

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 24, 1981

ALL-COUNTY INFORMATION NOTICE I- 38-81

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: STATISTICAL REPORTING OF EMERGENCY LOANS

REFERENCE: DIVISION 26, Section 215-215.90

This All-County Information Notice transmits the revised ABD 215, Emergency Loans - Monthly Statistical Report and instructions. The revisions were made to simplify the reporting of statistical data and to bring the information requested into line with current state needs. A summary of revisions follow:

- Item 1 - Deleted sub-categories a and b
- Item 2 - Deleted "Loans Denied"
- Item 3 - Deleted "Detail of loans approved this month"
- Item 4 - Simplified reporting of loan repayments
- Item 5 - Deleted "Loans submitted to the State" data
- Item 6 - Simplified reporting of outstanding loan sub-categories by reflecting report month instead of number of days outstanding.

The sub-categories denoting either SSI/SSP or RSDHI loans have been deleted. The ratio between these two categories has remained consistent and we feel that it is no longer necessary to track them.

Loan repayments have been expanded to include repayments by the application of abatements (money received from recipients to repay loans already reimbursed by the State).

Item 3 has been added to report the amount of abatements received during the report month.

The loan balance sub-categories have been changed to reflect the report month instead of the number of days outstanding, which should eliminate the necessity for any calculation to determine the appropriate sub-category. The abatements outstanding (credit amount not yet applied to outstanding loan balance) that were previously reported as footnotes will now be reported in Item 4 with the outstanding loan balances.

Loans made for both a missing SSI/SSP and RSDI check should continue to be counted as separate loans for reporting purposes. The maximum allowance for SSI/SSP and RSDI loans combined remains at \$250.00.

It is no longer necessary to report claims (EL800's) on the ABD 215 when they are submitted to the State for reimbursement. State reimbursement should be reported on the 215 when a State warrant is actually received by the County. In cases where the reimbursement received is different than the claim, the amount received should be reported.

The use of the revised report is effective with the June 1981 report month. Any county desiring to utilize it for earlier report months may do so at its discretion. A manual letter has been written and will be distributed at a later date. A supply of the revised form ABD 215 (Rev. 2/81) will be mailed to the counties. In the meantime, please duplicate the attached copy to meet your needs.

If you have any questions regarding the form or instructions, please contact Ginger Simpson of the Statistical Services Branch at (916) 445-3645 or (ATSS) 485-3645.

Sincerely,



CLAUDE E. FINN  
Deputy Director  
Administration Division

cc: CWDA

Attachment

**EMERGENCY LOANS -  
MONTHLY STATISTICAL REPORT**

Send one copy (by the 20th of each month) to:

DEPARTMENT OF SOCIAL SERVICES  
STATISTICAL SERVICES BRANCH  
744 P STREET, MAIL STATION 12-81  
SACRAMENTO, CA 95814

(Instructions for completing this form are in Section 26-215 of the DSS Statistics Manual)

ITEM	COUNTY	MONTH
	NUMBER	AMOUNT
1. Loans approved this month . . . . .		
2. Loan repayments during the month (a+b+c+d below) . . . . .		
a. Non-defaulted loans fully repaid by recipients . . . . .		
b. Defaulted loans reimbursed by State . . . . .		
c. Defaulted loans repaid by application of abatement . . . . .		
d. Non-defaulted loans partially repaid by recipient . . . . .		
3. Repayment by recipient received this month on previously defaulted loans . . . . .		
4. Loan balances outstanding end of month (a+b+c-d) . . . . .		
a. Current month . . . . .		
b. Prior month . . . . .		
c. All loans before prior month . . . . .		
d. Abatements on defaulted loans not yet applied . . . . .		( )
5. Loans for which the 3rd collection letter has been sent and are subsequently referred to District Attorney during the month . . . . .		
PERSON TO CONTACT REGARDING THIS FORM	TELEPHONE	DATE

26-215 EMERGENCY LOANS - MONTHLY STATISTICAL REPORT 26-215  
(FORM ABD 215)

26-215.01 CONTENT 26-215.01

This report provides information concerning the Emergency Loan Program. It includes data regarding approval of loans, repayment of loans, loan reimbursement, and outstanding loans. (Reference: EAS 46-335)

26-215.02 PURPOSE 26-215.02

The purpose of this report is to enable counties to provide information on the operation of the Emergency Loan Program so that the Department of Social Services is able to monitor changes in the magnitude of the loan program as well as the extent to which loans are not collectible.

26-215.03 DISTRIBUTION 26-215.03

Data from this report will be compiled for the Adult Program Management Branch, Estimates Branch, Social Security Administration (SSA), and other interested agencies and individuals.

26-215.04 DUE DATE 26-215.04

Reports are to be received in Sacramento not later than the 20th calendar day following the report month. Send the report to:

Department of Social Services  
Statistical Services Branch  
744 P Street, Mail Station 12-81  
Sacramento, California 95814

26-215.10 INSTRUCTIONS 26-215.10

All money amounts should be reported to the nearest whole dollar.

If a cutoff date earlier than the last working day of the month is adopted for this report, the same date should be used for each month's report.

1. Loans approved this month - Enter the number and dollar amount of loans approved during the month. A loan is counted as approved when the recipient has presented a properly prepared and signed "Emergency Loan Referral and Notice of Intended Action and Right to Request a Fair Hearing" (Form SSP 2) from the SSA District Office, and completes a "Request for Emergency Loan and Declaration Under Penalty of Perjury" (Form SSP 3). If a person receives one loan for a missing SSI/SSP (Supplemental Security Income/State Supplemental Program) check and another loan in the same month for a missing RSDI (Retirement, Survivors, Disability Insurance) check, two loans are to be counted.

NOTE: SSI/SSP recipients are eligible for emergency loans in instances of nonreceipt of their Title II (RSDI) and/or Title XVI (SSI/SSP) checks up to a combined maximum of \$250.

- 2. Loan repayments during the month - Enter the number and dollar amount of loan repayments during the month. If an individual has more than one loan and repays one entirely and another partially, the fully repaid loan (number and amount) should be reported in Line Item 2a. The amount partially repaid on the remaining loan would be reported in Line Item 2d. If the State reimburses the County for the balance of a loan that was previously partially repaid by the recipient, the loan repayment is to be credited to the State in Line Item 2b, Column (1). The dollar amount reimbursed by the State is to be reported in Line Item 2b, Column (2). The number and dollar amount entries for Line Item 2 should equal the sum of the corresponding entries for Line Items 2a, 2b, 2c and 2d.
  - a. Non-defaulted loans fully repaid by recipients - Enter the number and dollar amount for those loans repaid in full this month by recipients.
  - b. Defaulted loans reimbursed by State - Enter the actual amount of reimbursement received from the State this month and the corresponding number of loans reimbursed. The dollar amount entered in Column (2) should be the actual amount of the warrant received from the State.
  - c. Defaulted loans repaid by application of abatement - Enter the number of loans and dollar amount of defaulted loans paid in full by the application of abatements.

NOTE: There may be an entry of "0" in Column (1) with an entry of "\$1" or more in Column (2) if the abatement applied does not fully repay a defaulted loan.

EXAMPLE

The county has carried an abatement amount remaining of \$100 in Line Item 4d, Column (2), from recipient repayments on defaulted loans. One total loan in the amount of \$150 has not been repaid by a recipient. The county then submits a claim for reimbursement in the abated amount of \$50. When reimbursement is made by the State, the county is to report one loan in Line Item 2b, Column (1) and the amount of \$50 in Column (2). The abatement of \$100 is reported in Item 2c, Column (2) only. An abatement amount of \$0 remains and is to be reported in Line Item 4d, Column (2).

- d. Non-defaulted loans partially repaid by recipient - Enter the dollar amount for those loan repayments by the recipient during the month which partially repay the existing loan balance.

NOTE: When loan repayments are made on an installment basis, such repayments should be reported as in the following example, which assumes a \$75 loan repaid in three installments of \$25 each.

	Line Item 2a		Line Item 2d	
	<u>Col. (1)</u>	<u>Col. (2)</u>	<u>Col. (1)</u>	<u>Col. (2)</u>
1st month			X	\$25
2nd month			X	\$25
3rd month	1	\$25		

3. Repayment by recipient received this month on previously defaulted loans - Enter the dollar amount for those repayments made by recipients on previously defaulted loans.

NOTE: If a recipient makes a repayment on a loan for which the county has already submitted a request for reimbursement or received reimbursement from the State, the county should report this repayment by the recipient in Line Item 3, Column (2). This amount is to be used to abate current or future claims for reimbursement. When used for abatement purposes, the dollar amount of the abatement is to be reported in Line Item 2c.

4. Loan balances outstanding end of month - Enter the number of separate loans with a balance outstanding (not the number of persons owing on outstanding loans) at the end of this month and the outstanding dollar amount. Classify each loan into one of the three time periods, a through c. Enter the amount of outstanding abatements in d.
  - a. Current month - Enter the number and dollar amount for those loans approved this month that have not been fully repaid by the end of this month.
  - b. Prior month loans - Enter the number and dollar amount for those loans approved in the previous month that have not been fully repaid by the end of this month.
  - c. All loans before prior month - Enter the number and dollar amount of those loans approved in all the months before the prior month that have not been fully repaid or reimbursed by the end of the month.
  - d. Abatements on defaulted loans not yet applied - Enter total outstanding abatements (including abatements applied to claim submitted to the State but not yet reimbursed).

NOTE: Ensure that all partial payments made in this month have been applied toward reducing the outstanding dollar amount in Line Items 4a, 4b, 4c and 4d, Column (2).

NOTE: Loans submitted to the State for reimbursement this month do not directly affect entries in Line Item 4 (Loan balances outstanding end of month). In other words, submission to the State does not, in itself, reduce the loan balance. When money is received by the county from State reimbursement, the loan balances are reduced accordingly, and the receipt is reflected as a loan payment in Line Item 2b. The entries in Line Item 4 will be the sum of the amount of loans outstanding last month plus the amount of loans approved this month, minus the amount of loan repayments during this month (Line Item 4, Columns (1) and (2) last month, plus Line Item 1, Columns (1) and (2) current month, minus Line Item 2, Columns (1) and (2) current month).

5. Loans for which the 3rd collection letter has been sent and are subsequently referred to District Attorney during the month - Enter the number and dollar amount of all loans referred to the District Attorney or other appropriate county legal officer during the report month. The dollar amount to be reported is the original amount of the loan, less any repayments which may have been made.

26-125.90 FORM (ABD 215 )

Fill in the information requested at the top and bottom of the report and show the figures required for each line item. Zero entries should be shown.