



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**

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GOVERNOR

April 14, 2016

ALL COUNTY LETTER 16-27

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS  
IHSS PROGRAM MANAGERS

SUBJECT: CHANGE IN POLICY REGARDING SUBMISSION OF PROVIDER ENROLLMENT AGREEMENT (SOC 846) FORM FOR CURRENTLY-ENROLLED IN-HOME SUPPORTIVE SERVICES (IHSS) PROVIDERS

REFERENCE: [All-County Letter 16-01 \(January 7, 2016\)](#)

This All-County Letter (ACL) changes the policy regarding the submission of the Provider Enrollment Agreement (SOC 846) form for currently-enrolled IHSS providers. The information contained in this ACL supersedes the information provided on page seventeen of ACL16-01 (January 7, 2016) under the heading “Required Provider Form.”

**BACKGROUND**

As stated on page seventeen of ACL 16-01, the California Department of Social Services (CDSS) requires that all currently-enrolled IHSS providers complete and submit a newly signed SOC 846 to the county to ensure providers are properly informed about the new overtime and travel time requirements that went into effect on February 1, 2016. Upon receipt of the form, the county must indicate in the Case Management, Information, and Payrolling System II (CMIPS II) that the SOC 846 was received. The county must then provide a copy of the signed SOC 846 to the provider for his/her own records and retain the original SOC 846 in the provider’s file.

ACL 16-01 stated that if the provider failed to submit the SOC 846 to the county postmarked by April 15, 2016, the provider would be automatically terminated by CMIPS II effective May 1, 2016.

### **CHANGES TO THE SOC 846 POLICY**

Due to concerns raised to the CDSS by stakeholders that the currently-enrolled IHSS providers may not submit the SOC 846 to the counties and the counties may not be able to indicate the receipt in CMIPS II in sufficient time to meet the April 15, 2016, deadline, the CDSS is removing the deadline of April 15<sup>th</sup> for submission of the signed SOC 846. Accordingly, this change in policy will eliminate any consequences for IHSS providers failing to submit the signed form to the counties by this deadline; specifically, providers will no longer be automatically terminated on May 1, 2016, for failing to submit the SOC 846 by April 15, 2016. Additionally, it will provide workload relief to the county IHSS agencies.

The SOC 846 is still a required form that must be signed and submitted by IHSS providers and counties maintain the responsibility for obtaining the form and must continue their efforts to assist providers in understanding that the completion of the form is an enrollment requirement and that it is necessary to sign and submit it to the county to be an enrolled provider in the IHSS program. As stated in several ACLs and Program Manager Letters which were distributed as early as 2014, counties have received administrative funding for additional resources to dedicate to the operational activities related to the implementation of the overtime and travel time requirements addressed in ACL 16-01.

Questions regarding the information in this letter should be directed to the Policy and Operations Bureau, Adult Programs Division at (916) 651-5350.

Sincerely,

***Original Document Signed By:***

EILEEN CARROLL  
Deputy Director  
Adult Programs Division