

**County of San Diego, Health and Human Services Agency (HHSA)
Cash Assistance Program for Immigrants (CAPI) Program Guide**

Contents of Case Files

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99-106.1

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Revision Date:

September 1, 2019

Background:

This section provides information regarding what must be retained in a CAPI case.

Purpose:

This section is updated for the sunset review. No Program rules have changed.

Policy:

The case file for persons found eligible for CAPI must include:

- Information and evidence used by the worker to establish:
 - Age
 - Blindness
 - Disability
 - Non-citizen status
- Information regarding the recipient's:
 - Property
 - Income
 - Living arrangements. Such information must be recorded on a dated Statement of Facts form, signed by the customer or his/her authorized representative under penalty of perjury.
 - Verification of any other information, if necessary, to ensure a correct eligibility determination
 - Computation of the benefit amount
 - Documentation of all contacts with the customer or any other individual or organization regarding the recipient or the case.

Procedure:

Follow the actions in the policies above to ensure that the case file has the required documentation.

Program Impact/s:

None.

References:

MPP 49-013.3

ACL 98-82

Sunset Date:

This policy will be reviewed for continuance on or by 09/30/2022

Approval for Release:



Rick Wanne, Director
Eligibility Operations