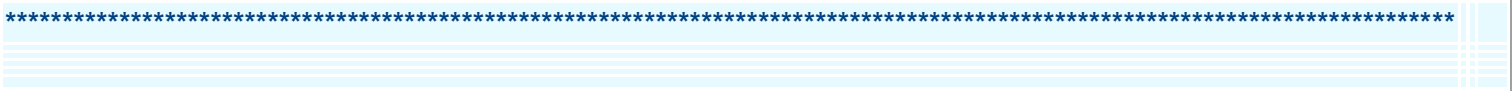Department of Social and Health Services

Community Services Division

Social Services Manual

Revision: 206

Category: **ABD Applicant Referrals and the Social Services Intake**

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Summary

Updated section as part of the Procedure Handbook Expansion workgroup.

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~~ABD Applicant Referrals~~

1. Eligibility staff (PBS/WPS) determine financial eligibility for ABD cash applicants.

    a. PBS/WPS finalize applications for financially eligible applicants age 65 or older. *~~(See CSD Procedures Handbook: Pending an Application or Eligibility Review)~~*

2. Eligibility staff (PBS/WPS) refer financially eligible applicants to the Disability Specialist (DS). *~~(See CSD Procedures Handbook: Information and Referrals)~~*

    a. PBS/WPS complete a DSHS 14-084 (Social Service Referral) at the time each applicant has been determined financially eligible.

3. The Disability Specialist (DS) receives and responds to ABD referrals. *~~(See CSD Procedures Handbook: ABD Applicant Referrals and CSD Procedures Handbook: ABD Aged Referrals)~~*

    a. If an applicant is eligible for ABD based on non-SEP criteria described in Disability Determination - Non SEP Approvals, the DS approves ABD prior to completing a Social Services Intake.

4. The DS reviews and follows any existing Equal Access (EA) Plan for each referred applicant.

~~Social Services Intake~~

5. The DS completes the Social Services ABD Intake in ICMS. *~~(See CSD Procedures Handbook: Social Services Intake)~~*

   a. It is a best practice to complete a Social Services Intake for all ABD applicants however it is not required to determine program eligibility.

   b. The DS does not deny an applicant based on the lack of a Social Services Intake.

~~2. The DS creates a new EA Plan or updates an existing EA Plan for the applicant when needed. *(See EA-Z Manual: Equal Access and CSD Procedures Handbook: Equal Access)*~~

~~3. The DS obtains a signed Interim Assistance Reimbursement Authorization (IARA) when the applicant has a current pending SSI application.~~

Related Procedures (Staff Only)

- *Pending an Application or Eligibility Review*

- *Information and Referrals*

- *ABD Referrals*

- *ABD Aged Referrals*

- *Social Services ABD Intake*

- *Equal Access (Screening)*