

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



December 18, 1998

ALL-COUNTY LETTER NO: 98-95

TO: ALL-COUNTY WELFARE DIRECTORS  
 ALL COUNTY FISCAL OFFICERS  
 ALL COUNTY AUDITOR CONTROLLERS  
 ALL COUNTY PROBATION OFFICERS

Reason For This Transmittal

- State Law Change  
 Federal Law or Regulation Change  
 Court Order or Settlement Agreement  
 Clarification Requested by one or More Counties  
 Initiated by CDSS

SUBJECT: SPECIAL CIRCUMSTANCES PROGRAM

REFERENCES: ACL 98-74, 91-03

The purpose of this All-County Letter (ACL) is to provide counties with assistance in the reinstatement of the Special Circumstances Program. It gives information on determining eligibility for the Special Circumstances Program, provides procedures for processing applications when allocations are expended, lists aid codes, and provides information on the record retention process.

**ELIGIBILITY**

The Manual of Policy and Procedures (MPP) Section 46-425.28 defines recipients of Supplemental Security Income/State Supplementary Payment (SSI/SSP) as eligible for the Special Circumstances Program. However, the Welfare and Institutions Code (W&IC) Sections 12300, 12550 and 12601 indicates that all In-Home Supportive Services (IHSS) Program and Cash Assistance Program for Immigrants (CAPI) recipients are also eligible for the Special Circumstances Program. Therefore, counties should accept applications from all IHSS, CAPI and SSI/SSP recipients.

**PROGRAM FUNDING**

Funding for the Special Circumstances Program is limited to the appropriation in the 1998/99 Budget Act. Expenditures beyond a county's allocation will not be reimbursed by the State.

**PROCESSING APPLICATIONS WHEN ALLOCATED FUNDS ARE DEPLETED**

Procedures for handling applications in this situation were provided in ACL #91-03 For the purpose of clarity and consistency they are restated again here:

- The county must continue to accept applications for program benefits, however, it is not necessary to further establish an applicant’s eligibility when allocated benefit funds have been depleted.
- The county must send the applicant a Notice of Intended Action (SSP 4B) denying benefits due to the unavailability of funds.
- Enter the following language on the Notice of Intended Action:

Section B – Other	“The funding under the Fiscal Year 1998/99 Budget Act for this program is no longer available.
At the bottom of the Notice of Intended Action Form (SPP 4B)	“Chapter 467, Statutes of 1990, and the Welfare and Institutions Code Section 12601”

**AID CODES**

The State defined aid codes for the Special Circumstances Program are:

- 12 for aged
- 22 for blind
- 62 for disabled

**RECORD RETENTION**

Applications for the Special Circumstances Program, Notice of Intended Action, and county accounting forms should be kept on file and retained according to current record retention requirements. See MPP 23-355 for instructions regarding how long records are to be kept.

If you have any further questions regarding the Special Circumstances Program, please contact your Operations and Technical Assistance analyst at (916) 229-4000.

***Original Document Signed By  
Donna L. Mandelstam On 12/18/98***

DONNA L. MANDELSTAM  
Deputy Director  
Disability and Adult Programs Division