Supplemental Security Income/State Supplemental Payments (SSI/SSP) and Retirement, Survivors & Disability Insurance (RSDI) under the Social Security Administration (SSA)

E080-0620|Revision Date: 5/14/2025

Overview

This revision reflects recent legislative changes and the accompanying tasks and responsibilities completed by Eligibility Workers (EWs) in the SSI/SSA Units when a child/youth or nonminor dependent (NMD) is in a foster care (FC) placement.

TABLE OF CONTENTS

[Policy](#POLICY)

[Assembly Bill (AB) 1633, Chapter 641, Statues of 2006](#AB1633)

[Assembly Bill (AB) 1331](#AB1331)

[Responsibilities of Department of Children and Family Services (DCFS) as a Representative Payee](#DCFSasRepresentativePayee)

[Initial SSI/SSP Screening](#InitialScreening)

[Referrals from Case Carrying Eligibility Workers (CCEWs)](#ReferralsfromEW)

[Maintenance of SSI/SSP Benefit Eligibility for Youth Ages 16 and Over](#ReinstatementPolicy)

[Income and Property](#IncomeandProperty)

[Child Welfare Trust Funds Account](#ChildWelfareTrustFundsAccount)

[Primary Account](#PrimaryAccount)

[Dedicated Account](#DedicatedAccount)

[Overpayments](#Overpayments)

[Appeals](#Appeals)

[Medical Benefits for SSI/SSP Beneficiaries](#MedicalBenefits)

[Procedure](#PROCEDURE)

[SSI/SSP Initial Referral](#SSISSPInitialReferral)

[Referrals via the DCFS Referral Portal](#Referrals_Via_Referral_Portal)

[SSI/SSA Unit Clerk Responsibilities](#ReferralsviaPortalUC)

[SSI/SSA Referral Eligibility Worker (EW) Responsibilities](#ReferralsviaPortalEW)

[0 - 15 Years Old: Federal](#Zeroto15Federal)

[SSI/SSA Referral EW Responsibilities](#Zeroto15FederalEW)

[0 – 15 Years Old: State/Non Federal and 16 Years Old and Over: Non Federal & Federal](#SixteenandOver)

[SSI/SSA Referral EW Responsibilities](#SixteenandOverEW)

[SSI/SSA Unit Clerk Responsibilities](#SixteenandOverUC)

[Escalation Process](#Escalation)

[SSI/SSA Referral EW Responsibilities](#EscalationEWStepOne)

[SSI/SSA ES Responsibilities](#EscalationES)

[SSI/SSA Referral EW Responsibilities](#EscalationEWStepTwo)

[Referrals via the SSI-RED Email Inbox](#Referrals_Via_SSIRED)

### [Intake/Redetermination Eligibility Worker (EW) Responsibilities](#SSIRefIntakeRedetEWResponsibilities)

[SSI/SSA Unit Clerk Responsibilities](#SSIREDUC)

[SSI/SSA Referral EW Responsibilities](#SSIREDEW)

[SSI/SSP Initial Application Submission to SSA](#APPSubmission)

[SSI/SSP Application Reviewer EW Responsibilities](#SSIInitialApplReviewerEWResponsibilities)

[RSDI Initial Application](#RSDIInitialApp)

[Intake/Redetermination EW Responsibilities](#SSAInitialApplicationIntakeRedetEWResp)

[SSI/SSA Unit Clerk Responsibilities](#SSAInitialApplicationSSISSAUnitClerkResp)

[SSA (RSDI) EW Responsibilities](#SSAInitialApplicationSSAEWResponsibiliti)

[SSI/SSP and RSDI Change of Payee Requests](#SSISSAChangeofPayee)

[Completing a Change of Payee Referral](#CompletingaChangeofPayeeReferral)

[Foster Care Intake/Redetermination EW Responsibilities](#ChangeofPayeeReferralIntakeRedetEWRespon)

[SSI/SSA Unit Clerk Responsibilities](#ChangeofPayeeReferralSSISSAUnitCleRespon)

[SSI/SSP or SSA/ (RSDI) EW Responsibilities](#ChangeofPayeeReferralSSISSAEWRespon)

[SSI/SSP Benefits Approval/Award Letter Notification](#AwardNotice)

[SSI/SSA Unit Clerk Responsibilities](#AwardNoticeUC)

[SSI/SSA Reviewer EW Responsibilities](#AwardNoticeEW)

[SSI/SSP Benefits Denial/Disapproval Letter Notification](#DenialNotice)

[SSI/SSA Unit Clerk Responsibilities](#DenialNoticeUC)

[SSI/SSA Reviewer EW Responsibilities](#DenialNoticeEW)

[Notification of a Minor’s Attorney (MA) Referral from the Alliance for Children’s Rights](#MAReferral)

[SSI/SSA Eligibility Supervisor (ES) Responsibilities](#MAES)

[SSI/SSP and/or RSDI Payments Manual Transactions](#SSISSPnRSDIPaymentsManualTransactions)

[SSI/SSA EW Responsibilities](#SSISSPnRSDIPaymentsManualTranEWResp)

[SSI/SSP Continued Eligibility for Federally Eligible Youth 16 and over (AB 1331 Requirement)](#ContinueBenefits)

[Request for Representative Payee Report (RPR) Received from the Social Security Administration (SSA](#ReqforRepPayeeReportRecfromSSA))

[SSI/SSA Unit Clerk Responsibilities](#RPRfromSSAUnitClerkResponsibilities)

[SSI/SSA Unit EW Responsibilities](#RPRfromSSAEWResponsibilities)

[Continuing Disability Review (CDR)](#ContinuingDisabilityReviewCDR)

[SSI/SSA Unit Clerk Responsibilities](#CDRUnitClerkResponsibilities)

[SSI EW Responsibilities](#CDRUnitEWResponsibilities)

[Lump Sum Benefits](#LumpSumBenefits)

[SSI/SSA Unit EW Responsibilities](#LumpSumBenefitsEWResponsibilities)

[Monitoring Dedicated Accounts](#MonitoringDedicatedAccounts)

[SSI/SSA Unit ES Responsibilities](#DedicatedAccountES)

[When a Spend Down is Necessary](#SpendDownisNecessary)

[SSI/SSA Unit EW Responsibilities](#SpendDownEWResponsibilities)

[Foster Care Case Termination when DCFS is Payee for SSI/SSP and/or RSDI Benefits](#FCTerminatednDCFSPayeeforSSISSABenefits)

[SSI/SSP and/or SSA (RSDI) Maintenance EW Responsibilities](#FCTermdnDCFSPayeeSSISSABenefitsEWResp)

[SSI/SSA ES Responsibilities](#FCTermdnDCFSPayeeSSISSABenefitsESResp)

[Helpful Links](#HelpfulLinks)

[Forms](#Forms)

[Statutes and Regulations](#StatutesandRegulations)

Version Summary

This policy guide was updated from the 03/24/2014 version and reflects current procedures to align with the implementation of the California Statewide Automated Welfare System (CalSAWS) to complete the functions of Eligibility Workers (EWs) in the SSI/SSA Units. The DCFS Revenue Enhancement Division (RED) SSI/SSA Units are the liaisons between the Social Security Administration (SSA), Children’s Social Workers (CSWs), the Probation Department, foster care (FC) placement caregivers, legal guardians, nonminor dependents (NMDs), County Counsel and Children’s Rights advocacy groups. The title has been changed to Supplemental Security Income/State Supplemental Payments (SSI/SSP) and Retirement, Survivors & Disability Insurance (RSDI) under the Social Security Administration (SSA).

POLICY

**Assembly Bill (AB) 1633, Chapter 641, Statutes of 2006**

[AB 1633, Chapter 641, Statutes of 2006,](http://www.leginfo.ca.gov/pub/05-06/bill/asm/ab_1601-1650/ab_1633_bill_20051007_chaptered.html) required the California Department of Social Services (CDSS) to develop best practice guidelines to make every effort to get federal Supplemental Security Income/State Supplementary Payments (SSI/SSP) and Retirement, Survivor, or Disability Insurance (RSDI) benefits in place for potentially eligible youth before the youth transitions from foster care (FC).

The SSI/SSP benefit is a program from the Social Security Administration (SSA) that provides monthly payments to aged, blind and disabled persons with limited income and resources. The SSI/SSP benefit is not based on the individual’s prior work or a family member’s prior work history. SSI/SSP beneficiaries are also eligible for Medi-Cal benefits to pay for hospital stays, doctor bills, prescription drugs and other health costs.

The RSDI benefit is a program from the SSA that provides monthly benefits to replace lost income. RSDI benefits are available to retirees, disabled workers, and their surviving dependents. The most common benefit that is awarded to a child/youth in a FC placement are RSDI Survivors (T2) benefits. These payments are a child/youth’s entitlement to a disabled or deceased parent(s) earnings. RSDI benefits are typically paid out until age 18, unless the child/youth is disabled, or is a student attending high school, in which case, the benefits may continue until the month before the child/youth turns age 19. RSDI payments may also continue beyond age nineteen (19) if the child/youth developed a disability before age twenty-two (22) and continues to meet the rules and criteria of disability. Parents should have completed forty (40) work quarters and contributed to the Social Security System for no less than ten (10) years, or who are in receipt of Social Security Disability Retirement.

Assembly Bill (AB) 1331

[AB 1331 Legislation](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=200720080AB1331) passed in 2008, which ensures that all foster children/youth who may be potentially eligible for SSI/SSP benefits have applications submitted on their behalf prior to leaving FC. The purpose is to have SSI benefits in place prior to their emancipation, which provides the child/youth with a source of income and other support to assist in their transition. As a result of AB 1331, DCFS is mandated to conduct a disability screening for potential eligibility for SSI/SSP benefits for all youth on their caseloads age sixteen (16) years and older. When appropriate, DCFS submits applications for SSI/SSP benefits to the SSA. When a minor or NMD is in a FC placement and is already the recipient of income from the SSA, the law allows the payment of benefits for child/youth to be received by a representative payee. For dependent youth, a State or County welfare agency may be appointed as the representative payee. If DCFS is awarded payee rights, benefits issued to the beneficiary may be applied toward the FC placement costs, unless the benefits are RSDI Survivors benefits, which, instead, must be conserved for future use of the beneficiary.

On occasion, DCFS can initiate an SSI/SSP application on behalf of the child/youth in a non-paid medical placement. If the youth remains in an approved non-paid medical placement, the caretaker/legal guardian may apply as payee. A youth in a non-paid medical facility is only entitled to the Personal and Incidental (P & I). Often times, the facility refuses to receive the benefit payments due to conflict of interest. In these cases, DCFS accepts payee responsibility solely for the purpose of continuing SSI/SSP eligibility. DCFS is awarded, for the time being, representative payee rights. However, if the child/youth is replaced into a paid placement, DCFS notifies the SSA and may apply to become the payee of any potential benefits. A youth with active SSI/SSP benefits, who is a Regional Center client and eligible for an Alternative Residential Model (ARM) rate, may receive the DCFS P & Ipayments.

Application for RSDI benefits is important, particularly in cases where the child is later adopted or where the child is disabled. Because adoptive children can receive BOTH Adoptions Assistance Program (AAP) and RSDI benefits even after the adoption is finalized, it is critical that all foster children are screened for RSDI prior to the finalization of any adoption.

Responsibilities of DCFS as a Representative Payee

A State or County welfare agency may be appointed as the Representative Payee for a dependent child/youth. DCFS may file an application as a representative payee for existing benefits, or with an initial claim to the SSA. For a child/youth who enters FC with existing social security benefits, DCFS may submit a “change of payee” application. If authorized by SSA, DCFS may use social security benefits, to recoup the placement cost of FC. However, the utilization of benefit payments is only available to a certain extent as bounded by the SSA’s requirements.

Initial SSI/SSP Screening

The [Senate Bill (SB) 187](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220SB187) addresses changes in the law described in [All County Letter (ACL) 23-28](https://www.cdss.ca.gov/Portals/9/Additional-Resources/Letters-and-Notices/ACLs/2023/23-28.pdf?ver=2023-03-30-143738-443) moving the screening time to require that screening occur when each youth is at least sixteen (16) years of age and not older than seventeen (17) years of age (previously youth had to be screened between age 16 ½ and 17 ½).

The legislation mandates CSWs to complete and submit a SSI Disability Screening Guide and to include those who intend to participate in the Extended Foster Care (EFC) Program in order to comply with [AB 12 legislation of the Welfare and Institutions Code (WIC) Section 13757](https://codes.findlaw.com/ca/welfare-and-institutions-code/wic-sect-13757/).

If the CSW answers “Yes” on any of the questions on the SSI Disability Screening Guide, it is considered a positive referral and is automatically uploaded to the DCFS Referral Portal. The portal is accessed by the SSI/SSA units who then contact the CSW and provides them with instructions, the Referral Requirements Check List and the SSI/SSP Application forms via email.

If the CSW answers “No” to all of the questions, the SSI Disability screening, which is considered “negative”, diverts to a different threshold. The CSW files a copy of the request in the child/youth’s case folder as proof of adhering to the [AB 1331](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=200720080AB1331) mandate. (For further information regarding Child Welfare procedures refer to Procedural Guide 0900-523.10, [Supplemental Security Income (SSI) and/or Social Security Benefits for Children in Care](https://policy.dcfs.lacounty.gov/Policy?id=5945)).

Referrals from Case Carrying Eligibility Workers (CCEWs)

Per EW policy, Intake, Approved (Foster Care or KinGAP) and Probation Foster Care (FC) EWs are to complete a referral with appropriate documentation to the SSI/SSA Units for children with existing SSI/SSP or RSDI benefits or when a child/youth is approved for a specialized care rate. The referrals are submitted through the SSI Revenue Enhancement Division (SSI-RED) email inbox at [SSIRED@dcfs.lacounty.gov](mailto:SSIRED@dcfs.lacounty.gov).

Maintenance of SSI/SSP Benefit Eligibility for Youth Ages 16 and Over

Under current federal regulations, foster youth who are in receipt of Federal Aid to Families with Dependent Children-Foster Care (AFDC-FC) benefits in excess of what they would receive in SSI/SSP benefits, will have their applications denied as income ineligible PRIOR to having a medical eligibility determination completed by the SSA. Accordingly, [AB 1331](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=200720080AB1331) and [ACL 08-12](https://www.cdss.ca.gov/lettersnotices/entres/getinfo/acl08/08-12.pdf) direct counties to forego federal AFDC-FC benefits for the potentially SSI/SSP eligible youth for the month the application is filed.

The county shall forego federally funded AFDC-FC and instead use state AFDC-FC resources to fund the placement in the month of application or in the month after making an application, and to subsequently reclaim federally funded AFDC-FC, in order to ensure that the youth meets all of the SSI/SSP eligibility requirements in a single month while the application is pending, as provided by federal law and regulation. Notwithstanding normal prohibitions of Eligibility and Assistance Standards (EAS) Manual 45-203.2, foster children living with relative providers are eligible for this one month transfer to State AFDC-FC to allow for an SSI/SSP application to be submitted. Additionally, SSI/SSP payments are not paid for an individual’s first month of eligibility. Therefore, no SSI/SSP payment will be made for that one month in which FC payments were State-funded.

This application determination process may take an average of three (3) to five (5) months. Upon approval for SSI/SSP benefits, these benefits may be suspended for up to twelve (12) months, during which time a child may receive federally funded AFDC-FC benefits without losing eligibility for SSI/SSP benefits.

The twelve (12) month period starts with the first month in which the child becomes ineligible for SSI/SSP benefits when transferred back to Federal AFDC-FC from State AFDC. For example, a youth is transferred into State AFDC-FC and an application is submitted to the SSA in June 2008. The youth is then transferred back into federal AFDC-FC in July 2008. The SSA makes a determination of eligibility in September 2008. According to this example, the twelve (12) month period began in July 2008.

It is important that applications not be made so early that this twelve (12) month period is exceeded, and the youth has to begin the re-application process. It is the county’s responsibility to contact the SSA to have the benefits reinstated prior to the youth transitioning out of FC. The SSA does NOT initiate the request for reinstatement.

Income and Property

Per the Foster Care Handbook, Section 34.25.3 and EAS Manual Section 82-832.1(e), “Any person(s) who receives Supplemental Security Income/State Supplemental Payment (SSI/SSP) is excluded by law from being included in any Assistance Unit (AU).

Child Welfare Trust Funds Account

The Child Welfare Trust Fund Unit monitors the disbursements in the Child Welfare Trust (CWT) accounts through the CalSAWS.

Occasionally funds accumulate in a child/youth’s SSI/SSP trust account when benefit payments are over the cost of non-federal FC placement. These funds are the child/youth’s personal property. It may be used as a part of the service plan for the child/youth, or for needs not met by other resources. In addition to all general approved eligibility requirements, the SSI/SSA Unit EW is responsible for notifying the CSW when the child/youth’s SSI/SSP trust account approaches the $2,000.00 limit. Per the SSA regulations, a beneficiary’s countable income and assets should not exceed $2,000.00 at the end of any month. If it does, the beneficiary becomes ineligible for SSI/SSP.

Primary Account

Lump sum payments are accumulated funds received from the SSA when a child/youth is approved retroactively for SSI/SSP and/or RSDI benefits.

SSI/SSP lump sum payments posted on the child/youth’s Primary Account require distribution of funds based on the quantitative amount and benefit month identified by the SSA.

Dedicated Account

When large past due SSI/SSP payments to blind or disabled youth covering more than six (6) months of payments are received, DCFS must establish a separate account from the account for regular monthly SSI/SSP benefits. This is called a “dedicated account” and the SSA restricts how the funds are to be used. The funds are automatically deposited into the DCFS dedicated account via bank download. (Note: Dedicated accounts are not required, therefore, should not be established for lump sum payments based on retroactive RSDI benefits).

Payments deposited into the Dedicated Account cannot be used for retro-placement costs (prior to the date of the application for SSI/SSP benefits).

Overpayments

In 2010, the Department of Children and Family Services (DCFS) worked collaboratively with County Counsel and advocates on appeals cases. Overpayments of social security benefits from the SSA may occur due to several reasons. These reasons may vary from retroactive increase in federal FC funding, to miscalculations in benefit issuances by the SSA. The SSA will send overpayment notices to DCFS when they become aware of such overpayments. Therefore, DCFS, as the payee, will be ordered by SSA to pay FC retroactively when the caregiver received SSI resulting in an overpayment.

**Appeals**

Per [ACL 23-28](https://www.cdss.ca.gov/Portals/9/Additional-Resources/Letters-and-Notices/ACLs/2023/23-28.pdf?ver=2023-03-30-143738-443), the WIC section 13757(c) now requires a county placing agency to file, or cause to be filed, a request for reconsideration with the SSA if the foster youth’s or NMD’s SSI application is denied. If the request for reconsideration is also denied, then the county shall file a subsequent appeal and request for a hearing with the SSA, and if necessary and appropriate, if they receive an unfavorable hearing decision, shall file an appeal with the SSA Appeals Council, requesting review of the hearing decision. Any assistance provided by the county or its contractor on behalf of the youth or NMD shall follow the guidelines for representatives set out by the SSA.

The county placing agency or its contractor must gather and submit all required documents and relevant records to the SSA in support of the initial application, request for reconsideration and any subsequent appeal(s). The county or county contractor shall sign on as the authorized representative and comply with federal regulations regarding the duties of a representative, set by SSA at [20 Code of Federal Regulations (CFR). 416.1540](https://www.ssa.gov/OP_Home/cfr20/416/416-1540.htm#:~:text=Rules%20of%20conduct%20and%20standards,and%20fiduciaries%20of%20a%20party.).

The county may also partner with other agencies to assist with this endeavor. It is recommended as a best practice that the county provides representation throughout this appeal process, or contract with a qualified legal services program to provide representation. The county is not required to file a request for reconsideration or subsequent appeal if the county does not possess the information or have the evidence or information (e.g., about the youth’s or NMD’s treatment history, work history, etc.) to support the appeal.

The county placing agency or its contractor must first make efforts to obtain the necessary documentation that would support an appeal, and the county’s reason(s) for not filing the appeal must be documented in the youth’s or NMD’s case plan in consultation with the youth or NMD and the youth’s or NMD’s child and family team.

In December 2008 DCFS, County Counsel, Children’s Law Center (CLC), minor’s attorney representatives, and the Alliance for Children’s Rights agreed upon developing a protocol between agencies, whereby, based on minor’s attorney referral, the Alliance may represent the youth in the appeal process. This protocol also applies to NMDs.

For appeals State Decisions, follow the appropriate protocol as outlined in the Administrative Law Judge’s (ALJ) order that is received when a Denial/Disapproval Notice is sent to DCFS by the SSA.

DCFS works with two (2) Social Security field offices in Glendora (Initial Applications and COPs) and West Covina (Maintenance of benefits). All DCFS requests to SSA are separated according to category and are hand-delivered weekly.

Medical Benefits for SSI/SSP Beneficiaries

There are often inquiries regarding problems with Medi-Cal coverage for youth who receive SSI/SSP benefits (youth’s disability). FC case carrying eligibility staff and CSW/SCSW staff are directed to contact the MEDS Unit at [meds\_referral@dcfs.lacounty.gov](mailto:meds_referral@dcfs.lacounty.gov) to assist in resolving SSI/SSP specific Medi-Cal issues.

* This does not apply to Medi-Cal for youth receiving RSDI benefits (deceased or disabled parents) as Medi-Cal is issued through FC.

PROCEDURE

**SSI/SSP Initial Referral**

SSI/SSP Referral is sent to the RED SSI/SSA Units for a child/youth by the CSW through the LA DCFS Screening Guide on the DCFS Referral Portal in LA Kids. This is done by completing the Screening Guide, which consists of qualifying questions, or from the FC EW through the SSI-RED email inbox.

CSWs are mandated to screen a child/youth who is sixteen (16) years old and not later than seventeen (17) years old or any child/youth placed in a long-term medical care.

In addition to the mandated screening completed by CSWs, EWs may refer a child/youth for SSI/SSP if the FC rate is a Specialized Care Increment (SCI) Rate, Dual Agency Rate for Foster Family Agency (FFA) RF, Dual Agency Group Home RG, Short Term Residential Therapeutic Program (STRTP), Grand Father Rate (GF) or Regional Center (RC) Rate.

Referrals via the DCFS Referral Portal

**SSI/SSA Unit Clerk Responsibilities**

* 1. Downloads SSI screening guide referral from the Referral Portal.
  2. Accesses and updates the referral assignment log for data control.
  3. Distributes the referrals via email to SSI/SSA Eligibility Workers (EWs) based on rotation assigned by the SSI/SSA Eligibility Supervisor (ES).

**SSI/SSA Referral Eligibility Worker (EW) Responsibilities**

* 1. Receives the SSI screening guide referral.
  2. Determines if the child/youth qualifies for an SSI/SSP referral application to SSA based on following preliminary eligibility factors:
* Age;
* Funding source; and
* Foster Care payment amount.

|  |  |  |  |
| --- | --- | --- | --- |
| **Age Category** | **Amount ($)** | **Funding Source** | |
| **FBR (Federal Benefit Rate) Federal income ceiling established by Social Security. Rate adjusted with the yearly Cost of Living Allowance (COLA).** | **Federal** | **Non-Federal** |
| **0 – 15 Years Old** | Over or at par with the ongoing FBR | **Ineligible** | **Eligible** |
| **16 Years Old and Over** | Unlimited | **Eligible**  Covered by AB1331 policy for Federal Exemption | **Eligible** |

0 – 15 Years Old: Federal

**SSI/SSA Referral EW Responsibilities**

1. Updates the CWS/CMS Special Project Page (SPP) selecting the appropriate drop-down indicating the ineligibility reason.
2. Annotates the actions taken on CWS/CMS Case Notes.
3. Informs the CSW/SCSW via email of the child/youth’s SSI/SSP ineligibility.
4. Annotates on CWS/CMS Case Notes to reflect all actions taken.

0-15 Years Old: State/Non-Federal and 16 Years Old and Over: State/Non Federal & Federal

|  |  |
| --- | --- |
| ADULT (18 Years Old and Over) | CHILD (Birth – 16 ½ Years Old) |
| SSA-3368: Disability Report | SSA-3820: Disability Report |
| SSA-3373: Function Report | Function Report According to Age |
|  | SSA-3379: 12 – 18 Years Old |

**SSI/SSA Referral EW Responsibilities**

1. Emails the CSW to verify DCFS’ intent to submit an application.

If the CSW wishes to pursue the referral, the EW provides the Initial SSI/SSP Application Packet consisting of the instructions, list of requirements, and qualifying medical condition check list.

* + 1. The SSI/SSP Referral application consists of the following requirements:

1. Social Security Mandatory Requirement.
   * + Original Birth Certificate;
     + Most Current Medical Findings (i.e. Physical, Behavioral and/or Psychological);
     + Legal Documents (Minute Order, Guardianship Documentation or Prob-667).
2. Social Security Referral Packet including but not limited the following mandatory forms based on age, medical condition and working status:

* Child aged twelve (12) years and older must sign, if incapable to sign due to disability, two (2) witnesses to attest on the Witness Lines are required.

1. Signature Forms [Two (2) Copies each].

* Authorization to Disclose to SSA, [SSA 827](https://www.ssa.gov/forms/ssa-827.pdf);
* Claimants Appointment Representative, [SSA 1696-UF](https://www.ssa.gov/forms/ssa-1696.pdf);
* Advance Notification of Representative Payment, [SSA 4164](https://health.mo.gov/seniors/resources/pdf/form-ssa-4164.pdf);
* Application for Supplemental Security Income, [SSA 8000-BK](https://soarworks.samhsa.gov/sites/default/files/SSA-8000%20SSI%20Application_1.pdf);
* Authorization for the Social Security Administration to Obtain Wage and Employment Information from Payroll Date Providers, [SSA 8240](https://www.ssa.gov/forms/ssa-8240.pdf);
* Statement of Claimants or Other Persons, [SSA-795](https://www.ssa.gov/forms/ssa-795.pdf) (Social Security Administration permission request);
  + Authorization for Records Disclosure.
  + Authorization for Financial Disclosure.

1. Application Forms.

* Disability Report for Adult, [SSA 3368-BK](https://www.ssa.gov/forms/ssa-3368-bk.pdf) (18 and older);
* Function Report Adult, [SSA3373-BK](https://www.ssa.gov/forms/ssa-3373-bk.pdf) (18 and older);
* Disability Report Child, [SSA 3820-BK](https://www.ssa.gov/forms/ssa-3820.pdf) (Ages 0-17);
* Function Report Child, SSA 3376 – SSA 3379.
* Function Report-Child Aged 1 to 3rd Birthday, [SSA 3376-BK](https://www.ssa.gov/forms/ssa-3376-bk.pdf);
* Function Report-Child Aged 3 to 6th Birthday, [SSA 3377-BK](https://www.ssa.gov/forms/ssa-3377-bk.pdf) ;
* Function Report-Child Aged 6 to 12th Birthday, [SSA 3378-BK](https://www.ssa.gov/forms/ssa-3378-bk.pdf);
* Function Report-Child Aged 12 to 18th Birthday, [SSA 3379-BK](https://www.ssa.gov/forms/ssa-3379-bk.pdf).

1. Supplementary Forms.

Note: Required only if applicant worked or is currently working.

* Work History Report, [SSA 3369-BK](https://www.ssa.gov/forms/ssa-3369.pdf);
* Work Activity, [SSA 821](https://www.ssa.gov/agency/plain-language/Examples/Forms/Form%20SSA-821%20-%20BEFORE.pdf) (Required only if applicant worked or is currently working);
* Copy of Paystubs.

1. Sets up the SSI/SSP physical case folder to compile all documents received from CSW.
2. Sets up a control for the ninety (90) days follow up window and monitor for the return of the packet.
3. Reviews returned and completed packet.
4. Updates SPP and annotate on CWS/CMS Case Notes to reflect all actions taken.
5. If all requirements are fulfilled, forwards the SSI/SSP case folder to the SSI/SSA Unit Clerk for distribution to the application review EW.

**SSI/SSA Unit Clerk Responsibilities**

* 1. Receives the completed SSI/SSP case folder with completed SSI/SSP Application referral from SSI/SSA Referral EW.
  2. Distributes the SSI/SSP physical case folder to SSI/SSA Application EW based on rotation assigned by the SSI/SSA ES.

Escalation Process

**SSI/SSA Unit Referral EW Responsibilities**

1. SSI/SSA Referral EW contacts the case-carrying CSW to request the necessary documentation, if there is no response.
2. The EW informs the ES to contact the Supervisor Children Social Worker (SCSW) to request the necessary documentation, if there is no response.

**SSI/SSA Unit ES Responsibilities**

1. The ES refers the request to the Human Services Administrator I (HSA I) to inquire about the information/documentation needed from the Assistant Regional Administrator (ARA) and/or Regional Administrator (RA).

**SSI/SSA Unit Referral EW Responsibilities**

1. If all requirements are not fulfilled after ninety (90) days, SSI/SSA Referral EW forwards to ES for review and referral closure.
   1. SSI/SSA Referral EW updates the SPP and annotate on CWS/CMS Case Notes all actions taken.

Referrals via the SSI-RED Email Inbox

### Intake/Redetermination Eligibility Worker (EW) Responsibilities

* 1. Obtains the following requirements:
     1. The most current Minute Order; Voluntary Placement Agreement; Guardianship documents (whichever applies).
     2. Copy of citizenship if the youth has applied for naturalization.
        1. Copy of Social Security Card or Medi-Cal print out showing a “W” verifier code. (Per the federal Deficit Reduction Act of 2005 (DRA), and in preparation for the new SSN Verification Process, the value “W” on the MEDS print-out takes the place of former values A, B, C, D, J, K, L and M).
        + If the child/youth does not have a Social Security Number, a referral cannot be initiated.
  2. Completes and submits the SSI/SSP Referral including the [requirements](#Requirements) sited above to the SSI-RED inbox at [SSIRED@dcfs.lacounty.gov](mailto:SSIRED@dcfs.lacounty.gov) .

1. Prints a copy of the following information from the MEDS system:
2. Title II (T2);
3. Title XVI (T16);
4. IEVS.
5. Documents in CWS/CMS Case Notes of the SSI/SSP referral being requested.

**SSI/SSA Unit Clerk Responsibilities**

* 1. Reviews SSI-RED email inbox and obtains SSI/SSP referral submitted by Intake/Redetermination EW.
  2. Accesses and updates the referral assignment log for data control.
  3. Distributes the referrals to SSI/SSA Eligibility Workers (EWs) based on rotation assigned by the SSI/SSA Eligibility Supervisor (ES).

**SSI/SSA Referral EW Responsibilities**

1. Refers to previous steps found in [Referrals via the DCFS Referral Portal](#Referrals_Via_Referral_Portal) above.

SSI/SSP Initial Application Submission to SSA

An SSI/SSP applicant goes through two (2) categories of assessments prior to approval or denial of the SSI/SSP Application by SSA:

* Financial: Based on the applicant’s resources, income, and/or other financial assistance (such as foster care placement cost.
* Medical: Based on the applicant’s medical disabilities.

**SSI/SSP Application Reviewer EW Responsibilities**

1. Performs a subsequent review of all documents in the SSI/SSP physical case folder to ensure that all the requirements by the SSA are fulfilled and the applicable forms are completed properly with all valid signatures.

* The signatures are to appear as the name shown on the birth certificate, with first and last name.
  1. Gathers, compiles, and completes the following accompanying mandatory forms:
* SSI Application Cover Sheet;
* Request to SSA, [DCFS 341](https://file.my.lacounty.gov/SDSIntra/dcfs/docs/1163370_DCFS341-SSA.docx);
  + Note: Always use the full Foster Care placement cost when completing appropriate fields in the application and any other SSA or DCFS forms as appropriate.
* Original Birth Certificate;
* Legible copy of the social security card and/or MEDS T16 screen with a good verifier;
* Minute Order, voluntary placement agreement, or legal guardian court documents (whichever applies);
* Authorization for Non Medi-Cal out of Home Care, [SSP-22](https://www.cdss.ca.gov/cdssweb/entres/forms/English/SSP22.pdf);
* Request to be Selected as Payee, [SSA-11-BK](https://pl.usembassy.gov/wp-content/uploads/sites/23/cons_fbu_11.pdf);
* Print out of the Payment Ledger from CalSAWS;
* Statement of Claimant or Other Person, [SSA 795](https://www.ssa.gov/forms/ssa-795.pdf) (for Cooking Facility Statement);
* FAX Cover Sheet.
* For Federal AB1331 and Extended Foster Care (EFC) cases, ensure that the aid code shows as “non-federal” (40) for the application month on the CalSAWS payment ledger. This is for SSA to accept the application upon submission and receipt of benefit payments upon approval.

1. Faxes the application to the SSA office at (833) 571-2611 (obtain a fax confirmation receipt to file).
2. Provides the original Birth Certificate and one (1) original copy of each signature page to be delivered to the SSA-West Covina SSA office.
3. Updates the SPP and annotates in CWS/CMS Case Notes all actions taken.
4. Creates an SSI account in CalSAWS and completes a journal entry annotating the actions taken.
5. Notifies the CSW and SCSW of the application submission process.
6. The SSA field offices verify the eligibility requirements of a claimant such as age, marital status, employment and other coverage information. Disability Determination Services (DDS) is responsible for rendering the medical decision. If the documentation of disability provided are insufficient, claimant may be required to complete a Consultative Examination (CE) for DDS to render an informed decision.
7. The SSI/SSA Application EW is responsible for coordinating with the SSA, DDS Division, placement caregiver, and CSW/SCSW regarding medical appointment notices and other correspondence as follows:
   * 1. Mail appointment notices to the claimant/placement address;
     2. Notify and provide a copy of the appointment notice to the CSW and SCSW via email and advise to coordinate and provide assistance as needed;
     3. Contact the DDS to verify if the child/youth has completed the medical review;
     4. Provide the DDS with updated information would there be any changes in the case status such as replacement, AWOL, etc.;
     5. Contact provider regarding medical appointment;
     6. Contact the CSW/SCSW regarding any conflicts (i.e., Non-Cooperation, no show for medical appointment, etc.); and
        + The medical appointment plays an integral part in the medical decision making of a claim The DDS will make an eligibility determination within the standard processing time of six (6) to eight (8) months from the date of the SSI/SSP application.
8. Monitors case for approval from SSA.
   1. Upon approval, SSA will send an award/benefit notice to DCFS as well as indicate DCFS’ representative payee rights.
      1. Notify SSI/SSA unit clerk and SSI/SSA ES so that they may transfer case to the SSI/SSP Maintenance and Monitoring EW.
   2. In case of disapproval/denial, EW is to follow the [appeal procedure](#DenialNotice).

**RSDI Initial Application**

An RSDI (T2) referral is initiated due to a minor child’s parents’ retirement, disability or death. Furthermore, children in foster care placements where the permanency plan is adoption should be rescreened prior to finalization of adoption. Due to confidentiality of personal information, the SSA will not give out information regarding a RSDI beneficiary. DCFS may only obtain detailed information if it is the representative payee on file. Questions to the SSA are limited to those only answerable by Yes or No responses.

### Intake/Redetermination EW Responsibilities

1. Completes and submits the referral request with the following mandatory listed requirement to the SSI-RED email inbox at [SSIRED@dcfs.lacounty.gov](mailto:SSIRED@dcfs.lacounty.gov) Original Birth Certificate (with deceased individual recorded as the parent).
   * + - * In cases where the parent associated with the RSDI benefit does not appear on the child’s birth certificate, counties may use the sample letter attached to [ACL 20-17](https://www.cdss.ca.gov/Portals/9/Additional-Resources/Letters-and-Notices/ACLs/2020/20-17.pdf) in support of the child’s RSDI claim.
2. Copy of Death Certificate.
3. MEDS Printout / IEVS (T2).
4. Current Minute Order, Legal Guardianship Documentation, Voluntary Placement Agreement, or Probation 667 (Prob 667) (whichever applies).
5. Documents actions taken in the CWS/CMS Case Notes.

**SSI/SSA Unit Clerk Responsibilities**

* 1. Receives the referral from the SSI-RED email inbox.
  2. Accesses and updates the referral assignment log for data control.
  3. Distributes the referral via email to the SSA (RSDI) EWs based on rotation assigned by the SSI/SSA Unit ES.

**SSA (RSDI) EW Responsibilities**

1. Emails the SSA to determine if retired/disabled/deceased parent was insured with forty (40) work quarters with the following information:

* Name of retired/disabled/deceased parent; and
* Retired/disabled/deceased parent’s Social Security Number (SSN).
  1. Once confirmed by the SSA of available RSDI (T2) payments, requests the original birth certificate/letter proof of paternity from the CSW or Redetermination EW. Completes and submits the following forms to the SSA:
     + Request to the SSA, [DCFS 341](https://file.my.lacounty.gov/SDSIntra/dcfs/docs/1163370_DCFS341-SSA.docx);
     + Request to be Selected as Payee, [SSA 11BK](https://pl.usembassy.gov/wp-content/uploads/sites/23/cons_fbu_11.pdf?_sm_au_=iVVmP7qsqD6sjtPPj7CLjKsvMjNf2);
     + CalSAWS Payment Ledger;
     + Minute Order, Voluntary Placement Agreement, Legal Guardian Documentation or Prob 667 (whichever applies).
  2. Documents in CWS/CMS Case Notes and CalSAWS Journal all actions taken as well as the status of the case.
  3. Creates a physical case folder and file documents.
  4. Monitors case for approval from the SSA.
  5. Upon approval, the SSA will send an award/benefit notice to DCFS as well as indicate DCFS’ representative payee rights.
     + Notify SSI/SSA unit clerk and SSI/SSA Unit ES so that they may transfer case to the SSI/SSP Maintenance and Monitoring EW.
  6. In case of disapproval/denial, EW is to follow [appeal procedure](#DenialNotice).

SSI/SSP and RSDI Change of Payee Requests

**Completing a Change of Payee Referral**

SSI/SSPandRSDI benefits for a child/youth can be identified in several ways (i.e., at the initial placement, replacement, at redetermination or when notified by the CSW or caregiver that the youth is receiving SSI/SSP and/or RSDI benefits, or prior to finalization of adoption, etc.). MEDS will reflect a 1960 aid code, the Title XVI (T16) will show if a youth is receiving SSI/SSP benefits, and the Title II (T2) will show if a youth is receiving RSDI benefits. Other systems such as IEVS will show income for SSI/SSP and RSDI.

The SSA advises that FC/AAP payments do not have any bearing on RSDI (T2) benefits that a representative payee is receiving on behalf of a minor child/youth. For example, if a legal guardian who is caring for a minor child/youth is a recipient of the payments, there is no conflict as the money does not belong to the legal guardian. The money is for the child/youth and will continue until one of the following occurs:

* The youth is over eighteen (18) years of age;
* The youth is married;
* The youth has a full-time job;
* The youth is determined disabled before age twenty-one (21) and the youth is categorized as a “Disabled Adult Child (DAC)”.

However, FC regulations require the RSDI amount to be deducted from the FC payments if the RSDI is less than the amount paid for the FC placement.

If the RSDI is higher than the amount paid for the FC placement, the child is no longer eligible for the FC benefit. They are only eligible for the RSDI benefits.

**Foster Care Intake/Redetermination EW Responsibilities**

* 1. Completes and submits the referral request with the following mandatory listed requirement to the SSI-RED email inbox at [SSIRED@dcfs.lacounty.gov](mailto:SSIRED@dcfs.lacounty.gov) with the following:
     + MEDS T2 & T16 Printouts.
  2. Current Minute Order, Legal Guardianship Documentation, Voluntary Placement Agreement, or Prob 667 (whichever applies).
  3. Documents actions taken in CWS/CMS Case Notes.

**SSI/SSA Unit Clerk Responsibilities**

* 1. Receives the referral from the SSI-RED email inbox.
  2. Accesses and updates the referral assignment log for data controls.
  3. Distributes the referral via email to the SSI/SSP or SSA (RSDI) EWs based on type of request and rotation assigned by the SSI/SSA Unit ES.

**SSI/SSP or SSA (RSDI) EW Responsibilities**

1. Receives and reviews the referral request.
   1. Verifies the MEDS T2 and T16 printouts for status of SSI benefits based on the SSA’s applicable benefit codes.
   2. If the SSI/SSP and/or RSDI benefit is active, accesses the CalSAWS computer application to determine if DCFS is paying placement costs, the funding source, and the FC payment amount.
   3. If permissible, based on the SSA’s financial margins, complete a change of payee request packet for SSI/SSP and/or RSDI benefits consisting of the following:
      * SSI/SSA Request, [DCFS 341](https://file.my.lacounty.gov/SDSIntra/dcfs/docs/1163370_DCFS341-SSA.docx);
      * CalSAWS Payment Ledger;
      * Request to be Selected as Payee- [SSA 11BK](https://pl.usembassy.gov/wp-content/uploads/sites/23/cons_fbu_11.pdf?_sm_au_=iVVH6WB7LshHFj36j7CLjKsvMjNf2);
      * Authorization for Non Medical Out-of-Home Care- [SSP 22](https://www.cdss.ca.gov/cdssweb/entres/forms/English/SSP22.pdf) ( If applicable, include caregiver’s vendor number obtained from CWS/CMS);
      * Copy of the most recent Minute Order, Guardianship Documentation, Voluntary Placement Agreement or Prob 667 (whichever applies).
2. Creates a physical case folder and file documents.
   1. Creates a SSI/SSP and/or RSDI account on CalSAWs.
   2. Documents all actions taken in CWS/CMS Case Notes and in the CalSAWS Journal.
   3. Submits request to the SSA-Glendora Inbox in the San Dimas office for delivery.
   4. Monitors case for approval from the SSA.
   5. Upon approval, the SSA sends an award/benefit notice to DCFS as well as indicates DCFS’ representative payee rights.
      * Notify SSI/SSA Unit Clerk and SSI/SSA Unit ES so that they may transfer case to the SSI/SSP or SSA (RSDI) Maintenance and Monitoring EW.

**SSI/SSP Benefit Approval/Award Notification**

**SSI/SSA Unit Clerk Responsibilities**

* 1. Receives the approval/award letter from the SSA via US Mail.
  2. Date stamps the approval letter, then accesses and updates the log for data control.
  3. Forwards the approval letter to the assigned SSI/SSA Unit EW.

**SSI/SSP Reviewer EW Responsibilities**

1. Receives notification of child/youth conditional approval from the SSA via email.
2. Prepares the Pre-Effectuation Review Contact (PERC) with submission of the following:

* Payment Ledger from CalSAWS;
* Authorization for Non Medical Out-of-Home Care, [SSP-22](https://www.cdss.ca.gov/cdssweb/entres/forms/English/SSP22.pdf);
* Statement of Claimant or other Persons, [SSA-795](https://www.ssa.gov/forms/ssa-795.pdf) (Foreword: Cooking Facilities statement, Permission to Access Financial information and Records Disclosure);
* Placement History;
* [SSA-8203](https://secure.ssa.gov/apps10/public/pomsimages.nsf/gfx_num/G-SI_01140.100B/$File/G-SI_01140.100B.pdf) – If child/youth replaced within the processing timeframe prior to the PERC request.

1. Receives the official Notice of Award-Approval Letter.
2. Accesses the CalSAWS account to verify the benefit payments posted into the account by checking the child/youth’s General Ledger. If the notice of award-approval letter indicates a lump sum amount, the letter is forwarded to the designated SSI/SSA Unit EW lump sum distributor.
   1. Accesses CWS/CMS, CalSAWS and the MEDs computer applications and reconciles the following items between the three applications:
      1. Child/Youth remains in a paid placement;
      2. Child/Youth returned to the home of the parent or guardian;
      3. Child/Youth has been reported as missing or absent from care;
      4. A rate change has occurred;
      5. The aid code has changed;
      6. Child/Youth placed in a non-paid placement facility;
      7. Child/Youth has been terminated from placement;
      * SSI/SSA Unit EW must contact the CSW/SCSW to verify the address the youth will move to upon leaving FC placement.
      1. Change of address for the youth;
      * Representative payees must promptly report changes to the SSA, which may affect the beneficiary’s eligibility for social security benefits. (Refer to “Representative Payment Program Guide for Organizational Representative Payees”. The guide is available online on the SSA website via the following link: [Guide for Organizational Representative Payees | Representative Payee Program | SSA](https://www.ssa.gov/payee/NewGuide/toc.htm).
   2. Should any changes described above occur, notifies the SSA via fax at (833) 571-2611 and file transmission confirmation in the SSI/SSP physical case folder.
   3. Updates the Special Projects Page (SPP) in CWS/CMS as “Application Approved”.
      1. For a youth reaching the age of majority, the CSW/SCSW should coordinate the termination of FC payments for the transfer of payee rights to the prospective representative payee.
   4. Creates a CalSAWS account and changes to active status when DCFS is approved as payee.
   5. Annotates the CWS/CMS Case Notes and CalSAWs Journal to document all actions taken.
   6. Notifies the CSW/SCSW of the approval by providing a copy the official Notice of Award-Approval Letter via email.
   7. Files the official Notice of Award-Approval Letter in the physical case folder.
   8. Submits the physical case to the SSI/SSA Unit ES for review, approval, and transfer to SSI/SSP Maintenance EW.

**SSI/SSP Benefits Denial/Disapproval Letter Notification**

**SSI Unit Clerk Responsibilities**

* 1. Receives the denial/disapproval letter from the SSA.
  2. Date stamps the denial letter, then accesses and updates the log for data control.
  3. Forwards the denial letter to the assigned SSI/SSP Reviewer EW.

**SSI/SSP Reviewer EW Responsibilities**

* 1. Receives and reviews the denial letter.
  2. Provides the CSW with a copy of the denial notice and appeal process/packet according to the type of denial via email.
  3. If the CSW wishes to pursue the appeal, the SSI/SSP Reviewer EW works with the CSW/SCSW to obtain the following necessary information:
* Authorization to Disclose Information to the Social Security Administration (SSA), [SSA-827](https://www.ssa.gov/forms/ssa-827.pdf);
* Disability Report Appeal, [SSA-3441BK](https://www.ssa.gov/forms/ssa-3441.pdf) (for medical disapproval);
* Request for Reconsideration, [SSA-561-U2](https://www.ssa.gov/forms/ssa-561-u2.pdf) (for financial disapproval).
  + - If the CSW wishes *not to* pursue the appeal, the SSI/SSP Reviewer EW will print and file the email response from CSW and forward the physical case folder to ES for review and assignment closure.
  1. Monitors and follows up with the CSW for the return of the appeals packet. Disapproved claimant has sixty (60) days to appeal from the date of the denial notice.
  2. Once appeal packet is received, EW reviews the documents and files the request for reconsideration online at [ssa.gov](https://secure.ssa.gov/iApplsRe/start).
     + Based on the type of denial, EW will file according to the following the SSA Appeal Level:
* Reconsideration;
* Hearing;
* Appeals Council ; or
* Federal District Court.
  1. If appeal filing is not accepted online (at the request of the CSW/SCSW, EW may attempt to file an appeal over sixty (60) days), by photocopying the appeal paperwork and dropping it in the SSA inbox located in the San Dimas office for delivery to the SSA office.
  2. Files all documentation in the physical case folder.
  3. Informs the CSW of the appeal submission to the SSA.
  4. Updates the denial status on the CWS/CMS the SPP page accordingly.
  5. Updates CalSAWs account status by selecting “Yes” on the Appeal drop down.
  6. If decision comes back unfavorable, EW informs the CSW:
     1. If the CSW elects to appeal again, follow steps 1-9 of the [appeal process](#DenialNotice) listed above to scale to the next appeal level.
     2. If the CSW elects *not to* appeal again, or no response has been received from the CSW/SCSW after 60 days:
        + 1. EW updates the denial status on the CWS/CMS the SPP page accordingly;
          2. Updates CalSAWs account status by selecting “No” on the appeal drop down;
          3. File any response from the CSW in the SSI/SSP physical case folder.
  7. If the benefits are approved, EW informs the CSW:
     1. Verifies SSI/SSP benefits were issued;
        + If DCFS is awarded representative payee rights, EW verifies benefits issued on the child/youth’s CalSAWs General Ledger.
          1. Forwards physical case folder to SSI/SSA Unit clerk to transfer to SSI/SSP Maintenance EW, who is assigned by the ES based on rotation.
        + If DCFS is not awarded representative payee rights, EW verifies benefits and payee on the child/youth’s MEDs account.
          1. Forwards physical case folder to SSI/SSA Unit ES who will review and end assignment.
  8. Annotates all actions taken on CWS/CMS Case Notes and in the CalSAWS Journal.

**Notification of a Minor’s Attorney (MA) Referral from the Alliance for Children’s Rights**

When the Alliance for Children’s Rights requires additional information in order to assist a child/youth in filing an appeal, they submit an MA request via email to the Revenue Enhancement Division (RED) management who then forwards the request to the SSI/SSA Unit Eligibility Supervisor (ES).

**SSI/SSA Unit ES Responsibilities**

* 1. Prints the e-mail and MA request from the Alliance representative.
  2. Pulls the child/youth’s SSI/SSP physical case folder.
  3. Scans and emails appropriate documents to the Alliance representative.
  4. Files the email and MA request in the child/youth’s physical case folder.
  5. Returns the child/youth’s physical case folder to the assigned SSI/SSP Maintenance EW.
  6. Annotates any action take on CWS/CMS Case Notes and CalSAWs Journal.

SSI/SSP and/or RSDI Payments Manual Transactions

As part of the eligibility process, it is important to account any SSI/SSP and/or RSDI benefit payment received. In some instances, the SSI/SSA Units are in receipt of payments from Social Security Administration (SSA) such as live checks or are notified of omitted transactions not posted through the child/youth’s regular account via the Unmatched Report in CalSAWS. The process relies on accurate posting of SSI/SSP and/or RSDI benefits done manually.

**SSI/SSA Unit EW Responsibilities**

* 1. Accesses CWS/CMS and CalSAWS programs for case status.
  2. Creates a transmittal addressed as follows:
* If FC case is active and DCFS is entitled to the payments, check forwarded to Fiscal Operations Division (FOD) Trust Fund Unit/Finance for manual posting via county messenger mail.
* If the case is active and DCFS is *not* eligible for the payments due to funding source or any other reason, check(s) are returned to the Social Security Administration (SSA).
  1. Makes photocopies of the checks and files them in the designated physical case folder.
  2. Annotates on CalSAWS journal to reflect all actions taken.

SSI/SSP Continued Eligibility for Federally Eligible Youth 16 and over (AB 1331 Requirement)

In the event of an approval, and youth remains in foster care with continuing federal funding over the SSA’s ongoing Federal Benefit Rate (FBR), the SSI/SSP benefits must be placed on an N01 status (Non-Pay/Excess Income/Benefits Suspended). NO1 status is only applicable for one (1) year (the term one year refers to a time period of 365 days from the last SSI/SSP payment received, not one (1) calendar year). An inactive SSI/SSP due to no payment issuances on, or after the due date, automatically terminates. Three (3) months prior to the termination of the NO1 status, a reinstatement request is required to be submitted to the SSA for the reinstatement of benefit payments. This process is to ensure continuing SSI/SSP eligibility. The assigned SSI/SSP Maintenance EW is responsible for requesting a reinstatement. (NOTE: DCFS has no authority on how the SSA manages and handles a SSI/SSP benefit. It may make changes to the status at any given time. If this occurs, the SSI/SSA ES coordinates with the SSA to determine the probable cause and requests assistance to resolve the matter).

**Request for Representative Payee Report (RPR) Received from the Social Security Administration (SSA)**

The SSA actively monitors DCFS through reports and site visits to ensure the Department is fulfilling payee responsibilities. Under the law, DCFS is required to submit the form Representative Payee Report (RPR), [SSA 6234](https://www.ssa.gov/payee/NewGuide/ssa-6234exhibitB.pdf) for each beneficiary. The form reports how DCFS is managing the beneficiary’s money (i.e., how payments are used and/or saved, and whether or not custody has changed, etc).

**SSI/SSA Unit Clerk Responsibilities**

* 1. Receives the RPR Form from the SSA via US Mail.
  2. Date stamps the RPR, then accesses and updates the log for data control.
  3. Forwards the RPR to the assigned SSI/SSA Unit EW.

**SSI/SSA Unit EW Responsibilities**

* 1. Receives the RPR from the SSI/SSA Unit Clerk.
  2. Accesses CalSAWS and downloads and reviews any payments on the General Ledger.
  3. Completes the RPR form, reporting the total amount of benefits DCFS received, and the total amount spent and/or saved for the beneficiary.
  4. Within 30 days, mails the original completed RPR via US Mail to the SSA.
  5. Updates CWS/CMS Case Notes and CalSAWS journal to reflect all actions taken.
  6. Files copies in the SSI/SSP and or RSDI physical case folder.

**Continuing Disability Review (CDR)**

The SSA requires a medical reassessment of SSI/SSP beneficiaries on a random basis. This process entails the completion of a Continuing Disability Review (CDR). The submission of any most current medical documentation pertaining to the individual’s disability is advantageous.

The SSA has different disability standards for a child and adult. It is necessary for an individual approved for SSI/SSP as a minor child, to undergo a medical reassessment as an adult/nonminor upon reaching age eighteen (18).

The Representative Payee is responsible for completing the forms and furnishing available medical evidences to help the SSA determine if a beneficiary still meets the disability criteria. The completion and submission of the CDR is thirty (30) days upon receipt of the CDR request. During the CDR review, spend downs for excess money is not to be issued. If the beneficiary is determined to no longer be disabled based on the CDR, the [appeal process](#DenialNotice) can be initiated.

**SSI/SSA Unit Clerk Responsibilities**

* 1. Receives the CDR Request from the SSA via US Mail.
  2. Date stamps the CDR, then accesses and updates the log for data control.
  3. Forwards the CDR to the assigned SSI/SSA Unit EW.

**SSI EW Responsibilities**

* 1. Receives the CDR from the SSI/SSA Unit Clerk.
  2. Accesses CalSAWS, downloads, and reviews any payments on the General Ledger.
  3. Accesses CWS/CMS to verify that the foster client remains under DCFS jurisdiction and continues to qualify for benefit payments based on the financial parameters.
  4. Scans and emails the required forms provided by the SSA to the CSW/SCSW for completion.
  5. Monitors and controls for follow up with the CSW/SCSW.
     1. Advises the CSW/SCSW that non-fulfillment of requirement may result in the termination of existing benefits resulting in an entirely new application requirement.
  6. Upon receipt of the completed forms, EW faxes them to the SSA.
  7. Files all CDR documents in the physical case folder.
  8. Updates CWS/CMS the SPP with CDR status, and annotates any action taken in CWS/CMS Case Notes and CalSAWS Journal.
  9. Monitors for the SSA’s decision on the CDR.

Lump Sum Benefits

Payments for approved SSI/SSP Initial Application claim begin the month following the application month. Lump sum payments are accumulated funds when an individual is eligible for a large past-due SSI/SSP payment. Payments are generally made in installments which are made in no more than three (3) payments, at six-month intervals.

RSDI benefit may also accrue lump sum payments, generally this happens if no one previously claimed past due payments. The amount of retroactive benefits under RSDI, which may result in a lump sum, will depend on the type of RSDI benefit applied for, i.e., retirement, disability, or survivors. Per [SSA - POMS: GN 00204.030 - Retroactivity for Title II Benefits - 07/14/2023](https://secure.ssa.gov/poms.nsf/lnx/0200204030), therefore, if the lump sum is based on retroactive Survivors benefits, those funds should not be applied by DCFS to pay for prior placement costs.

**SSI/SSA Unit EW Responsibilities**

* 1. Retrieves the physical case folder from the assigned SSI/SSA Unit Maintenance EW.
  2. Accesses CalSAWS, downloads and reviews any payments on the General Ledger.
  3. Applies appropriate procedures to ensure all transactions are posted to the appropriate benefit month.
  4. Forwards the physical case back to assigned SSI/SSA Unit EW.

**Monitoring Dedicated Accounts**

When large past due SSI/SSP payments to blind or disabled youth, covering more than six-months of payments are received, DCFS must establish a separate account from the account for regular monthly SSI benefits. This is called a Dedicated Account. (Note: these accounts do not apply to RSDI benefits). The Social Security Administration (SSA) restricts how the funds are to be used. These funds are automatically deposited into the DCFS dedicated account via bank download. Fiscal Operations Division (FOD) Trust Fund Unit provides the dedicated account report via email on a monthly basis to Revenue Enhancement Division (RED) SSI/SSA Unit Management.

**SSI/SSA Unit ES Responsibilities**

* 1. Receive Dedicated Account report from RED SSI/SSA Unit Management.
  2. Notify the CSW/SCSW via e-mail that these funds are available, and forward a copy of the FYI regarding dedicated account funds to the CSW.

**When a Spend Down is Necessary**

To receive SSI/SSP, the child/youth must be blind or disabled and have limited income and resources. In order to qualify, the child/youth also cannot have over $2,000.00 in countable resources.

Spend Down is required when accumulated SSI/SSP funds in a child/youth’s Trust Account exceeds $2,000.00. (Note: this does not apply to RSDI benefits). However, to prevent exceeding the maximum allowable funds, the SSI/SSA Unit EW controls for the accumulation of $1,500.00 in funds and advises the CSW/SCSW when a Spend Down is necessary.

**SSI/SSA Unit EW Responsibilities**

* 1. Accesses CalSAWS system and/or CWT Trust Balance Report on a monthly basis and obtains a report of active cases with Trust balances over $1,500.00.
  2. Emails the FOD Trust Fund Unit to verify accuracy of funds available for the Spend Down.
  3. Upon verification from FOD Trust Funds Unit for the individual child/youth’s account balance, emails a [DCFS 341](https://file.my.lacounty.gov/SDSIntra/dcfs/docs/1163369_DCFS341-FISCAL.docx)- Foster Care Trust Notification to the CSW indicating that a Spend Down is necessary to maintain SSI/SSP eligibility and indicates the amount of funds available for expenditure.
  4. Receives the DCFS 341 from the CSW with appropriate signatures (CSW, SCSW and ARA) and an itemized list of authorized purchases and amounts.
  5. Forwards the DCFS 341, and CalSAWS placement printout verifying placement address to FOD, Trust Fund Unit for issuance of funds.
* The FOD Trust Fund Unit will send a letter to the caregiver informing them that the CSW has authorized expenditures for a specific amount, and that DCFS has requested the Auditor Controller to issue a check to the current placement payee and address. The letter will instruct the caregiver/NMD to return the original receipts to the SSI/SSA Units/ Revenue Enhancement Division (RED) at 955 Overland Court, Suite #200, San Dimas, CA 91773. FOD Trust Fund Unit will also send a copy of the letter the RED.
  1. Sets a control for thirty (30) days for returned receipts.
  2. Upon receiving receipts from the caregiver/NMD, files in the physical case folder.
* Receipts must be available for review by the SSA auditors.
  1. If receipts are not received within thirty (30) days, initiates the [escalation process](#Escalation).

**Foster Care Case Termination when DCFS is Payee for SSI/SSP and/or** RSDI **Benefits**

**SSI/SSP and/or SSA (RSDI) Maintenance EW Responsibilities**

* 1. Receives a stop notification either from the CSW, Foster Care Search System (FCSS) or the Foster Care Intake/Redetermination EW that foster care payments have been stopped.
  2. Reviews the stop/end reason and verifies stop/end date.
  3. Submits a [DCFS 341](https://file.my.lacounty.gov/SDSIntra/dcfs/docs/1163370_DCFS341-SSA.docx)- Notification of Change/Request and Statement of Claimant or Other Person, [SSA-795](https://www.ssa.gov/forms/ssa-795.pdf) (DCFS Revocation as Payee Statement) to the SSA, requesting the suspension of DCFS as representative payee of SSI/SSP and/ or RSDI benefits.
  4. Forwards the CSW/SCSW a copy of the DCFS 341 and [SSA 795](https://www.ssa.gov/forms/ssa-795.pdf), and advises the CSW/SCSW to forward the forms to the prospective representative payee for the transfer of payee rights.
  5. Submits a request to FOD-Trust Fund Unit for final accounting for refund of any non-entitled benefit payments to DCFS to include those in the dedicated account via CalSAWs.
  6. Continues monitoring until DCFS is no longer showing as representative payee, by verifying MEDS (T16) screen.
* This is to ensure that all non-entitled and/or excess benefits are refunded to SSA and DCFS is relieved as payee.
  1. Submits the SSI/SSP and/or SSA(RSDI) physical case to the SSI/SSA Unit ES for review and assignment end-date.

**SSI/SSA ES Responsibilities**

1. Receives the physical case from the SSI/SSP or SSA (RSDI) Maintenance EW for review and approval.
2. End-dates the assigned SSI/SSP or SSA (RSDI) Maintenance EW assignment in CWS/CMS.

* Once the FOD Trust Fund Unit refunds money to the SSA, it issues a receipt for the refund. The SSI/SSA Unit ES receives the receipts and documents details of the refund in the CalSAWS journal. The SSI/SSA Unit ES forwards the receipts to the FOD Trust Fund Unit.

HELPFUL LINKS

**Forms**

[DCFS 341](https://file.my.lacounty.gov/SDSIntra/dcfs/docs/1163370_DCFS341-SSA.docx), Notification of Change/Request

[DCFS 341](https://file.my.lacounty.gov/SDSIntra/dcfs/docs/1163369_DCFS341-FISCAL.docx), Foster Care Trust Notification

[HA-501-U5](https://www.ssa.gov/forms/ha-501.html), Request for Hearing by Administrative Law Judge

[SSP 22](https://www.cdss.ca.gov/cdssweb/entres/forms/English/SSP22.pdf), Authorization for Non-Medical

[SSA 11 BK](https://pl.usembassy.gov/wp-content/uploads/sites/23/cons_fbu_11.pdf), Request to be Selected as Payee

[SSA 795](https://www.ssa.gov/forms/ssa-795.pdf), Statement of Claimant

[SSA 827 OP1](https://www.ssa.gov/forms/ssa-827.pdf), Authorization of Release of Information

[SSA 3820](https://www.ssa.gov/forms/ssa-3820.pdf), Child Disability Report

[SSA 3881 BK](https://www.ssa.gov/forms/ssa-3881.pdf), Questionnaire for Child Claiming Disability Benefits

[SSA 8000 BK](https://www.ssa.gov/forms/ssa-8000-bk.pdf), SSI Application

[SSA 8202](https://secure.ssa.gov/apps10/public/pomsimages.nsf/gfx_num/G-SSA-8202-BK-1/$File/G-SSA-8202-BK-1.pdf), Statement for Determining Continuing Eligibility for SSI Income

[SSA 8203](https://secure.ssa.gov/apps10/public/pomsimages.nsf/gfx_num/G-SI_01140.100B/$File/G-SI_01140.100B.pdf), Statement for Determining Continuing Eligibility for SSI Payments

[SSA 3373](https://www.ssa.gov/forms/ssa-3373-bk.pdf), Function Report Adult

[SSA 3379](https://www.ssa.gov/forms/ssa-3379-bk.pdf), Function Report-Child Age 12 to 18th Birthday

[SSA 3368](https://www.ssa.gov/forms/ssa-3368-bk.pdf), Adult Disability Report

[SSP 14](https://cdss.ca.gov/cdssweb/entres/forms/english/ssp14.pdf), SSI/SSP Referral/Authorization for Reimbursement

[SS 5](https://www.ssa.gov/forms/ss-5.pdf), Social Security Number Application

[SSA 4BK](https://www.ssa.gov/forms/ssa-4-bk.pdf), Application for Child’s Insurance Benefits

[SSA 561-U2](https://www.ssa.gov/forms/ssa-561-u2.pdf), Request for Reconsideration

[SSA 3441BK](https://www.ssa.gov/forms/ssa-3441.html), Disability Report Appeal

[SSA 6234](https://www.ssa.gov/payee/NewGuide/ssa-6234exhibitB.pdf), Representative Payee Report

[SSA 454 BK](https://www.ssa.gov/forms/ssa-454-bk.pdf), Report of Continuing Disability Review

[SSA 632 BK](https://www.ssa.gov/forms/ssa-632.html), Request for Waiver of Overpayment Recovery

[SSA 782 BK](https://carolinacompensation.com/wp-content/uploads/2013/08/SSA-782.pdf), Reconsideration Report for Disability Cessation

[SSA 789-U4](https://www.ssa.gov/forms/ssa-789.pdf), Request for Reconsideration Disability Cessation

[SSA 3367 F4](https://secure.ssa.gov/poms.nsf/lnx/0411005045), Disability Report Field Office

[SSA 16 BK](https://www.ssa.gov/forms/ssa-16-bk.pdf), Application for Disability Insurance Benefits

[SSA 8202 UF](https://www.ssa.gov/foia/resources/proactivedisclosure/2023/SSA-8202%20-%20Statement%20for%20Determining%20Continuing%20Eligibility%20for%20Supplemental%20Security%20Income%20Payment.pdf), Statement for Determining Continuing Eligibility for Supplemental Security Income Payments

**Statutes & Regulations**

[All County Information Notice (ACIN) I-55-21](https://www.cdss.ca.gov/Portals/9/Additional-Resources/Letters-and-Notices/ACINs/2021/I-55_21.pdf?ver=2021-06-16-095014-160) - During the Level of Care Protocol (LOCP) determination, county welfare/probation departments should inquire as to whether the foster child is in the process of applying for IHSS services, intends to apply for IHSS services, or is currently receiving IHSS services.

[All County Letter (ACL) 08-12](https://www.cdss.ca.gov/lettersnotices/entres/getinfo/acl08/08-12.pdf) - Implementation Of Assembly Bill (AB) 1331 which requires counties to screen all foster youth for potential SSI/SSP eligibility when foster youth are at least 16.5 years of age and no more than 17.5 years of age.

[ACL 20-17](https://www.cdss.ca.gov/Portals/9/Additional-Resources/Letters-and-Notices/ACLs/2020/20-17.pdf) – Application for Social Security Retirement, Survivor, or Disability Insurance (RSDI) benefits is important, particularly in cases where the child is later adopted or where the child is disabled. Because adoptive children can receive BOTH Adoptions Assistance Program (AAP) and RSDI benefits eve after the adoption is finalized.

[ACL 23-28](https://www.cdss.ca.gov/Portals/9/Additional-Resources/Letters-and-Notices/ACLs/2023/23-28.pdf?ver=2023-03-30-143738-443) - Implementation Of Senate Bill (SB) 187 which states the WIC section 13757(c) now requires a county placing agency to file, or cause to be filed, a request for reconsideration with the SSA when the foster youth’s SSI application is denied. If the request for reconsideration is also denied, then the county shall file a subsequent appeal and request for a hearing with the SSA, and if necessary and appropriate, if they receive an unfavorable hearing decision, shall file an appeal with the SSA Appeals Council, requesting review of the hearing decision.

[Assembly Bill (AB) 1331, page 4](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240AB1331) - Requires counties to screen all foster youth for potential SSI/SSP eligibility when foster youth are at least 16.5 years of age and no more than 17.5 years of age.

[AB 1633, Chapter 641, Statues of 2006](http://www.leginfo.ca.gov/pub/05-06/bill/asm/ab_1601-1650/ab_1633_bill_20051007_chaptered.html) – This bill would extend the opportunity to remain in foster care placement beyond the age of 18 years to a foster child who is

pursuing a high school equivalency certificate.

[SB 187 (page 5)](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220SB187) - Human Services SB 187 changed the screening time to require that screening occur when each youth is at least 16 years of age and not older than 17 years of age (previously youth had to be screened between age 16 ½ and 17 ½). The goal of this change is to increase the likelihood that an initial Social Security benefits eligibility decision is made before the youth turns 18. The SB 187 also clarifies that this age range does not preclude a county from screening.

[State Regulations, Division 45-302.1](https://www.cdss.ca.gov/ord/entres/getinfo/pdf/12EASb.pdf) - California Welfare and Institutions Code (W&IC) Section 13757 (2) (d): When a nonminor dependent has been approved for SSI/SSP payments pursuant to this section but is receiving an AFDC-FC or Kin-GAP benefit that includes federal financial participation in an amount that exceeds the SSI/SSP payment, causing the SSI/SSP payment to be placed in suspended (non-paid) status. The county child welfare agency, during at least one (1) month of every twelve (12) month period, beginning with the date that the SSI/SSP benefit is placed in suspended (non-paid) status, shall forgo the federally funded AFDC-FC or Kin-GAP benefits and instead shall use State AFDC-FC or Kin-GAP resources to supplement the SSI benefit that the youth receives during that month. The county shall inform the Social Security Administration that the youth is not receiving any federal financial participation during that month in order to permit the nonminor dependent to receive an SSI/SSP benefit during a single month of every twelve (12) month period. The county shall subsequently reclaim the federally funded AFDC-FC benefit or Kin-Gap benefit in the following month.