

**County of San Diego, Health and Human Services Agency (HHS A)
General Relief Program Guide (GRPG)**

Supplemental Security Income (SSI) Advocacy Services

Number

90-800.3

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Revision Date:

December 1, 2021

A. Background:

The San Diego County Health and Human Services Agency (HHS A) contracts for Supplemental Security Income (SSI) Advocacy Services. Legal Aid Society of San Diego, Inc. is the contracted provider of these services. As part of the contract, Legal Aid will provide SSI Advocacy Services to all General Relief (GR) Family Resource Centers (FRCs) in the County and will schedule time in the FRCs, as appropriate to the number of referrals received.

The SSI advocate's job is to assist GR customers in the SSI/(State Supplementary Payment) SSP application and appeal process. Most customers under the Interim Assistance Program (IAP) are mandatory referrals. The Human Services Specialist (HSS) and supervisor will have discretion in referring non-mandatory customers when it appears the situation or circumstances demonstrate a potential need for SSI Advocacy Services, or an evaluation of potential SSI eligibility based on disability or blindness is needed. This section is updated due to changes to the regional transportation pass for GR recipients.

Offer a transportation payment for a regional transportation pass to individuals referred to the SSI Advocate who do not have access to a working vehicle.

Purpose:

To provide the policies for SSI Advocacy Services.

Policy:

B. Form 13-1 HHS A:

The major communication document between the HSS and the SSI Advocate is the 13-1 HHS A GR and Cash Assistance Program for Immigrants (CAPI) Communication with the SSI Advocate Form. It may be used by either party and is considered a two-way communication document. Ensure that the customer signs the form, as required in the middle of the page, and image it in the case file to document SSI Advocacy Services referral and activities.

C. Mandatory Referrals to SSI Advocacy Services:

There is an emphasis on assisting those with psychiatric disabilities, but referrals are not limited to this group. Explain to customers that the County contracted services are provided free of charge. Individuals meeting the following criteria are mandatory referrals to SSI Advocacy Services:

- All customers who have filed for SSI but have not been approved or denied at the point of referral [which can be anytime the HSS has contact with the customer or the case (for example, redetermination, change report, or phone contact)].
- All customers who are potentially eligible to SSI based on GR Program Guide (GRPG) 90-800.1.G criteria.
- All customers receiving SSI prior to incarceration and whose SSI was terminated while incarcerated.
- All customers with a prior medical evaluation indicating inability to work for six months or longer and a new medical evaluation extending the period of inability to work due to same medical condition.

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- o Note: For purposes of determining the period of six months or longer, multiple medical evaluations for the same medical condition will be considered.

If an individual has a pre-existing contract with a private attorney for SSI Advocacy Services, does not wish to change to the County contracted services, and provides verification of that contract or authorization, the individual may be exempted from a mandatory referral.

D. Voluntary Referral to Advocate:

The HSS or supervisor may do a voluntary referral to SSI Advocacy Services when:

- The customer appears to have a psychiatric or physical disability for which the medical information to indicate potential SSI eligibility is inconclusive or missing and an evaluation for potential SSI is needed.
- The customer has a documented psychiatric or physical disability, but it is unclear if the criteria in GRPG 90-800.1.G are met and the criteria in GRPG 90-800.1.L are not met.

E. Pre-Application:

There are no major differences in the pre-application process. Form 11-65 HHS A Applicant's Statement of Employability can be used by the pre-application HSS to identify disabilities for an aged individual being referred to CAPI to assist in determining potential SSI eligibility.

F. Applicant Meets Referral Criteria:

If the customer is otherwise GR eligible, take the actions in Processing Guide 90-800.3A.

G. IAP Status/Action:

Take the actions in Processing Guide 90-800.3A for SSI Advocacy Services in relation to IAP.

H. Confirmation of Program Eligibility to SSI Advocate:

The SSI Advocate may receive referrals for SSI Advocacy Services from other agencies, for example, St. Vincent de Paul or Neil Good Day Center. When this outside referral occurs, the SSI Advocate must document linkage to GR or CAPI to serve the customer under the County contract.

A Notice of Action (NOA) or other correspondence from the County may be available to confirm linkage. If these forms are not available, it has been agreed that the SSI Advocate can obtain a clearance through the FRC to confirm program linkage. FRC Managers can decide where to have the clearance completed. Names of the SSI Advocates will be provided to each FRC.

If the ...	Then ...
individual is not known, is not active or pending to GR or CAPI,	that is the extent of information provided to the SSI Advocate, unless a release has been received.
individual is active to or pending to GR or CAPI,	this can be confirmed for the SSI Advocate and the HSS's number, name, and the case number can be released to the SSI Advocate for documenting linkage in their case record.
HSS did not initiate the referral for SSI Advocacy Services,	the SSI Advocate will send a 13-1 HHS A form to the HSS.

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I. Customer Not Assisted by SSI Advocate:

Monitor the SSI application process of applicants/recipients not assisted by the SSI Advocate due to the exemption in C, above, as shown in Processing Guide 90-800.3A.

Procedures:

Follow the policies above and Processing Guide 90-800.3A for the SSI Advocacy requirements for IAP.

Program Impacts:

None

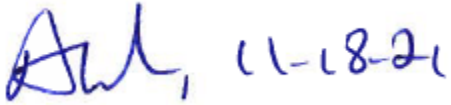
References:

County Policy

Sunset Date:

This policy will be reviewed for continuance by November 30, 2024.

Approval for Release:



Rick Wanne, Director
Self-Sufficiency Services