

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 323-0270



March 16, 1981

ALL-COUNTY LETTER NO. 81-25

1D: ALL-COUNTY WELFARE DIREC1DRS

SUBJECT: IHSS PROGRAM: ADVANCE PAY RECONCILIATION POLICY

REFERENCE:

This letter sets forth the conditions for reconciling advance pay cases in the IHSS Program, Those conditions are:

1. The unreconciled difference between the gross payment less the value of reported hours is \$5.01 or more. The payroll system will automatically reconcile differences of \$5.00 or less and;
2. The county has implemented an overpayment recovery plan as provided in Division 10-121 or;
3. The county has attempted to recover an overpayment as provided in Division 10-121 and has determined that the overpayment is not recoverable.

Once these conditions have been met, the county may utilize the IHSS payroll system's Forced Reconciliation Transaction. This transaction is outlined in the new EDSF Payroll System User's Manual. Utilization of the forced reconciliation transaction does not relieve the county of the responsibility of pursuing overpayments.

Questions concerning this policy should be directed to your Adult Services Program Operations Consultant. Questions concerning the Forced Reconciliation Transaction should be directed to George Sifuentes at (916) 323-0270 or ATSS 473-0270.

Original Document Signed By:

Claude E. Finn

Deputy Director
Administration

cc: CWDA