Update 2014-2: Common-Place Handbook

Consent to Release Social Services Records to SSI Advocacy Program Approved Attorneys - Form SCD 1400 Attachment

Background

Applicants/recipients who are incapable of engaging in gainful employment because of a physical and/or mental condition are classified as “unemployable” and are required to provide acceptable verification of a physical or mental disability. If the verification indicates the client has a physical or mental condition expected to last 12 months or longer, they are referred to the SSI Advocacy Program. The most common source used for verification is “General Assistance Program - Request for Medical Information” (SCD 1400).

Changes

Due to the new SSI Attorney Referral Process, a “Consent to Release Social Services Records to SSI Advocacy Program Approved Attorneys” attachment has been added to form SCD 1400. This attachment authorizes the SSI Advocacy Program to refer clients to approved attorneys for assistance with the SSI application and approval process.

CalWIN Referrals

The following updates have been made to Chapter 65 General Assistance (GA) SSI Advocacy:

[Refer to “CalWIN Referrals,” page 65-1.]

Eligibility Worker (EW)

Stage 1, first bullet under “Ensures that the following documents are in IDM”:

• “General Assistance - Request for Medical Information” (SCD 1400) including Attachment, “Consent to Release Social Services Records to SSI Advocacy Program Approved Attorneys”.


Clerical

Stage 2, to first bullet added:

- Including “Consent to Release Social Services Records to SSI Advocacy Approved Attorneys” (SCD 1400 Attachment).

- Added/modified entries in If/Then chart:

<table>
<thead>
<tr>
<th>If there is...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO SCD 1400 form,</td>
<td>Initiates TMT requesting a completed SCD 1400, including Attachment.</td>
</tr>
<tr>
<td>SCD 1400 without attachment,</td>
<td>Initiates TMT requesting a completed SCD 1400 Attachment.</td>
</tr>
<tr>
<td>SCD 1400 with attachment in IDM or basket,</td>
<td>Proceeds with the steps below.</td>
</tr>
</tbody>
</table>

Forms

SCD 1400 has been updated to include a new attachment. The updated form is available on the intranet in the DEBS Forms Library.

SCD 1400 Attachment

When signed by the client, this attachment authorizes the County to release the client’s Social Services case records to a SSI Advocacy Program approved attorney. The SCD 1400 Attachment must be completed with every SCD 1400.

Implementation

The information provided in this Update is effective immediately.

EWs

Must ensure the SCD 1400, including the attachment is in IDM and document in CalWIN Maintain Case Comments, whether or not the client signed the attachment.

Clerical

Clerical staff must ensure the SCD 1400, including the attachment, is completed before processing the SSI Advocacy referral.

Supervisors

GA Eligibility Work Supervisors, the SSI Advocacy Supervisor, and the GA Office Management Coordinator (OMC) must review this Update with their units at their next scheduled meeting.

DENISE BOLAND, DIRECTOR,
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