

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: April 7, 2020	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
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DEPARTMENT: Social Services
APPROVING PARTY: Vickie Clark, Director
PHONE NUMBER: (530) 993-6700

AGENDA ITEM: Approval of Interim Amendment to the Social Services General Relief Plan

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: Please see attached Memo

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken</p>	<p><input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____</p>	<p>Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus</p>
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COMMENTS:

CLERK TO THE BOARD

DATE

Memorandum

To: Sierra County Board of Supervisors

From: Vickie Clark, Director

Reference: Agenda Item

Date of memo: March 25, 2020

Date of Board Meeting: April 7, 2020

Requested Action: Approval of Interim Amendment to the Social Services General Relief Plan

Mandated by:

Funding

Budgeted? Yes No

Revenue		
Expenses		
Difference	0	

Background Information: Currently, our General Assistance/General Relief plan indicates in section 90-600:

Within a 12-month period of time, all employable individuals are allowed a maximum of 3 months of assistance. These months may be consecutive or used intermittently. The only exception to this policy is if good cause exists. A request for good cause extension of benefits must be completed and will afford the client one additional month of assistance. Good cause may be allowed for one of the following reasons:

- *Death of an immediate family member (spouse, child or parent)*
- *Temporary illness of self or immediate family member (spouse, child or parent) verified by doctor*
- *Awaiting start date for secured employment*
- *Client claims permanent disability and is transitioning to Interim Assistance*

In light of the current COVID-19 directives to limit contact, close non-essential business etc. I would like to request to amend section 90-600 of the General Assistance manual by suspending time limited services for the next 6 months, and reassess in September 2020 to determine if an extension of the suspension or reinstatement of the existing regulations is appropriate.

Potential Issues to consider:

Alternatives or Impacts of disapproval:

90-100.1

Authorization for the General Relief Program

General Relief is a program established by resolution of the Board of Supervisors in accordance with Sections 17000 – 17409 of the Welfare and Institutions Code.

This document establishes the regulation for the administration of the General Relief Program in Sierra County.

Changes to Sections 17000 – 17409 Of the Welfare and Institutions Code which mandate changes to General Relief regulations will override regulation as they are stated in this document. The Director of the Social Services Department has the authority to implement such regulation changes without prior approval of the Board of Supervisors. The Board of Supervisors will be advised of such changes no later than 30 days after the effective date of such changes.

90-100.2

Purpose of the General Relief Program

The purpose of the General Relief Program in Sierra County is to provide assistance to indigent persons who:

- Are legal residents of Sierra County
- Have needs that are not otherwise met
- Are not receiving nor are eligible for any other public assistance cash program
- Are actively seeking employment or are unemployable.

In the administration of the General Relief Program Sierra County shall attempt to:

- Preserve the dignity and self-respect of the applicant/recipient
- Assure uniform equitable treatment of all applicants/recipients. Within county resources available for the purpose, applicants/recipients shall receive sufficient aid to provide a decent and healthful living.
- Assure that only eligible persons as defined in the resolution receive aid
- Assure that every possible effort is made by recipients, with the help of Social Services Agency and other agencies to restore themselves to self sufficiency.
- Assure that all persons who receive General Relief shall repay to the County the value of such assistance if, after receiving General Relief, such persons are capable of making repayment.

90-100.3 - Format

The General Relief Program Manual contains all written regulations and procedures pertaining to the implementation of the General Relief Program in Sierra County.

Regulation sections contain the rules of the General Relief program as established by the Board of Supervisors.

Procedure sections contain information, clarification, step-by-step instructions and forms need to implement the regulations.

(a) Numbering

Regulations numbers will begin with “90” to indicate that they are related to the General Relief program. For example: 90-100, 90-200.

(b) Filing

Procedure sections shall be filed within the General Relief manual and housed at Sierra County Health and Human Services Departments located at 202 Front St., Loyalton, CA and 22 Maiden Ln., Downieville, CA.

(c) Manual Updating

The General Relief Eligibility Staff is responsible for updating the program manual as necessary.

90-200 Intake Process

Application 201

Application can be made by:

1. any individual requesting assistance
2. On behalf of on an individual if the person for who aid is requested has been declared mentally incompetent by a court of law or the person for whom aid is requested is physically unable to come into the office. In those scenarios when a representative is applying on behalf of the applicant, either a court appointed conservator is required to complete and sign all necessary documentation and be present for the face to face interview or a home visit must be completed by the ICW.

.1 Date of Application

Date of Application is defined as the date the completed application form, SAWS1, is received by the Social Services Agency. The application must be completed in person. If the applicant is unable to come into the office due to physical or mental incapacities, the date application is considered to be the date aid was requested by phone or third party.

.2 Screening

The day the request is made the ICW will conduct a screening assuring potential eligibility exists. If it appears the applicant will not meet eligibility requirements, the ICW will explain the regulation and give the applicant the opportunity to withdraw their request or continue on with the application process.

.3 Withdrawal

An applicant has the right to withdraw his/her application for General Relief at any time prior to the approval or denial of the application. Withdrawal must be a written document signed and dated by the applicant.

Interview 202

Interviewing timeframes

Once a request is received by the Social Services Agency, a screening will be conducted on the day of request and an interview will be scheduled within 5 days. The applicant will be allowed to reschedule the interview one time per application. If the applicant cannot make the second appointment, the application process will start over beginning with completion of a new SAWS 1 and re-establishment of date of application as defined above.

Mandatory Intake Forms 203

In order for an intake interview to be considered complete, the following documents are required to be completed by the applicant and on file in the case.

1. SAWS 1, Application for Cash Aid, Food Stamps, MediCal and/or County Medical Services Program
2. Household Composition Inquiry Sheet
3. GR 1, General Relief Rights and Responsibilities
4. GR 2, General Relief Statement of Facts
5. GR 3, General Relief Services Identification Questionnaire
6. GR 4, Sierra County Payment and Security Agreement
7. Voter Registration Questionnaire

Required Verification 204

It is the applicant's responsibility to provide all verifications necessary to support eligibility. It is the responsibility of Health and Human Services staff to assist applicants in obtaining verifications unavailable to them. If reasonable attempts have been made and verifications are unattainable an applicant's sworn statement under penalty of perjury will be acceptable on a case by case basis at the discretion of the eligibility supervisor.

Eligibility Factors 90-300

Household Composition 300

Applicants are required to list all household members and their relationship to that person on the Household Composition Inquiry Sheet. Household members will be assessed by the eligibility staff to determine if they should be included, excluded or ineligible household members.

.1 Mandatory Inclusions

Household members may be required to be a part of the assistance unit, their needs, income and resources are counted. Approval of benefits is equally contingent upon their cooperation with General Relief requirements. Examples of mandatory inclusions are:

- A spouse of the applicant
- A person, other than a spouse, with whom one cohabits, and holds themselves out to the community as a couple
- A minor child of the applicant
- A sponsor of a sponsored alien. An alien is not considered to be sponsored if:
 - The individual entered the U.S. more than three years ago
 - Was sponsored by an organization or institution
 - Is a refugee or Cuban-Haitian entrant

.2 Ineligible Persons

Ineligible persons are members of the assistance unit whose income and resources are counted but needs are not factored into the benefit amount. Examples of Ineligible Persons are:

- Students enrolled in an Institution of higher education (adopted from the Food Stamp manual regulation 63-406.3)
- Individuals sanctioned from the General Relief program or discontinued for failure to co-operate with the program requirements
- Individuals in a period of ineligibility due to the disposal of property from any other government assistance program.
- Individuals on active duty in the Armed Forces
- Individuals who would be eligible to any federally funded cash aid program. This excludes Interim Assistance cases while pending approval from the Social
- Individuals ineligible to the CalWorks program due to sanctions, non cooperation of program requirements, or are serving any other disqualification penalty such as IPV or administrative disqualification agreement.
- Ineligible aliens
- Individuals who quit his/her job without good cause within the last ninety days.
- Fleeing felons
- Timed out CalWorks adults whose child is still living in the home

.3 Excluded Persons

Excluded persons are members of the assistance unit whose income and sole property are not counted and their needs are not considered. Examples of excluded household members are:

- SSI/SSP recipients
- Roommates

Residency 302

A resident is defined as person who has been present and living in Sierra County at the time of application and has been physically living in Sierra County for at least 30 consecutive days and is not considered a resident of any other state or county.

Eligibility Requirement

All members of the assistance household must be residents of Sierra County in order to be eligible for General Relief benefits.

Acceptable Verification

A sworn statement under penalty of perjury stating the applicant has resided in Sierra County for a minimum of 30 days and a home visit by either the integrated case worker or fraud investigator will be required.

Written documentation to establish residency is also required. Acceptable documentation includes but is not limited to a rent receipt, or utility bill in the applicant's name, pay stub with applicant's address on it, identification with applicant's address etc.

Mailing Address

If the household has not established a valid mailing address in Sierra County, they may use General Delivery, however are expected to check for mail on a weekly basis. If mail is returned by the Post Office for non delivery, residency will again be in question and appropriate follow up action by the ICW will be required. This will consist of contact to the client both through mail and any available telephone number and verification that they are still residing at the reported address. If contact is still not possible, the case will be discontinued for "whereabouts unknown".

Age Requirement 303

In order to be eligible to the General Relief program, the applicant applying must be 18 years of age or older, an emancipated minor or a parent who is not eligible for Federal TANF because the primary earner does not meet the deprivation requirements of the TANF program.

Identity 304

Eligibility Requirement

All aided household members must provide documentation verifying their identity prior to receiving benefits.

Acceptable verification

Any government issued document or application that provides name, date of birth, issuing agency and photo. This includes, State drivers license/identification card, passport, armed forces identification. If verification is not available, benefits will be denied.

Social Security Number 305

Eligibility Requirement

All applicants must provide a valid/verifiable social security number. If no social security number is available, the applicant must provide verification that they have applied for and are cooperating with Social security administration in securing a valid social security number.

Acceptable Verifications

Original social security card, IEVS validation of social security number or correspondence from social security that the application has been received and is processing the request. If an application for a social security number has been submitted, the ICW is required to follow up every two weeks until the number is received.

Citizenship 306

Eligibility Requirement

In order to be eligible to General Relief benefits, United States citizenship or legal permanent residency must be verified.

Acceptable verifications

Documents supporting citizenship or residency status include certified birth certificate, hospital records, naturalization documents from INS, or permanent residency card.

Resources 307

Eligibility Requirements

The maximum allowable property limit of net non exempt resources is \$500. Liquid resources will be counted as income in the month of application provided that it was not income received in the month application. This means that through budgeting, the household will be expected to utilize their available liquid resources as a means of support.

Personal Property

Examples of personal property are liquid resources, motor vehicles, campers, trailers, boats, farm equipment, livestock, etc.

Liquid Resources

Liquid Resources are considered to be cash on hand or personal property which is easily converted to cash. Examples of this include: Cash on hand, money in a checking or savings account (less the minimum amount needed to keep the account open), savings certificates, stocks, bonds, IRAs and Keogh plans.

Vehicles

If the household is using the vehicle as a home it will be considered exempt regardless of its value, or licensing status, one vehicle used for work, job search or transportation of disabled individual will be exempt. Kelley Blue Book low value minus encumbrances will be used to determine the value of all other vehicles.

Real Property

Real property is defined as land and improvements. It includes immovable property attached to the land. It may be property owned exclusively by the applicant or property owned jointly. Oil, mining and mineral rights are also counted as real property.

Excluded real property consists of the applicant's primary residence, property held in a legal trust not likely to cease during the certification period, and trust held property that no household member has the power to revoke or change the name of the beneficiary during the certification period. The separate and community share of real property of the spouse of an applicant/recipient who has entered into a legal separation. The real property in which a general relief applicant/recipient has no ownership interest and which is considered in an SSI/SSP or AFDC resource valuation.

Treatment of Income 308

Income is any monetary benefit which is received by and/or currently available to the General Relief Assistance household. Monthly income is that income which is received in the month regardless of the period of time over which it accrues. Monies received or anticipated to be received during the budget period are considered currently available income.

Countable Income

Sources of countable income include, but are not limited to:

- Money from work or business activities
- Money derived from ownership of real property
- Liquid resources in the month of application
- Pension/retirement funds
- Interest or dividends
- Unemployment benefits
- Disability benefits
- Veteran's benefits
- Social Security benefits
- Lump sums in the month of receipt
- Loans, gifts and contributions
- In-kind Income

Liquid Resources in the month of application

In the month of application, any money available in an account (less the amount needed to keep the account open) will be considered unearned income available to the household unless the money was also earned by the household in the application month and already used in the budget. This is to assure that the assistance unit is making every effort to remain self sufficient prior to receiving assistance from Sierra County.

Excluded Income

The following types of income are to be excluded when determining household eligibility:

- Irregular income in the certification period which is received too infrequently to be reasonably anticipated, but not to exceed \$50.
- The income of SSI/SSP and AFDC recipients living with the General Relief household
- Food stamp benefits
- Retroactive corrective assistance payments in the month of receipt.

Lump Sum Payments

A lump sum payment is any income which is received by the applicant or recipient assistance household which is not recurring regular income in regard to amount and/or source. Examples of lump sum payments would include, but are not limited to:

- OASDI payments for past months
- Other social insurance awards
- Insurance settlements
- Income tax refunds
- Earned income credit payments
- Retirement benefits
- Winnings
- Legal settlements
- Inheritance

Applicants

Lump sums payments received by an applicant is considered property if lump sum is received prior to the General Relief application, and considered income in the month received and property thereafter if the lump sum is received after the General Relief application but prior to approval of the case.

Recipients

Lump sum payments received by a recipient is considered income in the month of receipt and shall make the household ineligible for the length of time the income will support at the rate of the maximum General Relief payment for the household size per month.

Net earned income is the amount of earned income remaining after allowable deductions have been subtracted from the total gross earned income of the assistance household. The General Relief programs allows for the following deductions:

Earned income deduction

When determining financial eligibility and benefits levels, the applicant/recipient shall have \$90 deducted from any earned income in the month of receipt.

Self employment expenses

Verifiable self employment expenses will be deducted off the gross sales for the month in which the expense applied. Allowable self employment expenses include:

- Fuel for equipment
- Cost of materials and goods

Benefit Issuance 400

Once all eligibility factors have been met, and the applicant has been determined eligible to General Relief Assistance payments, benefit levels and issuance shall be assessed, and continuing eligibility factors will be implemented.

Beginning Date of Aid

Beginning Date of Aid is determined by the date aid requested either by personal contact to the eligibility department or the date the SAWS1 was received by a Sierra County Health and Human Office.

In the month of application, the benefit amount will be prorated from the beginning date of aid. All recipients are required to provide a monthly eligibility report to determine eligibility for the upcoming month in a retrospective budgeting process, as defined in section 90-404. All subsequent months of eligibility will be issued for the entire month if eligible on the first of that month, the recipient will be eligible to the entire month regardless of unanticipated changes that may occur.

Benefit Levels

Maximum General Relief benefit levels shall be based on the current Temporary Assistance to Needy Families (TANF) Maximum Aid Payment (MAP) levels in the State of California Welfare and Institutions Code, Chapter 2, commencing with Section 11200.

The maximum General Relief benefit level shall be adjusted automatically to reflect all increases, decreases, or reductions in the Maximum Aid Payment (MAP) schedule of the TANF program. The Effective date of any such automatic adjustment to the maximum General Relief benefit levels shall correspond to the effective date of the change to the TANF program, or as soon as it administratively possible to make the change.

Method of Payment 401

Effective 07/01/2012 vendor payments made on behalf of the assistance unit will no longer be available, benefits will be issued directly to the assistance unit in a single payment to the head of household or authorized representative.

Table of Assistance Standards 402
Effective 07/01/2011

AU Size	Maximum Benefit Level
1	300
2	490
3	608
4	725
5	825
6	926
7	1016
8	1109
9	1198
10	1286

Determining Benefit 403

In order to determine the monthly benefit amount a household is eligible to receive. The Eligibility worker shall complete a GR – 8 budget form for the month of application and continuing benefit determination.

In order to determine the prorated benefit level based on the beginning date of aid for application, the eligibility worker will refer to the Reciprocal Table for Prorating benefits below:

Day of the month	28-Day Month	29-Day Month	30-Day Month	31-Day Month	Day of the month
1	1.0000	1.0000	1.0000	1.0000	1
2	.9643	.9655.	.9667	.9677	2
3	.9286	.9310	.9333	.9355	3
4	.8929	.8966	.9	.9032	4
5	.8571	.8621	.8667	.8710	5
6	.8214	.8276	.8333	.8387	6
7	.7857	.793	.8	.8065	7
8	.75	.7586	.7667	.7742	8
9	.7143	.7241	.7333	.7419	9
10	.6786	.6897	.7	.7097	10
11	.6429	.6552	.6667	.6774	11
12	.6071	.6207	.6333	.6452	12
13	.5714	.5862	.6	.6129	13
14	.5357	.5517	.5667	.5806	14
15	.5	.5172	.5333	.5484	15
16	.4643	.4812	.5	.5163	16
17	.4286	.4465	.4667	.4826	17
18	.3929	.4138	.4333	.4516	18
19	.3571	.3793	.4	.4194	19
20	.3214	.3448	.3667	.3874	20
21	.2857	.3103	.3333	.3548	21
22	.25	.2759	.3	.3226	22
23	.2143	.2414	.2667	.2903	23
24	.1786	.2069	.2333	.2581	24
25	.1429	.1724	.2	.2258	25
26	.1071	.1379	.1667	.1935	26
27	.0714	.1034	.1333	.1613	27
28	.0357	.0690	.1	.1290	28
29	-----	.0345	.0667	.0968	29
30	-----	-----	.0333	.0645	30
31	-----	-----	-----	.0323	31

Budgeting Prospective/Retrospective 404

Prospective Budgeting: In month of application, and the month proceeding application, prospective budgeting rules will apply when determining eligibility and benefit levels. Prospective budgeting means the computation of the households General Relief payment based on the household's income and circumstances which are reasonably anticipated to occur in that month.

Retrospective Budgeting means the computation of a household's eligibility and benefit allotment based on the household's income and circumstances which existed in the budget month.

Budget Month

Budget month in a retrospective budgeting system means the month from which income and circumstances from a household are used to calculate the household's allotment for the corresponding issuance month.

Retrospective Budgeting Example

Report Month	Budget Month	Issuance Month
An on going General Assistance Recipient has changes to their income, property or household circumstances.	The recipient provides a monthly report to the Social Services office explaining the changes that occurred in the report month. The Social Services staff examines the changes and how they affect eligibility.	The changes that occurred in the report month are reflected in the issuance month.

Reduced Income Supplement Payment (RISP) 405

If income that was retrospectively budgeted is not received in the payment as anticipated the client may request a Reduced Income Supplement Payment or RISP.

When processing eligibility to a RISP, the worker shall determine based on a prospective budget, if the client is eligible to additional assistance. If it is determined that a supplement is due to the client, the worker will issue payment for the difference between what client received and what the grant amount should be.

Continuing Eligibility 90-500

Reporting Requirements 501

All General Relief participants are required to report any change to income, property or household status within ten days, and to also complete a monthly reporting form (GR7).

GR7

The GR7 allows the client to report all changes to their circumstances that would affect eligibility in a retrospective manner. Clients are required to report all changes from the report month on this form attach proof and return it by the 5th of the budget month. If the report is not received or is received incomplete, benefits for the issuance month will be discontinued. An incomplete report is one where the client has not answered all questions, provided necessary verification, or has not signed or dated the bottom portion of the form. If a GR7 is not received by adverse action day, in order for benefits to be restored, the client must provide a completed form with all verifications by the first of the following month (issuance month).

Cooperation agreement 502

During the intake process, the eligibility worker and client will establish a cooperation agreement. Sierra County requires this cooperation agreement be entered into before any benefits are issued and must be complied with by the client in order to continue receiving benefits through out the certification period.

.1 Interim Assistance Clients

A client will enter into the Interim Assistance category of General Relief when they claim they are disabled and that disability expected to last more than 30 days. If the client is not already pursuing benefits they will be expected to apply as part of the application process for General Relief. While the client is pending disability, their cooperation agreement will be to continue pursuing their disability benefits and assuring that all necessary measures are taken to satisfy the Social Security Administration. This includes:

- Keeping doctors appointments
- Keeping appointments with Social Security Administration
- Pursuing all other benefits the client is potentially eligible to such as state disability, worker's compensation etc.

If it determined by the Social Security Administration that the client is not disabled by their definition the client will then be expected to either appeal the decision, (and cooperate in the appeal process), or recertify their General Relief and follow the work requirements listed in Section 90-501.2.

.2 Employable Individuals

During the intake process, if a client is not claiming a disability they will be considered an employable individual and must enter into a job readiness/job search agreement. In most case scenario this will require the client to complete necessary job readiness functions and job searches in order to prepare themselves for employment. Job readiness/job search functions include:

- Master application completion
- Resume building
- Cooperation with local employment service organizations
- Applying for available jobs
- Accepting an job offers

The formula for which work individuals must participate a week is calculated by taking their grant amount and dividing it by federal minimum wage, result is how many hours of participation that must cooperate.

Program Compliance 503

At the time of the intake interview, the applicant is advised of all of their rights and responsibilities including their participation requirement while on assistance. If the client refuses to cooperate with any of the expected requirements without good cause, benefits will be discontinued for failure to cooperate.

Time Limits 600

Within a 12 month period of time, all employable individuals are allowed a maximum of 3 months of assistance. These months may be consecutive or used intermittently. The only exception to this policy is if good cause exists. A request for good cause extension of benefits must be completed and will afford the client one additional month of assistance. Good cause may be allowed for one of the following reasons:

- Death of an immediate family member (spouse, child or parent)
- Temporary illness of self or immediate family member (spouse, child or parent) verified by doctor
- Awaiting start date for secured employment
- Client claims permanent disability and is transitioning to Interim Assistance

Certification Period 601

Employable individuals will be limited to their 6 month time limit with no need to recertify. Ongoing interim assistance cases will need to recertify their eligibility every six months.

Discontinuance of Benefits 90-700

An adverse action is defined as any negative action taken on a case. This would include discontinuance and reduction of benefit amounts.

In order to take an adverse action on a General Relief case, adequate and timely notice must be given to the client.

Adequate notice is considered the details of the action and must include the reason for the action, the effective date of the change, and appeals information.

Timely notice must be given to clients when taking an adverse action on a case. Timely notice is no later than 10 days prior to the effective date of the change.

Repayment of Benefits

When able, all persons in receipt of General Relief is required to repay benefits received while on assistance. This includes all payments made to the client and all vendor payments.

Employable Individuals

When an employable individual is discontinued from assistance, a reasonable repayment agreement will be set up. Along with the discontinuance letter, the client will also be notified of benefits paid out to them or on their behalf as well as a repayment contract.

The client will be given the opportunity to set up their repayment contract at a minimum collection of 5% of total amount owed a month. Each month, the client will be notified of their balance until the balance is repaid in total.

Unemployable Individual

When a client is determined unemployable and begins receiving Interim Assistance benefits. The client is required to sign a SSP 14 (Authorization of Reimbursement of Interim Assistance) as a condition of eligibility. This will ensure repayment of benefits issued to or on behalf of the client will be reimbursed out of any lump sum benefits the client is entitled to from the Social Security Administration.

Any monies that exceed the amount of the lump sum payment will be expunged and no longer the owed from the client. Any client determined eligible to Social Security benefits after General Assistance is discontinued will no longer be held responsible for repayment.

Appeals Process 90-800

Administrative Review 801

An administrative review is the process an applicant/recipient may use to question any action taken on his/her General Relief Application or continuing benefits. The review/appeal assures conformity with program regulations.

The Director or Assistant Director of Social Services Department designates the Eligibility Supervisor or an alternate person as the Administrative Review Officer.

An applicant/recipient who has had benefits denied, discontinued or reduced may request an administrative review. Any action taken which affects an applicant/recipient's benefits is subject to review.

Anyone wishing to request an administrative review must make a written or oral statement with Sierra County within 90days after the date of the intended action.

Aid Paid Pending 802

Upon request, aid paid pending will be issued to the client until a final decision can be made. Aid Paid Pending will consist of the benefit level the household was receiving prior to the proposed action. If aid paid pending is appropriate, it is to authorized no later than the fifth day after the appeal request. If other changes occur while the household is receiving aid paid pending, appropriate action is to be taken on the case, irrespective of the aid paid pending status.

The outcome of the administrative review determines the next steps in the appeals process.

If the County action is determine to be correct, the claimant will be referred to the Sierra County Uniform Appeals Procedures Ordinance 769.

If the County's action is determined to be incorrect, the case will be returned to the Eligibility Worker for corrective action with 10 working days of the eligibility worker being notified of the results of the review.

The County's action is determined to be correct based on a change in law or county regulation; the household will be notified that there is no eligibility for an appeal.

Results of the review indicate that a conditional withdrawal would be appropriate, A completed conditional withdrawal form will be obtained from the client and the case will be returned to the Eligibility Worker for compliance.