# SSA Intranet ORANGE COUNTY SOCIAL SERVICES AGENCY ADULT SERVICES POLICY AND PROCEDURE MANUAL

Program: Adult Services Division Number: SH 40.2.3

Subject: SSI/SSP Board and Care Benefit Date: 06/08/07

**Approved:** Signature On File **Replaces:** SH 1.7

**Reformatted: MM-DD-YY** 

### I. PURPOSE

To provide policy and instructions regarding the SSI/SSP Non-Medical Out-of-Home Care (NMOHC) benefit, also known as Board and Care (B&C) benefit.

### II. POLICY

IHSS social workers will evaluate an applicant/recipient's eligibility for SSI Board and Care Benefit and advise clients of their options when it appears that the value of the B&C benefit may be greater than the value of the IHSS provider wages. Regardless of which type of benefit seems more advantageous, clients are free to choose whether they prefer to receive the SSI B&C rate or IHSS benefit. It should be documented in the case file that clients were advised of their options and whether they decline or accept the B&C benefit option.

### III. BACKGROUND

Non-Medical Out-of-Home Care (NMOHC) is a protective living arrangement outside the SSI/SSP recipient's own home where, as a minimum, he/she receives board, room, and personal non-medical care and supervision related to his/her individual needs. B&C benefit is an alternate resource for IHSS applicants/recipients who live in the home of a relative and receive care from that relative.

Receipt of the SSI B&C benefit, in lieu of IHSS services, may have numerous benefits for the recipient and provider, as well as for the IHSS program:

- · No annual reassessments are required.
- No timesheets need to be submitted.
- · Income is received earlier in the month, since SSI benefits are paid on the first of each month. There is no need to wait until timesheets can be submitted and processed.
- $\cdot$  There may be tax advantages to the household due to eliminating provider wage income.
- The increased SSI benefit has no county share of cost; provider wages have a county cost.

Administrative costs for functions related to SSI B&C benefit are funded separately from IHSS, through the Community Services Block Grant (CSBG) allocation. A separate time study code has been designated for use in reporting hours spent on these activities.



# IV. PROCEDURE IHSS Staff will use the SSI Board & Care Benefit Checklist (Attachment A) at intake, reassessment, and when IHSS recipients report a change of address for IHSS cases with minimal neets (less than 25 hours a month of authorized hours) to evaluate whether or not an neets (less than 25 hours a month of authorized hours) to evaluate whether or not an Checklist will be filled on the Eligibility Acco. The AU supervisor receives all requests for BsC benefit and assigns them to the BsC Social Workers. Case Illed or BsC benefit repients will be kept in alphabetical order in designated 8sC file cabinets. Electronic records are maintained in the BsC database. Eligibility. 1. Receives SSI/SSP benefit. If married and living together, the spouse must also receive SSI/SSP benefit. 2. Lives in a non-licensed private residence of a relative or legal guardian/conservator. A relative shall mean a parent, son, daughter, brother, sister, half-brother, half-sister, uncle, aunt, lieser relative shall mean a parent, son, or daughter, brother, sister, half-brother, half-sister, uncle, aunt, lieser half-sister, and son, a d. Arrangement of and assistance with merical and uenual care. This inspiration of client's schedules and activities e. Supervision of client's schedules and activities f. Monitoring food intake or special diets client's continued to the control of the control http://www.cdd.ca.gov/res/pdf/Chart.2008.pdf Regardless of which type of benefit seems more adventageous to the clients, clients may choose whether they prefer to receive the SSI B&C rate or IHSS benefit. B. Determining Whether A Consumer is Already Receiving B&C Benefit A thatkae and annual reassessment IHSS social workers will check the following data on the a. SSI Living Arrangement Code: A b. Optional Living Arrangement Code: B OR, a. St Living Arrangement Code: B A Optional Living Arrangement Code: B C. SSI Living Arrangement Code: B Optional Living Arrangement Code: B Optional Living Arrangement Code: B See Attachment C for more information on NQX data elements. C. Receiving Requests for B&C Benefit from the Social Security Administration office, directly from applicants, or from the assigned IRSS SWs who receive requests from IRSS Optional Living Commission Commission of the request is received in the IHSS office. 1. Reternals by Social Security Administration Or By AU SWs For Non IHSS Beneficianes Beneficianes 2. Reternals by Social Security Administration Or By AU SWs For Non IHSS 2. Reternals by Social Security Administration Or By AU SWs For Non IHSS 2. Reternals by Social Security Administration or Sws India Sws In

In Main the confinements about security office, who the maining date of the BEAC database.

Joesignated HSS staff will check NQX for all the BEAC approvals two months after the assigned BEAC SW will follow up with Social Security.

A Referrals by Other HSS SW.

During the HSS application process:

(1) The assigned HSS Social Worker follows step 3 in Section V.C to refer the client to the

(i). The assigned IHSS Social Worker follows step 3 in Section V.C to refer the client to the ScC unit.

(ii). B&C SWS will compilete Steps to through f in Section D.1. A home visit is not required if the assigned IHSS SW already made a home visit to assess the IHSS application.

(ii). If client meets B&C eligibility requirements and wants to receive SSI B&C benefit:

(iii). B&C SWS compilete Section is of form SSF 22; Send the original copy of the compileted form to the Social Security Office, a copy to the assigned social worker, and keep a copy in the SC security of the SSF 22 from the B&C SW. He assigned IHSS SW will deny the IHSS application within the 30-day processing time frame using CMIPS reason code 422.

(i). Lipon receipt of the SSF 22 from the B&C SWS will see B&C approvals two months after the mailing date to confirm that Social Security. Administration approve the B&C benefit. If not, the assigned B&CS SWI ill follow up with Social Security.

(4). It client does not meet B&C eligibility requirements, or does not want SSI B&C but needs assistance to remain assley at home. B&C SWS notify the assigned social worker, who will process the IHSS application following existing procedures.

(1). The assigned IHSS SSI all Worker follows step 3 in Section V.C to refer the client to the B&C cut.

(2). R&C SWs will committee Stees b through d in Section D.1. A home visit is not required so

b. For IHSS Recipients:

(1). The assigned HSS Social Worker follows step 3 in Section V.C to fene use use and the SEC unit.

(2). B&C SVIs will complete Steps b through d in Section D.I. A home visit is not required so long as a home visit has been made to the client's current residence.

(3). If client mests B&C eligibility requirements and works to receive SSI B&C benefit:

(a). B&C SVIs will coordinate the B&C approval date and termination of IHSS with the assigned IHSS SVI. The effective date of B&C benefit will be the first day following the IHSS section of the second state.

assigned in 33 374. The circumstance of the complete Section B of form SSP 22, indicate the IHSS termination date on the (b). BSC SWs complete Section B of form SSP 22, indicate the IHSS termination date on the form; Send the original copy of the completed form to the Social Security Office, a copy to the assigned social worker, and keep a copy in the BSC file; Note the mailing date on the BSC assigned social worker, and keep a copy in the BSC file; Note the mailing date on the BSC assigned social worker.

form; Send the original cupy is use companies assigned social worker, and keep a copy in the B&C file; Note the mailing date on the B&C database assigned social worker, and keep a copy in the B&C file; Note the mailing date on the B&C database (Line) and the B&C database (Line) and

Social Workers will take the following action upon discovering that an IHSS recipient is already receiving B&C benefits:

1. Discontinue the IHSS case with a 10-day notice of action using CMIPS reason code 422.

2. Determine and process overpayment following Recipient Overpayment/Underpayment

F. Changing from B&C Benefit To IHSS.

F. Changing from B&C Benefit To IHS

# **V. REFERENCES**

Eligibility and Assistance Standards 46-140 Non-Medical Out-of-Home Care

# **VI. ATTACHMENTS**

Attachment A: SSI Board & Care Benefit Checklist

**Attachment B: INQX Sample** 

**Attachment C:** INQX Data Elements and Codes

**Attachment D:** Authorization for Non-Medical Out-of-Home Care (SSP 22)

Attachment E: Board and Care Contact Form (ACCESS form - unable to show)

Attachment F: NMOHC Monthly Statistical Report