



## EXPEDITED IHSS APPLICATION PROCESS FOR INDIVIDUALS TRANSITIONING FROM INTERIM TO PERMANENT HOUSING FACT SHEET

Individuals who currently reside in interim housing with immediate plans to move into permanent housing may apply for In-Home Supportive Services (IHSS), have an IHSS assessment completed, and have services authorized prior to their move into permanent housing.

### EXPEDITED APPLICATION PROCESS

#### Referral

When an interim housing provider identifies a client's need for IHSS, he/she will:

1. Complete Part 1 (Referring Agency Information) and Part 2 (IHSS Applicant Information) of the referral form, *Referral for Expedited IHSS Application from Interim Housing Provider*;
2. Work with the client and his/her physician, as appropriate, to obtain a completed SOC 873, *In-Home Supportive Services (IHSS) Program Health Care Certification Form*; and
3. Submit the referral form and SOC 873 to the interim housing provider liaison for review.

When the interim housing provider liaison receives the referral, he/she will:

1. Review the referral for completeness and determine if it is appropriate for the Department of Public Social Services (DPSS); and
2. If ready for submission to DPSS, complete Part 3 (Referral Submission) and send the form and SOC 873, if available, to DPSS using one of the following two options:
  - a. Secure email to Vilma Gonzalez ([VilmaGonzalez@dpss.lacounty.gov](mailto:VilmaGonzalez@dpss.lacounty.gov)) and Meschelle Barnes ([MeschelleBarnes@dpss.lacounty.gov](mailto:MeschelleBarnes@dpss.lacounty.gov)); or
  - b. Secure fax to (213) 947-4591.

#### Application Processing

When the DPSS liaisons receive the referral form and SOC 873, within **two workdays**, IHSS clerical staff will:

1. Enter the applicant's information into the Case Management, Information and Payrolling System; and
2. Assign the case to an IHSS Social Worker (SW).

## Assessments

Within **two workdays** of the IHSS application date, the IHSS SW will conduct a preliminary face-to-face needs assessment at the applicant's interim housing location.

- If the applicant needs IHSS at the interim housing location; has provided all required documentation, including the SOC 873; **and** has active Medi-Cal, then the SW will authorize IHSS effective *the date of application*.
- If the applicant does **not** need IHSS at the interim housing location; has **not** provided all required documentation; **and/or** does **not** have active Medi-Cal, then the SW will authorize IHSS effective *the date the applicant moves into permanent housing*, provided all IHSS program requirements are met.

Within **five workdays** of the applicant's move into permanent housing, the SW will conduct a follow-up face-to-face assessment at the permanent housing location to reassess the applicant's condition and IHSS service hours needed.

Within **ten workdays** of the follow-up assessment, the SW will complete the assessment of the applicant's need for services and mail a Notice of Action to the applicant to notify him/her of his/her IHSS approval or denial.

## **FINDING AN IHSS PROVIDER**

IHSS recipients, **as employers**, are responsible for hiring; training; supervising; and, if necessary, firing their IHSS provider. Any individual who completes the State-mandated provider enrollment process, including passing a criminal background check, may become a paid IHSS provider. A provider may be a family member, friend, or someone else the recipient knows and trusts.

If the recipient does not have a family member or friend available to hire as an IHSS provider, he/she may contact the Personal Assistance Services Council (PASC) for assistance. PASC is the public authority for IHSS in Los Angeles County and operates a registry of available IHSS providers.

The recipient/authorized representative is responsible for:

- Requesting a list of prospective IHSS providers;
- Contacting the IHSS prospective IHSS providers on the list; and
- Selecting, hiring, training, supervising, establishing a work schedule with, and firing the IHSS provider (if necessary).

PASC may be contacted by telephone at (877) 565-4477, Monday through Friday from 8 a.m. to 5 p.m.

Individuals interested in becoming an IHSS provider may begin the enrollment process by calling the IHSS Helpline at (888) 822-9622.