

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 3-2008
(Work First Program)**

TO: County Directors of Social Services

ATTENTION: Work First Program Administrators, Managers, and Supervisors
Program Integrity Supervisors

DATE: November 21, 2008

SUBJECT: Social Security Cost-of-Living Increase for 2009 (COLA)

EFFECTIVE DATE: January 1, 2009

I. GENERAL INFORMATION

The purpose of this letter is to outline procedures for implementing the 2009 Social Security cost-of-living increase for Work First cases only. Effective January 1, 2009, recipients of Social Security (RSDI) and Supplemental Security Income (SSI) will receive a 5.8% cost-of-living increase (COLA) in the January 2009 payment. Since this will not be a State conducted mass change, counties will be required to add this increase in the income at the household's first change in situation, application or review on or after January 1, 2009.

II. IMPLEMENTATION PROCEDURES

- A. Apply this policy to the next review, application, or change in situation on or after January 1, 2009. Do not key any new SSA/SSI increases prior to January 1, 2009.
- B. Verify the new account of the household's SSA/SSI payment using the Online Verification System (OLV).
- C. When the increase in SSA/SSI income is added at the household's first change in situation, application or review, no overpayment will exist for the prior months. If the increased income is not included in that first change in situation, application, or review, any overpayment that occurs in the following months is a county responsible overpayment and should not be charged to the household.

III. EFFECTIVE DATE

This policy is effective January 1, 2009. Should you need additional guidance, please contact your Work First Representative.

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS:gbw

cc: Sherry S. Bradsher
Sarah Barham
Hank Bowers
Sara Mims
Work First Local Support
Local Business Liaisons