

DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 5-2011

(Work First)

TO: COUNTY DIRECTORS OF SOCIAL SERVICES
ATTENTION: Work First Program Managers and Supervisors
Program Integrity Supervisors
DATE: December 12, 2011
SUBJECT: Social Security Cost of Living Adjustment (COLA) Increase for 2012
EFFECTIVE DATE: January 1, 2012

I. GENERAL INFORMATION

The purpose of this letter is to outline procedures for implementing the 2012 Social Security cost-of-living increase for Work First cases. Effective January 1, 2012, recipients of Social Security and Supplemental Security Income (SSI) benefits will receive a 3.6% cost-of-living increase in the January 2012 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, 2012.

II. IMPLEMENTATION INSTRUCTIONS

- A.** Apply this policy to the next review, application or change in situation on or after January 1, 2012. Do not key any new SSA/SSI increases prior to January 1, 2012.
- 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 households' 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, 2012. If you have any questions, please contact your Work First Program Consultant.

Sincerely,



Dean Simpson, Chief
Economic and Family Services

DS/kha

cc: Sherry S. Bradsher
Jack Rogers
Kathy Sommese
Hank Bowers
Kevin Kelley
Work First Program Consultants
Local Business Liaisons