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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 95 LCM-22

Date: March 7, 1995

Division: Economic Security

TO: Local District Commissioners

SUBJECT: New SSA IAR DAA Procedures

ATTACHMENTS: Attachment A - Draft Copy Form SSA-8125-DAA  
(not available on-line)  
Attachment B - Draft of Cover Memo SSA Will Use When  
Faxing 2nd Request for Info (not available  
on-line)  
Attachment C - Memo from SSD to NYSDSS - SSDs Should Use  
This form to Notify NYSDSS Who in SSD  
Should Receive Second Notice from SSA

Local Commissioners Memorandum 95 LCM-9 published January 24, 1995, forwarded a letter we received from the Department of Health and Human Services. The letter explained new procedures the Social Security Administration (SSA) will use when they process Interim Assistance Reimbursement (IAR) checks for new SSI recipients classified as Drug Addicts and Alcoholics (DAA). The LCM also contained information about how SSA will notify a social services district (SSD) about an IAR award and how a SSD can notify SSA of how much of a recipient's initial SSI benefit should be sent to the SSD as IAR.

NOTE: All initial SSI checks for SSI recipients other than SSI recipients classified as DAA's will be sent to and processed by SSDs according to current procedures.

Since 95 LCM-9 was published, we have obtained further details regarding how SSA will process initial SSI checks for DAA's and how a SSD can obtain the appropriate amount of IAR for SSI recipients classified as DAA. This information follows:

1. When an initial or reinstated SSI claim is determined eligible for benefits, SSA will mail the form SSA-8125 - DAA to the SSD at the current address for each Grant Reimbursement (GR) Code (See Attachment A for a draft copy of the SSA-8125-DAA). This is the address at which you currently receive IAR checks and notices. Unlike in the regular IAR process, no SSI check will be sent to the SSD at this time.
2. After the SSD receives the SSA-8125-DAA, the SSD should compute the amount of IAR they are entitled to and complete a DSS-2425 (W-128 HH in NYC). The DSS-2425 (W-128HH in NYC) should be kept on file for use at a later date (See #4 below).

The SSD will have to be on the look out for SSA-8125-DAA's. These special forms will appear with all the regular SSA-8125s and can be distinguished by being 4 pages instead of 2 pages long. In addition, the address of the SSA FO appears on page 1 and "DAA" appears somewhere on the form. Page 2 of the SSA-8125-DAA will have a "Paper Work/Privacy" paragraph and "Time it Takes to Complete this Form" paragraph. Page 3 of the SSA-8125-DAA will have a heading "Drug Addiction & Alcoholism (DA & A) Case".

After calculating the amount of IAR a SSD is entitled to, the SSD completes the information on page 3 of the SSA-8125-DAA headed "State's Amount of Reimbursement Claimed" and sends the form to the SSA Field Office (FO) listed on page 1 of the SSA-8125-DAA.

On page 3, the SSD enters the date they are returning the SSA-8125-DAA, the appropriate SSD telephone number and enters a checkmark indicating whether the SSI was as a result of a initial claim (initial application) or a post-eligibility claim (an appeal of a closed/suspended SSI case). If the SSD is not sure of the type of claim, they should contact the SSA FO that generated the form to find out.

The SSD also enters the GR code where requested. The GR code is a 5 digit numeric code that starts with "33". Each SSD has a unique GR code (ex. Albany = "33000", Allegany = "33010"). The GR code for the case is printed by SSA on page one of the SSA-8125-DAA.

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Continuing on page 3 of the SSA-8125-DAA, the SSD fills in #1, 2, & 3 of the form and the designated person signs the form, adds his/her title and dates the form.

NOTE: The SSD that receives the SSA-8125-DAA continues to act on behalf of all SSDs in NYS entitled to IAR for the person for whom they receive the SSA-8125-DAA.

3. When the local SSA Field Office receives the completed SSA-8125-DAA from the SSD, the FO will authorize a check to be sent to the SSD in the amount of the IAR listed on the returned SSA-8125-DAA.
4. When the SSD receives the IAR check for the DAA recipient from SSA, the SSD must send the client a copy of the DSS-2425 (W-128HH NYC) that lists how the IAR was calculated.

The SSD should also attach the SSA-8125-DAA to the other regular SSA-8125s received for other new SSI recipients and send them, with the DSS-2073 as cover, to this Department as is currently done.

At present, the SSI check for a DAA recipient will be similar to all other SSI checks SSDs receive. We are trying to have "DAA" printed on the check by SSA. Until this is done, SSDs will have to establish a system to identify DAA checks to prevent duplication of work.

5. If a SSA Field Office does not receive the completed SSA-8125-DAA from a SSD within 15 work days from the date the SSA office generated the SSA-8125-DAA, the FO will fax a copy of the SSA-8125-DAA with a standardized cover sheet to a person, unit, or office designated by the Commissioner of each SSD and the New York State Department of Social Services. (See Attachment B for a sample copy of this cover sheet).

The second SSA-8125-DAA is to be processed by the SSD using the same procedures as noted in # 2 above. If a SSD has already sent the 8125-DAA to SSA, they should contact the appropriate SSA Field Office to determine if the first copy has been lost and another copy of the form is needed.

6. If the second request for the 8125-DAA is not received by the SSA FO, the FO will send a copy of the 8125-DAA to the SSA Regional Office (RO). The SSA RO will contact NYSDSS to try to obtain the completed SSA-8125-DAA. If the SSA is not able to obtain a completed SSA-8125-DAA after the third request for information, SSA will remove the GR code from their system and pay the SSI lump sum to the SSI recipient. This means that the SSD will not receive any IAR for this client.
7. If the SSD does not receive the IAR check for the DAA recipient within 30 calendar days from the date the SSD sent the completed SSA-8125-DAA back to the SSA FO, the SSD should call NYSDSS at 1-800-343-8859 and ask for Charles Giambalvo, extension 4-9327 or Abe Anolik, extension 4-7218. NYSDSS will call the SSA RO and try to have the DAA check sent to the SSD as soon as possible.

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The SSA has requested that we obtain the name of the person, Unit or Office who should receive the second SSA-8125-DAA form. We request that you complete Attachment C and fax it to us at 1-(518)-474-9347 or E-Mail it to AV1810 as soon as possible. SSA RO will distribute the list we send them to their SSA FOs.

Further information about SSA's procedures for processing DAA cases including information about representative payees and other implementation issues, will be published as it becomes available.

If you have any questions about this LCM please, call 1-(800)-343-8859 and ask for Charles Giambalvo, extension 4-9327 (AV1810) or Abe Anolik, extension 4-7218 (AX0400).

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Robert N. Seaman  
Acting Deputy Commissioner  
Division of Economic Security

M E M O

To: Charles Giambalvo  
NYSDSS  
Division of Economic Security  
1-800-343-8859, Ext. 4-9327  
Fax # 1-518-474-9347  
(E-Mail - AV1810)

Date:

From:

Subject: SSD IAR-DAA Contact

1. Name of person, unit or office in your social services district who should receive the SSA-8125-DAA if SSA does not receive the first one on time:

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2. Telephone number of the person, unit or office listed in #1 above:

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3. Fax number of person, unit or office listed in #1 above:

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