

12/1/89
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Bulletin No. 89-91

P-2610

P-2610 General Eligibility Procedures (Continued)

C. Interview

The Intake Specialist

1. Before the actual interview, prepare yourself. Gather all the forms, which you may need to complete during the interview. Also review the following items:
 - Application, DSW 201G
 - Work Search, DSW 218G or 218G2
 - Case Record, if any

2. Since the applicant is the primary source of information, use the interview to gather information and resolve any inconsistencies to:
 - to determine eligibility
 - explain the process of receiving benefits
 - explain the applicant's rights and responsibilities
 - make referrals to other programs or community resources

3. Assure that a DSW 230 or DSW 230A is completed if applicable.

Use the DSW 230 if the applicant (or a member of the household) is applying for an initial SSI/AABD grant. Use the DSW 230A if the applicant (or a member of the household) is applying to have a suspended SSI/AABD grant reinstated.

Do not wait until the person has applied for SSI/AABD. Have the form completed when you make the referral, as the form will establish the date SSI/AABD begins, even though it may take a week or two for the client to get to the Social Security Office or itinerant filing point to actually apply.

Although Social Security will allow up to 60 days after the form is completed for the client to apply, it would be very rare for the Department to continue to grant General Assistance if the client is not more prompt. Section 2600(c)(3) requires "active pursuit" and if, in the worker's judgment, the client fails in this, assistance is to be denied until this failure is corrected. Denial could occur as soon as next week or as much as six weeks later, depending on circumstances such as transportation, health, itinerant schedules,

etc. The 60-day limit does not control enforcement of 2600(c)(3) which in most instances would allow much less time.

Follow up with the client at each succeeding GA application interview to be certain that an SSI/AABD application has been filed. The DSW 230 or 230A does not substitute for an application. It only establishes the date of initial eligibility if an application is filed in a timely manner thereafter.

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Bulletin No. 89-81

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P-2610 General Eligibility Procedures (Continued)

C. Interview (Continued)

3. (Continued)

If a GA applicant has already applied for SSI/AABD when you see him or her, still use the DSW 230 or DSW 230A to initiate the agreement to reimburse.

A client must actively pursue potential sources of income (WAM 2600 P.2, #3).

Periodically follow up on the status of the SSI/AABD application with Social Security Office.

If the client is cooperating and this results (or has already resulted) in denial of the SSI application, the client is not eligible for GA.

If the client is not cooperating and this results (or has already resulted) in denial of the SSI application, the client is not eligible for GA.

4. During the interview ask the applicant for third-party information to verify the accuracy of statements made on the application. Document the following on the worksheet (DSW 203G).

- income or lack of income
- resources
- shelter expenses
- questionable information

And the following as appropriate:

- household composition
- client's permission for collateral contacts
- employment barriers
- employment exemptions
- active effort to pursue employment
- if the applicant has applied for SSI/AABD that a DSW 230 or DSW 230A is valid; if in doubt call the appropriate Social Security Office.