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ORANGE COUNTY SOCIAL SERVICES AGENCY
ADULT SERVICES
POLICY AND PROCEDURE MANUAL

Program:	**In-Home Supportive Services**	**Number:**	**SH 40.3.2.1**
Subject:	**Proration of Services – Shared Living Arrangements**	**Date:**	**04/01/07**
Approved:	Signature On File	**Replaces:**	**New Procedure**
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I. PURPOSE

To provide guidelines and instructions for proration of services in shared living arrangements for the In-Home Supportive Services (IHSS) needs assessment process.

II. POLICY

IHSS social workers shall differentiate between those services that are exclusively provided to the IHSS client and those that are met in common with other household members and prorate accordingly.

III. DEFINITIONS

A. Housemate

A housemate is a person who shares a living unit with a client. (MPP 30-701(h) (2)
An able and available spouse or a live-in provider is *not* considered a housemate.

B. Landlord – Tenant

One housemate--the landlord, allows another--the tenant, to share housing facilities in return for monetary or in-kind payment for the purpose of augmenting the landlord's income. MPP 30-701(l) (1)
A landlord/tenant arrangement is *not* considered to exist between a client and his/her live-in provider.

C. Live-In Provider

A provider who is not related to the client and who lives in the client's home expressly for the purpose of providing IHSS-funded services. (MPP 30-701(j) (3)

D. Shared Living Arrangement

One or more clients reside in the same living unit with one or more persons.
(MPP 30-701(s) (2)
A shared living arrangement does *not* exist if a client is residing only with his/her able and available spouse.

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IV. PROCEDURE

The following steps generally apply to assessing needs for clients who live with other person(s). Please refer to MPP 30.763.3 and .4 which specify exceptions to the general procedure

A. Domestic Services and Heavy Cleaning

The living area in the house shall be divided into areas used solely by the client, areas used in common with others, and areas not used by the client.

An able and available spouse or a live-in provider is *not* considered a housemate.

· No need shall be assessed for areas not used by the client.

· The need for services in common living areas shall be prorated to all the housemates. The client's need is the prorated share.

· For areas used solely by the client, the assessment shall be based on the client's individual need and will not be prorated.

B. Related Services (Meal Preparation, Meal Clean-up, Routine Laundry, Shopping and Errands)

· When the need is being met in common with those of other housemates, the need shall be prorated to all the housemates involved. The client's need is his/her prorated share.

· When the service is not being provided by a housemate, and is being provided solely to the client, the assessment shall be based on the client's individual need.

(MPP 30-763.32)

C. Protective Supervision

· When two (or more) clients live together and both require protective supervision, the need shall be considered a common need and prorated accordingly. Adjustments to assessed hours should be made if prorated time cause one of the clients to exceed maximum allowable hours.

(MPP 30-763.33)

D. Teaching and Demonstration

· When two (or more) clients live together and have a common need, the need shall be met in common when feasible.

(MPP 30-763.34)

E. Yard Hazard Abatement (Remove Weeds & Rubbish)

Yard hazard abatement (Remove Weeds & Rubbish and/or Remove Ice, Snow) shall not be assessed in shared living arrangements, except when all housemates fall into one or more of the following categories:

· Other IHSS clients unable to provide such services.

· Other persons physically or mentally unable to provide such services.

· Children under the age of fourteen years.

F. Able & Available Spouse

· See SH 40.3.7

G. Client's Child

When the client is a parent living with his/her child(ren) who is under fourteen years of age and who is not eligible or does not need IHSS:

· The client's need for domestic and heavy cleaning services in common living areas, and for related services, shall be assessed as if the child(ren) did not live in the home.

· The child(ren)'s needs shall not be considered when assessing the need for services, including domestic or heavy cleaning in areas used solely by the child(ren). (MPP 30-763.46)

H. Client in Relative's Home

· If a client has moved into a relative's home primarily for the purpose of receiving services, the need for domestic and heavy cleaning services shall be assessed only for the living areas used solely by the client.

(MPP 30-763.43)

I. Landlord - Tenant

1. When the client is the landlord:

· The need for domestic and heavy cleaning services shall be assessed for all living areas not used solely by the tenant.

· Any services the tenant is obligated to perform under the rental agreement shall be excluded from the assessment.

(MPP 30-763.422)

2. When the client is the tenant:

· Domestic and heavy cleaning services shall be assessed only for the living areas used solely by the client.

· Yard hazard abatement shall not be assessed.

· Any services the landlord is obligated to perform under the rental agreement shall be excluded from the assessment.

(MPP 30-763.421)

J. Live-In Provider

· Domestic and heavy cleaning services shall not be assessed in areas used solely by the provider.

· The need for related services may be prorated between the provider and client, if the provider and client agree.

(MPP 30-763.47)

K. Minor Child (IHSS Client)

· See SH 40.3.8

V. REFERENCES

MPP 30-701
MPP 30-763.3
MPP 30-763.4
SH 40.3.1: Needs Assessment Overview
SH 40.3.2: Time/Task Authorization
SH 40.3.7: Able and Available Spouse
SH 40.3.8: Minor Child
SH 40.3.9: Protective Supervision

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