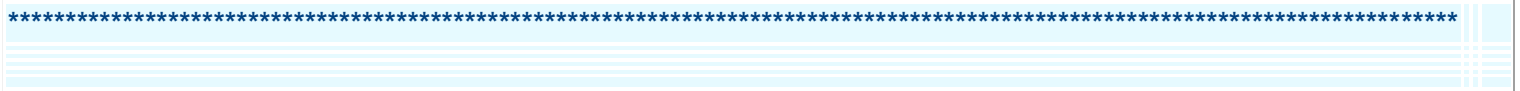


Department of Social and Health Services
Community Services Division
Social Services Manual

Revision: # 141
Category: **ABD Applicant Referrals and the Social Services Intake**
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Summary

Updated the entirety of this page to streamline with tandem updates to the CSD Procedures Handbook. Clarified financial services staff finalize ABD applications for Aged clients prior to referring to social services. Removed information duplicated in the CSD Procedures Handbook and elsewhere in the Social Services Manual.



ABD Applicant/~~HEN~~ Referrals –~~Application and Intake Process~~ and the Social Services Intake

~~Created~~ Revised on:

~~Oct 21 2014~~ January 19, 2018

~~WAC 388-447-0001 – What are the incapacity requirements for referral to the Housing and Essential Needs (HEN) program?~~

~~WAC 388-449-0001—What are the disability requirements for the Aged, Blind or Disabled (ABD) program?~~

~~Worker Responsibilities~~

~~Intake Interview~~

- ~~1.—Review the referral (14-084) from financial services and any existing medical documentation.~~
- ~~2.—Consider if the individual is age 65 or older or meets any of the approval criteria in WAC 388-449-0001 (3) (a) through (d). If documentation is available confirming the individual meets age or non-SEP approval criteria for ABD, a social service intake is not required. Complete the SEP tool in ICMS and send a 14-118 to financial approving ABD.~~
- ~~3.—If the individual does not meet the age or non-SEP ABD approval criteria detailed above, complete the social service intake assessment.~~
- ~~4.—Explain the purpose, eligibility requirements, and benefits of the ABD cash and HEN Referral programs.~~
- ~~5.—Complete the Social Services Intake in ICMS. Document:
 - ~~1.—Claimed impairments in the client’s own words;~~
 - ~~2.—Treatment history;~~
 - ~~3.—Education and training history;~~
 - ~~4.—Work history (15 years); and~~
 - ~~5.—Your professional observations.~~~~
- ~~6.—Obtain a signed IARA when the individual has a current pending SSI application.~~

~~**NOTE:** While it is a best practice to complete a social service intake assessment on all ABD/HEN Referral applicants, a social service intake assessment is not required for applicants 65 or older or individuals who meet the approval criteria detailed in WAC 388-449-0001 (3) (a) through (d).~~

~~Do not automatically deny ABD/HEN Referral when an applicant fails to complete a social service intake assessment. Review available documentation and approve ABD if the individual is age 65 or older or meets any of the non-SEP approval criteria detailed in WAC 388-449-0001 (3) (a) through (d).~~

~~For applicants who do not meet any of the non-SEP approval criteria, continue to track the case and deny ABD/HEN Referral by the 45th day of application, using the appropriate denial reason found on the 14-118 Incapacity Decision form.~~

~~Requesting Medical Evidence~~

- ~~1. Request medical records from acceptable medical sources per WAC 388-449-0010 (doctors) who provided treatment in the last five years.~~
- ~~2. Request medical records from all treating medical professionals seen in the last 90 days.~~
- ~~3. Request a mental or physical evaluation only when no current medical records exist or there is no diagnosis from a doctor within the last five years.~~

ABD Applicant Referrals

1. Financial Services Staff (FSS) determine financial eligibility for ABD cash applicants.
 - a. FSS finalize applications for financially eligible applicants age 65 or older. (See CSD Procedures Handbook: Pending an Application or Eligibility Review)
2. FSS refer financially eligible applicants to the Disability Specialist (DS). (See CSD Procedures Handbook: Information and Referrals)
 - a. FSS complete a DSHS 14-084 (Social Service Referral) at the time each applicant has been determined financially eligible.
3. The 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 found in WAC 388-449-0001, 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

1. The DS completes the Social Services 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 Social Services Manual: Equal Access)
3. The DS obtains a signed Interim Assistance Reimbursement Authorization (IARA) when the applicant has a current pending SSI application.