

Department of Social and Health Services
Olympia, Washington

EA-Z Manual

Revision # 664
Category / Incapacity Determination - Process
Issued **April, 2009**
Revision Author: Melissa Mathson
Division CSD
Mail Stop 45470
Phone (360) 725-4563
Email mathsmc@dshs.wa.gov

Summary

Clarifying information under Incapacity – Criteria for GA-U was revised to clarify that a social worker determines incapacity for all GA-U applicants.

Incapacity - Criteria for GAU

Revised October 28, 2007

Purpose: A person must be unable to work due to a mental or physical impairment to meet incapacity criteria for GA-U. Incapacity due to chemical dependency is a condition of eligibility for ADATSA.

What are the incapacity requirements for general assistance?

[WAC 388-448-0001](#)

CLARIFYING INFORMATION

Social workers are responsible for determining incapacity for general assistance.

~~If it is not clear whether a person meets the incapacity criteria, refer the person to the Incapacity Social Worker (ISW).~~

WORKER RESPONSIBILITIES

- ~~1. The financial worker may open GAU when a person meets one or more of the incapacity criteria in WAC 388-448-0001 (1)(a)-(e) or (2)(a)-(e) when the necessary supporting information is available. After opening, refer these cases to the Incapacity Social Worker (ISW) for case planning and other social services.~~
- ~~2. A person released from a psychiatric facility does not need a PEP decision if they verify that they meet the requirements of WAC 388-448-0001 (2)(a). A PEP IS REQUIRED for a person who:
 - ~~a. Is not in outpatient mental health treatment at the time they apply for GA,~~
 - ~~b. Does not have a psychiatric diagnosis, or~~
 - ~~c. Was hospitalized for problems resulting from substance abuse.~~~~
- 3.1. Refer GAU applicants to the ISW when the person claims they have a physical or psychological impairment preventing them from working. These cases require an Incapacity Decision by the ISW. If the person does not meet the criteria of WAC(1)(a)t through (e) or 2(a) the social worker will determine incapacity using the Progressive Evaluation Process (PEP). The person should complete the DSHS 14-050, Statement of Health, Education, and Employment either electronically with the ISW or as a paper form given to the person to complete and return.

Referral to the ISW includes:

- a. Application date,
 - b. Any medical records,
 - c. Information about unpaid medical bills,
 - d. Date of SSI application, and
 - e. Information about active medical coverage.
2. The ISW follows the PEP Process in the [Social Services Manual](#).
- 4.3. Clients applying for or receiving long-term care services from Home and Community Services (HCS) or the Division of Developmental Disabilities (DDD) are assessed by social workers at those administrations. Refer GAU applicants to the HCS or DDD social worker for a functional assessment.

Employment

When an incapacitated person becomes employed, the FSS determines if the person remains financially eligible. If the person is no longer financially eligible, the FSS terminates assistance and informs the ISW of the termination.

If the person is still financially eligible, the FSS contacts the ISW to determine if the person is gainfully employed. The ISW will inform the FSS of their decision.

Chemical Dependency

Refer a person who claims incapacity due to chemical dependency to the ISW using [DSHS 14-299\(X\)](#), ADATSA Referral Form (see **CHEMICAL DEPENDENCY TREATMENT**).

ACES PROCEDURES

Applications

See [General Assistance - Cash - New Opening](#)

Program Change From GAU To GAX

See [General Assistance - Cash - Program Change](#)