

**Administrative Letter No. 09-04 - End of the 2009 Social Security Cost of Living Adjustment Disregard for Special Assistance In-Home Cases (Obsolete 03/01/2010, Change Notice 02-10)**

Division of Aging and Adult Services - Adult Services Section

Date: February 16, 2009

Subject: End of the 2009 Social Security Cost of Living Adjustment Disregard for Special Assistance In-Home Cases

Distribution: County Directors  
Special Assistance Supervisors  
Adult Services Supervisors

Effective Date: March 1, 2009

The disregard of the Social Security RSDI/SSI Cost of Living Adjustment (COLA) for Special Assistance In-Home (SA/IH) applicant/recipients (a/rs) ends effective April 1, 2009.

Effective April 1, 2009, begin counting the full RSDI/SSI amount, including the 2009 COLA. Continue to disregard the COLA for January, February and March 2009.

**I. Implementation Instructions for SA/IH Applications**

**A. Pending SA/IH Applications Dated Prior to April 1, 2009**

For the months prior to April 2009 budget RSDI/SSI amounts prior to the 2009 COLA. For months effective April 2009 and later, budget current RSDI/SSI income.

**B. Applications Dated April 1, 2009 and Later**

Beginning April 1, 2009, budget current RSDI/SSI when calculating total countable monthly income (TCMI).

**C. The SA In-Home Case Manager and Changes in Income Eligibility**

SA In-Home Program recipients have a services case manager and a service plan. It is important for SA/IH income maintenance caseworkers to inform SA/IH case managers of changes in eligibility and/or change in client's maximum SA/IH payment. The case manager will determine the payment amount the recipient will require in order to remain safely at home, and should alter service plans as necessary.

**II. Procedures for Manually Updating Ongoing SA/IH Cases**

**A. Report of Current SA In-Home Recipients as of December 31, 2008 Receiving RSDI, SSI or Both**

A report has been created in CSDW under the name: SAA and SAD Active Cases with SSA, SSI, or Both This report identifies all Special Assistance cases that contain an ambulation capacity code 'H' as of December 31, 2008, receiving RSDI, SSI or both. Use this report to help identify SA/IH cases to review for the end of the COLA disregard.

**B. Updating Ongoing SA In-Home Cases**

1. Treat the end of the COLA disregard as a change in income effective April 1, 2009.
2. Verify the 2009 RSDI/SSI benefits using SOLQ.
3. Calculate the new maximum SA/IH payment using 75% of the SA/ACH Basic payment based on the rate effective January 2009 ( $\$1,207 + \$46.00 = \$1,253$ ).
4. The new SA/IH maintenance amount cannot be more than \$1,166.00.
5. Coordinate with the SA/IH case manager for his/her decision of what the appropriate SA/IH payment is for each recipient.
6. Send a timely notice to notify the recipient if the SA/IH payment decreases or if the a/r is no longer eligible for SA/IH.
7. Key a DSS-8125 no later than March 26, 2009 to reflect the correct payment amount effective April 1, 2009 or terminate the case.

C. Cases Ineligible due to the end of the COLA Disregard

The SA/IH income limit, which is equal to the Federal Poverty Level, will increase to \$903 effective April 1, 2009. See DAAS Administrative Letter 09-03, Change in the Federal Poverty Level for SA In-Home Cases.

SA In-Home Program cases with a TCMI greater than \$903 should be terminated. To determine SA income eligibility, do not round income. Use the actual countable income to compare to the income limit of \$903.

Send a manual timely notice to terminate the SA/IH benefit. Be sure to assess the recipient for continued Medicaid under other classifications.

If you have any questions regarding this information, please contact your [Adult Programs Representative](#).