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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

Date XX, 2018

ALL- COUNTY INFORMATION NOTICE NO. I-XX-18

TO: ALL- COUNTY WELFARE DIRECTORS
ALL IHSS PROGRAM MANAGERS

SUBJECT: IN-HOME SUPPORTIVE SERVICES (IHSS) ADVANCE PAY OPTION
AVAILABILITY FOR ELIGIBLE RECIPIENTS

REFERENCE: [WELFARE AND INSTITUTIONS CODE \(WIC\) §§ 12303.4,12304;](#)
[MANUAL OF POLICIES AND PROCEDURES \(MPP\) §§30-701](#)
[\(s\)\(1\),30-768.213, 30-760.21, 30-769.735](#)
[ALL-COUNTY LETTER \(ACL\) No.14-68, DATED October 3, 2014.](#)

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

The purpose of this All-County Information Notice (ACIN) is to remind counties to inform eligible IHSS recipients of the Advance Pay option when conducting IHSS assessments and provide any necessary clarification to recipients regarding the Advance Pay process.

BACKGROUND

Advance Pay is an option available only to severely impaired IHSS recipients in the IHSS Residual (IHSS-R), IHSS Plus Option (IPO), and Community First Choice Option (CFCO) programs. The Advance Pay option allows recipients to receive an advanced payment for their monthly authorized IHSS services and pay their provider(s) directly for the provision of their authorized services per WIC §12304.

ELIGIBILITY FOR THE IHSS ADVANCE PAYMENT OPTION

To be eligible for Advance Pay, recipients must be severely impaired pursuant to WIC §§ 12303.4(b) and 12304 and capable of handling their financial and legal affairs (or have an assigned authorized representative). The amount advanced to a recipient for payment for authorized IHSS services shall not exceed the amount needed to pay for the maximum number of authorized hours.

Per MPP §30-701 (s) (1), *Severely Impaired Individual* means a recipient with a total assessed need, as specified in MPP § 30-763.5, for 20 hours or more per week of service in one or more of the following areas:

- A. Any personal care services listed in MPP § 30-757.14.
- B. Preparation of meals.
- C. Meal cleanup when preparation of meals and consumption of food (feeding) are required.
- D. Paramedical services.

Recipients receiving Advance Pay may not use their payment for anything other than the purchase of authorized IHSS hours, must pay their provider(s) timely and must submit reconciling timesheets per MPP §30-768.213.

ADVANCE PAY AND THE ASSESSMENT PROCESS

When conducting assessments, counties should inform recipients of their rights and responsibilities in relation to eligibility and need for IHSS services, including eligibility for Advance Pay (MPP §30-760.21). Counties should ensure individuals that are eligible for Advance Pay understand that this method of payment can assist in expediting service provision. The Advance Pay option provides funds for eligible services up front to IHSS recipients which allows them to pay providers for services rendered immediately.

To assist county social workers in communicating the availability, eligibility requirements, and recipient responsibilities associated with the Advance Pay option, the California Department of Social Services has developed an Advance Pay Fact Sheet, released via [ACIN I-04-18](#).

For questions regarding:	Contact the:
– Eligibility requirements for Advance Pay	Policy and Operations Bureau at (916) 651-5350
– CMIPS II Procedures/Entries for Unreconciled timesheets process	Systems Operations and Data Analysis Bureau via e-mail at: CMIPSII-Requests@dss.ca.gov
– Overpayments Resulting From Unreconciled Advance Pay Timesheets	Cash Assistance and Program Integrity Bureau via e-mail at ihss-pi@dss.ca.gov

Sincerely,

Original Document Signed By:

DEBBI THOMSON,
Deputy Director
Adult Programs Division

c: CWDA