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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 93 INF-4

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: January 21, 1993

SUBJECT: Centralized SSI Program Coordination

SUGGESTED

DISTRIBUTION: IM Directors  
 MA Directors  
 Employment Coordinators  
 Adult Services Directors  
 Centralized SSI/DCAP Unit Supervisors

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 Economic Security: Tom Nathan, extension 4-9227

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
91 ADM-32		350.7(c)	Chap. 53 of	PASB	
92 ADM-29		369.2(h)	the Laws of	XIII-2-1	
		370.2(c)(5)	1992	IX-I-2	
		370.5		FSSB	
				X-I-4	

The purpose of this letter is to remind social services districts of the importance of coordinating district policy and procedures among appropriate units (i.e.; Income Maintenance (IM), Medical Assistance (MA), Employment and Services) regarding clients being referred to apply for and pursue SSI benefits.

When the local social services district (SSD) identifies an individual as an appropriate referral for pursuit of SSI benefits, it is important that all involved units within the department be informed. In particular, it is recommended that: 1) the employability status be consistent with the impairment under review; 2) the Medical Assistance - Disability Review staff be alerted in order to coordinate the collection and use of client specific medical information; and, 3) Services be alerted as a potential resource for helping clients.

#### Employment Assessment

Assignment of Employability status code 43 (Applying for SSI) identifies a client as temporarily or permanently disabled (physical or mental impairment) and therefore exempts that individual from participation in any employment related activities. The sharing of information regarding SSI pending status with Employment is important not only to ensure consistent categorization for the applicant/recipient while actively pursuing SSI, but also to avoid improper assignment to employment activities or inappropriate sanctioning for failure to comply with such assignment.

#### Medical Assistance

All HR clients not covered under a federally financed medicaid category are required to be referred for a Medical Assistance Disability Review concurrent with their referral to SSI. This is necessary to ensure timely determination of potential federal relatedness, thus assuring that each client is eligible for all medicaid benefits to which he/she is entitled. Additionally, the Medical Assistance Disability Review Staff should be advised of all other referrals to SSI in order that they can serve as a potential resource for obtaining necessary medical information about and documentation of the client's medical condition.

#### Services

In many SSD's, the Services offices are involved in a client's pursuit of SSI through a variety of services such as conducting home visits, assisting a client in following through in the SSI application/appeals process, serving as SSI representative payee and, otherwise, providing related services to these clients. Awareness of the individuals status in the SSI process should ensure consistency in recognizing and addressing each client's specific needs.

Local Procedures

Each district was directed in 92 ADM-29 to establish a Centralized SSI control point in response to cost containment legislation in chapter 53 of the Laws of 1992. This person or unit should serve as intra-agency liaison for assuring that the above described sharing of information and coordination of services provided to these clients is achieved in your district.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Economic Security