I. BACKGROUND

The State/County Special Assistance In-Home (SA/IH) Manual for the following sections has been updated to include material addressed in previous Administrative Letters, hyperlinks to forms and other manual sections, and policy clarifications and additions.

A. Social Security Cost-of-Living Allowance for 2009

Effective January 1, 2009, recipients of RSDI and/or SSI, and VA received a 5.8% cost-of-living increase in their monthly benefits. This change had been incorporated into SA/IH policy.

B. Federal Poverty Level for an Individual April 1, 2008

Effective April 1, 2008 the Federal Poverty level (FPL) for an individual increased from $851 per month to $867 per month. The FPL is also the SA/IH Domiciliary Rate. A mass change was completed in EIS for all current SA/IH cases on February 29, 2008. This Change Notice incorporates the new FPL into SA/IH Policy. This change Notice obsoletes DAAS Administrative Letter 08-02.

C. Update on the Introduction to SA/IH Section 5000

The Introduction to SA/In-Home Program has been renamed Introduction to SA In-Home Program Procedures and contains updated information on the program including legislative and procedural changes.

II. CONTENT OF CHANGE

A. SA-5000 Introduction to SA In-Home Program Procedures

1. SA-5000, I.A., Allocation of Slots to Counties, has updated information on the process for the allocation of slots by the Division in accordance with DAAS Dear County Director Letter AFS-14-2007.

2. SA-5000 I. C. provides clarification of how and when to assign slots.
3. SA-5000, I.D. Tracking and Reporting Slot Utilization has been added. It provides information on completing the SA/IH Slot Utilization Monthly Report, with a hyperlink to the report.

4. SA-5000 II. Waiting List has additional instructions on: A. Establishing a Waiting List, and B. Maintaining the Waiting List.

B. SA-5100, Intake and Processing

1. SA-5100, Intake and Processing, provides clarification on the collaboration between the SA Income Maintenance (IMC) and the adult services case manager when assessing and processing the SA/IH application.

2. SA-5100 III. Clarifies the process of referral to the services case manager when the SA/IH application is initiated in Income Maintenance.

3. SA-5100 Time Frames, IV. A. 4. has updated examples.

C. SA-5200 Eligibility Requirements

SA-5200, Eligibility Requirements, has updated Federal Poverty Level figures and hyperlinks.

D. SA-5300, Calculation of Payments

1. SA-5300, Calculation of Payments, has updated calculations to reflect the current SA Basic rate.

2. SA-5300 II. Maximum Monthly Payment has added detailed instructions on determining the SA/IH payment, and the requirement to document how the payment was determined.

E. SA-5500, EIS Instructions

SA-5500, EIS Instructions, provides updated rates, maintenance amount, and clarification regarding when a new SA/IH application must be made.

III. DAAS ADMINISTRATIVE LETTERS OBSOLETED BY THIS POLICY

A. DAAS Administrative Letter 08-02, Change in the Federal Poverty Level for SA In-Home Cases.

B. DAAS Administrative Letter 07-14, Applying the October 1, 2007 SA/ACH Rate Increase to SA/In-Home (SA/IH) Cases.

C. DAAS Administrative Letter 07-04, Change in the Federal Poverty Level for SA In-Home Cases.
D. DAAS Administrative Letter 06-19 Applying the 2007 Social Security/VA Cost of Living Adjustment (COLA) and the 2007 SA/ACH Rate Increase to SA/In-Home (SA/IH) Cases.

IV. MAINTENANCE OF MANUAL

The following manual sections are reissued to reflect the mandated requirements:

A. SA-5000 Introduction to SA In-Home Program Procedures.
B. SA-5100 Intake and Processing
B. SA-5200 Eligibility Requirements
C. SA-5300 Calculation of Payments
D. SA-5500 EIS Instructions

If you have any questions regarding this information, please contact your Adult Programs Representative.

Sincerely,

Suzanne P. Merrill, Chief
Adult Services Section

SPM/bfp