude the applicant from working for a continuous period (past or future) of not less than 12 months.

Blindness is defined as statutory or legal blindness. DAPD will make these determinations.

Blindness or disability must be determined by California's State Disability and Adult Programs Division (DAPD) before aid is approved. The verification process begins with the Eligibility Worker having the applicant's physician complete the Medical Verification of Disability, CAP1 102.

If the applicant does not have a physician, he/she can be referred to the County Department of Health Services.

If the applicant is a GR participant, he/she can be referred to the GR Health Care Program

M. BASIS OF APPLICATION

2. **Blindness/Disability** (Continued)

APPLICATION

Upon receipt of the CAPI 102 from a physician, the form is sent to DAPD with the MC 220, MC 221 LA, and MC 223, to the following address:

**Los Angeles State Programs Branch
Intake Unit
PO Box 30541, Terminal Annex
Los Angeles, CA 90030**

Once the State verifies the blindness/disability, CAPI can be approved.

b. Medi-Cal Case Approved

If there is a current DAPD determination for Medi-Cal, that determination can be used to establish disability for CAPI. DAPD's Determination is considered current as long as the Medi-Cal case remains open.

NOTE: If DAPD has determined that the Medi-Cal participant is disabled, the MEDS print out will have a 60-series or 20-series prefix for the person.

3. Presumptive Disability

For certain diagnoses, district staff may determine disability pending the State's confirmation of disability. Those diagnoses are listed on the reverse of the CAPI 102.

If the doctor diagnoses the applicant with one of the disabilities listed on the reverse of the CAPI 102, CAPI benefits can be approved pending verification from DAPD and if all other eligibility criteria are met. Examples of such disabilities include terminal cancer, amputation of two limbs, HIV, total deafness, etc.

With these disabilities, CAPI can be approved for up to six months. Further instructions will be issued on the six-month limit. In the interim, district staff must track these cases and keep a central control on the six-month limit.

If the applicant is applying for CAPI and Medi-Cal simultaneously, the EW shall complete two MC 221 LAs, "Disability Determination and Transmittal: forms. One copy is for the CAPI program and one copy is for the Medi-Cal program.

M. BASIS OF APPLICATION

3. Presumptive Disability (Continued)

APPLICATION

The EW shall check the box for Initial Referral in item #8 and #10 on the MC 221 LA for the CAPI application.

Both MC 221 LAs are to be forwarded to the Disability and Adult Programs Division (DAPD) for review. However, if the applicant is only applying for CAPI, only one MC 221 LA is to be completed.

N. **ABUSED APPLICANT**

If a CAPI applicant is a victim of abuse and has not yet left the home of the abuser, the CAPI application must be taken and eligibility must be determined; however, the application is only approved when the applicant is no longer living in the same home as the abuser. (See Residence Section C.3.c. for acceptable verification.)

O. **ELIGIBILITY FOR PROGRAMS**

There is no categorical eligibility between CAPI and other programs (e.g., Food Stamps, Medi-Cal).

1. **Food Stamps**

The CAPI grant does not include the Food Stamp amount that is included in the SSI/SSP benefits. CAPI applicants may be eligible for Food Stamps. A separate application is required. There is no categorical eligibility between CAPI and Food Stamps.

CAPI applicants may be receiving Food Stamps pending approval of the CAPI application. If CAPI is approved, the Food Stamp district/EW is to be notified (by Wilshire Special District) of the CAPI approval using the PA 5801, Exchange of Information Lettergram, also requesting that the Food Stamp segment be transferred to Wilshire Special's EW.

2. **Medi-Cal**

CAPI applicants may be eligible for Medi-Cal. Although CAPI applicants may use the same application form for Medi-Cal, the MC 210, eligibility for Medi-Cal is established under a separate process. There is no categorical eligibility between CAPI and Medi-Cal.

CAPI applicants may be receiving Medi-Cal pending approval of the CAPI application. If CAPI is approved, the Medi-Cal district/EW is to be notified (by Wilshire Special District) of the CAPI approval using the PA 5801.

O. **ELIGIBILITY FOR PROGRAMS** (Continued)

3. **General Relief**

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CAPI applicants may be receiving General Relief (GR) pending **approval** of the CAPI application. If CAPI is approved, GR is to be reduced/terminated. At the time of CAPI approval, the GR district is to be notified (by Wilshire Special District) of the CAPI approval using the PA 5801.

If the GR case is to remain open (e.g., an immigrant [now eligible to CAPI] is married to a U.S. citizen on GR), the PA 5801 is to request that the GR case be transferred to the Wilshire Special District.

P. **REDETERMINATIONS**

The intent of the Redetermination process is to ensure only eligible persons receive assistance and only in the amount to which they are entitled. All CAPI cases must have eligibility redetermined every 12 months.

1. **Process:**

- a. The SOC 804, "Statement of Facts for Determining Continuing Eligibility for the Cash Assistance Program for Immigrants (CAPI)," and the rest of the Redetermination package is mailed automatically by LEADER to the participant and a two-month control is set for its return. If the package is not returned, aid is discontinued.
- b. The completion of the SOC 804 is required to determine continued eligibility for CAPI.

Participants must complete and sign the SOC 804 and return it by mail.
No face-to-face interview is required to determine CAPI eligibility; however, a face-to-face interview is required when the participant is receiving both CAPI and Food Stamps.
- c. Direct Deposit must be offered to participants at Redetermination/Recertification.

When completing the annual Redetermination (CAPI cases **without** Food Stamps), Direct Deposit shall be offered by the CAPI EW by mailing the PA 1675, PA 1675-1 and PA 1675-2 with the LEADER screens (Case Profile and Case Members) to the participant.
When completing the annual Redetermination/Recertification (CAPI cases **with** Food Stamps), the PA 1675-2 is to be included with the package at the face-to-face interview.
- d. If eligibility continues, the Redetermination date is updated on LEADER.

NOTE: For cases with Medi-Cal segments, after the CAPI Redetermination is complete, the CAPI Redetermination due date is to be aligned with the Medi-Cal Redetermination due date.

P. **REDETERMINATIONS**

1. **Process** (Continued)

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- e. If eligibility does not continue, a timely Notice of Action is sent and aid is discontinued.
- f. CAPI eligibility and benefits paid must be reviewed for accuracy for all previous months of the year.
 - 1) If the participant was underpaid, a supplemental payment must be authorized.
 - 2) If the participant was overpaid, the EW must initiate recovery according to procedures in Aid Payments Section.

2. **Eligibility Factors to be Considered**

Upon review of the SOC 804, if any information does not agree with the participants case file, further information and/or verification must be obtained, as follows:

- a. When a participant has a previously unreported move, has a change in household, or lives in the household of another and receives a reduced need payment, the SOC 453, "Living Arrangement and Household Expenses," must be completed. If the form is not returned by the redetermination due date, aid is discontinued.
- b. When a participant reports any physical or mental health problems, a referral to apply for SSI/SSP within 30 days is given to the participant, using the CAPI 103, "Cash Assistance Program for Immigrants (CAPI) Referral for Supplemental Security Income (SSI) Application." In addition, a new Interim Assistance Reimbursement Agreement (page 2 of Supplemental Application form [SOC 451]) is required. If the participant fails to apply for SSI/SSP, aid is discontinued.
- c. When the participant reports receipt of SSI/SSP, the effective date of SSI/SSP is verified and aid is discontinued.
- d. When a change in sponsor's information would result in a loss/reduction of benefits, or a change to the **Extended CAPI** category, the sponsor's disability must be verified in all cases where that was the basis for the participant's CAPI eligibility.
- e. When the participant's immigration status has changed or he/she has become a U.S. citizen, the change is documented and appropriate action is taken (e.g., terminate benefits, change CAPI category or refer participant to apply for SSI/SSP benefits).
- f. When a participant has been outside of the United States, the exact dates must be verified by reviewing passport or other immigration documents.

P. **REDETERMINATIONS**

2. **Eligibility Factors to be Considered** (Continued)

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- g. When the participant has been outside the States of California for an entire month, the participant's statement for reason of absence and the intent to return must be verified.
- h. When a participant has spent a full calendar month in a hospital, nursing home, or other institution, admission and discharge dates must be verified.
- i. When a participant or spouse received any money, food, a free place to live, or received help to pay for rent or household expenses, the information must be verified by contacting the source of the support.
- j. When a participant or spouse earned income from working or self-employment, all wages reported for the year must be verified.
- k. When a participant reports countable resources, the value of the resource must be verified if it exceeds \$1,250 as of the first day of the month.
- l. When a participant or (spouse living with participant) owns any land or buildings or whose name appears on any deed or mortgage inside or outside the United States, the value or excluded of property must be verified.

Q. INTER-COUNTY TRANSFERS

1. General Provisions

- a. An inter-county transfer (ICT) occurs when an individual moves from one county to another. The ICT process is intended to facilitate an individual's move from one county to another, ensuring no break in aid.
- b. The date the transferring county informs the receiving county of the transfer 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 20th. The transfer period ends February 28th. The receiving county assumes responsibility effective March 1st.

Q. INTER-COUNTY TRANSFERS

1. General Provisions (Continued)

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- c. A county has 10 calendar days to initiate an ICT and to accept an incoming ICT. Because of the tight time frames in the ICT process, a specialized CAPI Eligibility Worker is to handle all CAPI ICTs.

2. **Outgoing (Transferring) Inter-County Transfers**

Upon notification from a recipient/another county of the recipient's move to another county, Los Angeles County has 10 calendar days to initiate the ICT.

Within one workday of the notification, the case is sent by the case-carrying CAPI Worker to the CAPI ICT Worker to initiate the transfer process. The transfer process, including the following, must be completed by the CAPI ICT Worker by the end of the ten calendar day period (which began on the date of notification):

- a. The CAPI 107 is completed, notifying the receiving county (by mail or fax) of initiation of a case transfer and the expected date of discontinuance.
- b. Copies of all required documentation listed on the CAPI 107 is sent with the CAPI 107 to the receiving county. The CAPI 107 documentation can be mailed or faxed.
- c. The CAPI 108 is sent to the recipient informing him/her of the effective date of transfer (i.e., the last day of the month following the transfer period).

During the transfer period, the CAPI ICT Worker continues to have responsibility for all aspects of the case, including determining eligibility, issuing payments, and discontinuing aid.

If an applicant (with a pending application) moves out-of-County, the case is to be transferred to the CAPI ICT Worker to expedite the application. Upon case approval, the ICT is initiated.

3. **Incoming (Receiving) Inter-County Transfers**

All incoming ICTs to Los Angeles County are routed to a central clerical processing unit and forwarded to Wilshire Special's CAPI ICT Worker for processing.

Q. INTER-COUNTY TRANSFERS

3. **Incoming (Receiving) Inter-County Transfers** (Continued)

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The incoming ICT process, including the following, must be completed by the CAPI ICT Worker by the end of the ten calendar day period (which began on the date the central clerical processing unit received the case):

- a. Notification to the transferring county (by mail or fax) of receipt of the notice of initiation of an ICT and acceptance/rejection.

Note: Rejections should be limited to issues of jurisdiction (i.e. ICT directed to the wrong county). Technical issues such as missing forms should be not be construed as a reason for rejection due to the hardship this could place on the recipient.

- b. The CAPI 108 is sent to the recipient informing him/her of the effective date of transfer (i.e., the first day of the month following the transfer period).

The case is to be reviewed to ensure that all required documentation is on file and that eligibility continues. If forms are missing, they can be requested from the other county/recipient. A recipient should be given at least 10 days to provide any needed documentation.

An incoming ICT

A face sheet is prepared,

A face to face interview is scheduled,

If eligibility continues, an approval budget is completed with an effective date of aid being the first of the month following the transfer period and a redetermination date equal to the same month of approval, and an NA 693 Notice of Approval, is completed, or

If eligibility does not continue (e.g., the documentation did not include and the recipient failed to provide proof of SSI denial within 10 days), a denial budget is completed with an effective date of denial being the first of the month following the transfer period, and an NA 691, Notice of Denial, is completed.

The eligibility determination/Notice of Action must be completed at least 10 calendar days before the end of the transfer period to provide a timely Notice of Action.