



INTERIM ASSISTANCE REIMBURSEMENT (IAR)

STATE HANDBOOK

Social Security Administration
Office of Income Security Programs
SSA Publication No. 17-007
Updated December 5, 2024

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SECTION 1 – SOCIAL SECURITY ADMINISTRATION INTERIM ASSISTANCE REIMBURSEMENT (IAR) POLICY

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This edition of the IAR State Handbook updates the IAR instructions for the states. It does not change any of Social Security’s IAR policies. The changes reflected in this handbook are for the IAR procedures in the eIAR system. Starting November 22, 2010, the eIAR system automated the process for reimbursing the States for interim assistance they provide to Supplemental Security Income (SSI) recipients.

Although the eIAR system automates the IAR reimbursement process, we have not changed the IAR authorization process. The method your state uses to notify us of receipt of the signed IAR authorization forms remain the same. Whether your state notifies us of receipt of the authorization by using an electronic or manual process, that process has not changed under eIAR.

A. Using the IAR State Handbook as a Guide

This handbook is a guide for states participating in Social Security’s IAR program. It contains our policies and procedures needed by states to administer their IAR program and will give you information to process your IAR cases. For additional information, you can review the IAR agreement in effect between your state and us.

When we use the term “state” we also include its political subdivisions or local agencies.

When we use the term “SSI payment” we mean SSI payments under Title XVI of the Social Security Act and any federally administered state supplementary payments under section 1616 of the Social Security Act.

B. Summary of the IAR Program

The Commissioner of Social Security (COSS) may reimburse a state that has provided interim assistance (IA) in cash or through vendor payments on behalf of the person for meeting basic needs during the period that either:

- The person’s application for SSI is pending until a determination is made regarding their eligibility for payments. If found eligible, the decision will specify the month the recipient’s recurring monthly SSI begins.
- The person’s SSI payments are suspended or terminated, and later reinstated beginning with the day the reinstatement was effective. The payments end with and include the month the person’s recurring monthly SSI resumes.

If the state cannot stop the last IA payment made to the recipient at the time we notify the state of the recipient’s eligibility and possible beginning of the first recurring SSI monthly payment, we may reimburse the state for this last IA payment amount if there is an SSI payment for that month and the month is shown on the “IA Payments Made” screen.

A state may be reimbursed only for months during the period in which the recipient is paid an SSI dollar amount and an interim assistance dollar amount in the same month. See Section 8 for a detailed explanation of how we determine the months and monthly amounts of SSI retroactive payments available for IAR.

As used in the context of the IAR program, basic needs include essential items for everyday living that cannot wait until we makes an SSI eligibility determination. Essential items include:

- Food, clothing, and shelter.
- Personal hygiene items.
- Grooming items.
- Transportation to obtain basic needs.
- Emergency medical needs that are not reimbursable under another federal program.

This list is not all-inclusive. Other items can be considered basic needs if they meet the definition of basic needs and the assistance the state gives to the person is in the form of cash or vendor payments that are financed wholly from state or local funds. We may need to evaluate an item the state identifies as a basic need.

NOTE: Funeral expenses are not basic needs for purposes of the IAR program.

Assistance consisting of federal funds in part or in whole does not qualify for reimbursement under the IAR program (e.g. Temporary Assistance to Needy Families (TANF).)

To participate in the IAR program a state must have an IAR agreement with us and a written authorization from the person allowing us to reimburse the state from the person's SSI retroactive payment. We will pay the state using the eIAR system. See Sections 4–7 of this handbook for descriptions of the eIAR system.

C. When a person dies or disappears before we determine their SSI eligibility

We will make a determination of eligibility or ineligibility whenever an SSI applicant, who authorized reimbursement to a state, dies or disappears. Disappearance means neither the state nor our agency know their whereabouts even after investigations to find the person). If the applicant meets all SSI requirements for eligibility, we will pay IAR to the state. In addition, this policy applies to post-eligibility cases where we determine that the recipient meets all the SSI eligibility requirements.

SECTION 2 THE IAR AGREEMENT

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A. Information included in the IAR Agreement

1. When the agreement is signed

State officials and the Social Security Regional Commissioner for the appropriate region, acting on behalf of the COSS, must sign the IAR Agreement. Signing the agreement allows the state to participate in the IAR program. Once the agreement becomes effective, all requirements are binding with the state and us.

2. Types of SSI cases eligible for IAR

A state has the option of receiving reimbursement for SSI initial claims (IC) cases, SSI post eligibility (PE) cases, or both.

3. Types of retroactive SSI payments NOT considered payments for IAR purposes

For IAR purposes, the following SSI payments made to a recipient do not qualify for reimbursement:

- Emergency advance payments authorized under section 1631(a)(4)(A) of the Social Security Act (the Act).
- Presumptive disability or blindness payments authorized under section 1631(a)(4)(B) of the Act.
- Immediate payments issued by a Social Security local office for emergency situations.
- Interim payments under section 1631(a)(8) of the Act.
- Provisional payments under section 1631(p)(7) of the Act.

See Section 8 of this handbook for an explanation of how we treat these payments when computing the SSI retroactive money available for reimbursement to the state.

We do not reimburse a state for assistance payments related to programs like Medicaid and Temporary Assistance to Needy Families (TANF). These types of programs are funded partly with federal funds.

4. Written and Signed Modifications to Attach to a state's Current Agreement

Any state wishing to modify its existing agreement must negotiate the changes with the appropriate Social Security Regional Office (RO) staff. Central office staff responsible for IAR policy must approve the modification. State officials and the Social Security Regional

Commissioner must sign the written modification(s) before the change(s) become part of the IAR agreement.

B. Summary of Social Security’s responsibilities under the IAR Agreement

The following list summarizes our responsibilities. By signing an agreement, we agree to:

1. Pay to the state’s designated financial institution the IAR amount due based on the amount of IA paid by the state to the SSI recipient and the amount of the recipient’s retroactive SSI money available to pay the state.
2. Provide information to the state to assist the state in complying with the terms of the agreement.
3. Perform functions that may be required by the terms of the agreement.

C. Summary of state responsibilities under the IAR Agreement

The following list summarizes the state’s responsibilities.

By signing an agreement, the state agrees to:

1. Obtain a valid authorization form signed by the person or representative payee. The authorization will allow us to withhold the first retroactive SSI payment due the person if they become eligible for SSI. We will withhold the retroactive payment and directly deposit the IAR amount due into the state’s designated account .
2. Notify us that they have a signed authorization within a 30-day timeframe, which is determined by the method the state uses to notify us. The state can elect to use a manual process (paper form) or an automated process (electronic notification) to notify us that they have a valid authorization.
3. Use the eIAR secure website to send us the monthly amounts of IA payments paid to the recipient within 10 working days from the date the state receives the list of months for which they can be paid IAR.

If the state does not submit their IA payment amounts within 10 working days, the payments are marked as overdue with a yellow caution sign. If the amounts are not received after an additional 15 workdays from the 10th working day of the first request (a total of 25 workdays), We will take action to pay the retroactive money to the recipient using SSI payment rules. In this situation, the state must pursue recovery of any IAR amount due without our assistance.

4. Notify the person in writing explaining:
 - The amount of the IA payments requested by the state.
 - That we will send the recipient a letter explaining how we will pay any remaining SSI money.
 - The recipient's right to a hearing before the state if they disagree with any of the state's actions during the IAR process.
5. Maintain adequate records of all transactions relating to IA including a copy of the signed authorization form and the apportionment notice to the recipient, for three years from the end of the federal fiscal year for which the records pertain.
6. Comply with other regulations that we determine necessary to administer the interim assistance provisions.

SECTION 3 – AUTHORIZATION FORM ALLOWING US TO REIMBURSE THE STATE[Table of Contents](#)**A. Requirements for a valid authorization form**

The state uses an authorization form to obtain a person's written permission allowing us to withhold their first initial claim (IC) retroactive payment or first post eligibility (PE) retroactive payment. We send the state the appropriate IAR amount from the person's retroactive SSI payment. The person and a state representative must sign the authorization form. Based on the type of situations for which the state wants to receive reimbursement, the state can have an authorization form for IC cases PE cases, or both.

Even though a state can have one form covering both IC and PE cases, the state can use the form only for one type of situation. The form must clearly separate the information for each situation and indicate which situation is covered, i.e., an IC or a PE case.

This form must include the information specified in Article IV, Paragraph A of the IAR agreement. We wrote model language for the state to use. If you need assistance developing the form, contact our regional coordinator.

The Social Security central office component responsible for IAR policy must approve the state's authorization form before the state can use the form. The state or its authorized IAR participating subdivisions cannot revise the approved authorization form without our approval.

For the state to receive reimbursement, we must receive the signed authorization form before we send the first recurring monthly SSI payment to the recipient, if any payment is due.

The state must give a copy of the authorization to the person who signed the form.

B. Authorization form used as a protective filing for SSI payments

All authorization forms (for manual and automated states) must include protective filing language. Protective filing for SSI payments means a written statement by a person indicating the intent to file for SSI. Protective filing applies only to IC. For IC involving IAR, we can use the authorization form to protect the person's filing date. The person has sixty (60) days from the date the state receives the authorization to file for SSI.

If the person files within the 60-day period, we will establish the protective filing date for SSI eligibility matching the date the state receives a valid IAR authorization form. For purposes of the IAR program, only the authorization form can be used as a written statement for protective filing purposes. The model language for the IC authorization form contains the protective filing language. If the person does not apply for SSI within the 60-day period, the authorization form no longer serves as a protective filing for the person and the filing date will be later.

C. Processing an authorization form

1. Manual notification by State

When using manual notification, a state sends the original paper authorization form to a local Social Security office to notify us that the state has a valid authorization. The local office then date stamps the form when received and inputs to the Supplemental Security Record (SSR) the proper grant reimbursement (GR) code. A state that manually sends the form to the Social Security office is sometimes called a “manual state.”

2. Automated notification by state

When using automated notification, a state sends the authorization information to us through an electronic State Data Exchange (SDX) interface with the Supplemental Security Record (SSR). The state sends the information that they have a valid authorization, the date the authorization is signed, and the date they received the authorization. Through this SDX process, the GR code is recorded on the SSR. A state that electronically sends the form to us is sometimes called an “automated state.”

This handbook refers to states as either manual or automated when the processes make a difference in the instructions.

3. Requirements for a valid authorization form

A valid authorization form must meet the following requirements. It must:

- Contain the information required in Article IV A of the IAR agreement (see Section 2 in this handbook for the form requirements).
- Be a state form approved by our central office.
- Be signed and dated by the person and the state representative.
- Meet the 30-day deadline for submitting the form.

D. Documenting date of receipt of authorization form

Because receipt dates are important to the IAR process, the state must clearly show the receipt date. Date stamp an authorization received by mail at the time you receive it. Any delay could result in loss of SSI payments for the person and loss of reimbursement amounts for the state by changing the IAR period. For authorizations completed in person, the person and the state representative should sign and date the authorization form on the day the form is completed. Recording the receipt date applies to both manual and automated states.

1. Thirty-calendar day deadline for sending us an authorization form

An authorization is not binding on the person unless the state notifies us of receipt of the authorization within 30 calendar days. When the 30-calendar-day period begins depends on whether you are in a “manual state” or an “automated state.” If the state does not meet the deadline, we will pay the recipient the retroactive SSI payments according to SSI payment rules. The state can choose to ask the recipient for the money due the state. We will not assist the state with its request to the recipient.

2. Thirty-calendar day deadline for sending Social Security an authorization form in a manual state

In a manual state, the state must notify us of the receipt of the authorization within 30-calendar days of the date the person signed the authorization. A manual state notifies us by sending the authorization form to the FO. At this time, the local Social Security office will input the GR code to the SSR. The state must keep a copy of the form in the person’s file for three years. If the state does not meet this deadline, the authorization will not be binding on the person and Social Security will not reimburse the state.

3. Thirty-calendar day deadline for sending Social Security authorization information in an automated state

In an automated state, the state must notify us of the receipt of the authorization within 30-calendar days of matching the person’s record on the state’s general assistance eligibility file with a pending SSI record. Do not send the authorization form to us. The state must retain the form for three years.

An automated state notifies us by electronically sending the information with the date the authorization was signed and the date the state received the form. When we receive the electronic authorization information from the state, the GR code will be recorded on the SSR. If the state does not meet this deadline, the authorization will not be binding on the person, and we will not reimburse the state.

4. Life of the authorization

The term “life of the authorization” means the period for which the state can use the authorization to get reimbursement from us. The term “life of the authorization” does not refer to the 60 days for protective filing. See Section 3B of this handbook for an explanation of using the authorization for protective filing.

5. Life of the authorization for initial claims

For IC, the period for the life of the authorization is 12 months if the person does not apply for SSI within the 12 months. The 12-month period:

- Begins with the date we receive the authorization, signed by the person and a state representative (in the case of a manual state), or

- Begins with the date that a state notifies us by an automated system that it has received an authorization, signed by the person and a state representative (in the case of an automated state), and
- Ends 12 months later.

If the person applies for SSI before the end of the 12-month life of the authorization or has already applied for SSI before the life of the authorization begins, the life of the authorization extends beyond the 12-month period until:

- We release the initial portion of SSI retroactive payments on the recipient's claim.
- We make a final determination on the claim and no timely request for review is filed.
- The state and the person agree to terminate the authorization.

If one of the three events shown above happens before the end of the 12-month life of the authorization, the end date for the authorization is the date the event occurred.

6. Life of the authorization for PE cases

For PE cases, the period for the life of the authorization is 12 months. The 12-month period begins either:

- With the date we receive the authorization, signed by the person and a state representative (in the case of a manual state).
- With the date that the state notifies us by an automated system that it has received the authorization, signed by the person's and a state representative (in the case of an automated state).

The period ends 12 months later.

The life of the authorization will remain in effect for the 12-month period, or until the end of the maximum period permitted under our regulations within which to request administrative or judicial review of the Commissioner's determination to suspend or terminate the person's SSI payments. The life of authorization will remain in effect for whichever period of time is longer, unless the person files a request within the time for such review. If one of the following events occurs earlier than the 12-month period or the maximum period described in this paragraph, the authorization will cease to have effect as of the date:

- We make the first PE payment of retroactive SSI payments following the suspension or termination of the person's payments.
- We make a final determination on the PE case and no timely request for review is filed.
- The state and the person agree to terminate the authorization.

7. Situations where a new authorization is required

When the last authorization sent to us is no longer valid, obtain a new authorization for either an IC or PE case, depending on the situation. Each time a person files an SSI application or asks for a timely review of their suspension or termination, obtain a new authorization. If you are unsure whether the person should sign an authorization for an IC or PE case, contact your local Social Security office liaison and ask which situation applies to the person.

An authorization remains in effect until the claimant has exhausted all appeal levels. If the claimant files a new application during the time the first authorization is still valid, the agency still needs to have a new valid authorization for the second application. If we make a favorable final decision on the first application, we can reimburse the agency based on the dates for the first application. If we make a final unfavorable determination on the first application, but determines SSI eligibility on the second application, we can reimburse the agency based on the second application.

8. FO returns the authorization to a manual state

The local Social Security office will not post the GR data to the person's record, and will return the authorization to the issuing state when:

- There is already a pending GR code posted on the person's record authorizing payment of the first retroactive SSI payment to another agency or state.
- The authorization is incorrectly completed, e.g. not signed and dated by both the person or state representative.
- Social Security receives the authorization form more than 30 calendar days from the date the person signed the authorization.
- The person withdraws his/her SSI claim and the IC authorization is dated prior to the withdrawal.
- The person's record does not meet the criteria for accepting a PE authorization.

9. SSI system sends a reject of the authorization input to an automated state

Upon receipt of the state's transaction file, we will post the GR data to the person's record, but will send a reject message to the issuing state when:

- There is no SSI record for the person.
- There is already a pending GR code posted on the person's record authorizing payment of the first retroactive SSI payment to another agency or state.

- We receive the authorization information through SDX more than 30 days from the date the state matched the person's record on the state's general assistance eligibility file with a pending SSI record.
- The person withdraws their SSI claim and the IC authorization is dated prior to the withdrawal.
- The person's record does not meet the criteria for accepting a PE authorization.

SECTION 4 – GRANT REIMBURSEMENT (GR) CODE

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Each IA agency is uniquely identified with a 5-digit GR code. The GR code consists of the 2 digits state code plus 3 digits identifying the county code. The IA agency information such as agency name, address, contact information and direct deposit is stored under this GR code in our records.

A. How Social Security and the state use the GR code

The GR code allows the SSI system to identify the case as one that has the authorization to allow us to pay the agency IAR. In addition, we use the GR code to communicate various actions taken on a person's case. The code allows the SSI system to identify which agency is paying IA payments that may be reimbursable and which agency should be notified of eligibility determinations, denials, and appeals. This information could be used by the state in its business process. When a case is awarded, we use the GR code to identify the IA agency that will be sent the months that may be reimbursed through the IAR program, and, in turn, which agency will be sending the IA payment information to the eIAR system.

NOTE: Social Security will reimburse the first state or agency whose GR code is recorded on the SSR.

Some states choose to have one agency as a centralized location to manage the IAR work. We use the central agency's GR code (i.e., agency name, address, and direct deposit information) to send all communications and reimbursements. The central agency is called a "servicing agency." Using this arrangement, agencies under the servicing agency have different GR codes which we use to identify all IAR cases for each agency's jurisdiction.

Some states choose to use a decentralized process where many agencies in multiple localities within the state manage the IAR work. The multiple localities are usually at the county level, but can be at the township level. We assign a distinct GR code as a unique identifier to each IAR agency whether the agency is responsible for a county or a township. In addition, we send all communications and reimbursements to these agencies for cases under their jurisdiction.

B. Updating IA state information on the eIAR system

Contact the appropriate Social Security IAR regional coordinator when you need to make any of the following changes to IA agency information in our IAR system:

- IA agency name or mailing address.
- Direct deposit information.
- Contact person information.
- Email addresses that should receive Social Security communications.

SECTION 5 – ELECTRONIC INTERIM ASSISTANCE REIMBURSEMENT (eIAR) PROCESS

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The Electronic Interim Assistance Reimbursement (eIAR) process is available through our Government to Government Services Online (GSO) site. The eIAR process allows IA agencies to receive electronic communications from us, request IA reimbursement, and query IAR information for cases within their jurisdiction.

The eIAR site has two links: “News” and “Frequently Asked Questions (FAQs).” The News link includes time-sensitive information about enhancements to the application or problems reported. The FAQs link is a forum for you to ask us questions about the GSO IA application or our policy. This forum is NOT a forum to address issues about a specific case. Continue to refer these questions to your Regional Social Security IAR coordinator.

A. Accessing eIAR

A registered state employee accesses the eIAR website through the GSO suite. See section “Accessing eIAR” of the eIAR Internet User’s Guide for detailed instructions to access the GSO website.

B. When the eIAR process began reimbursing the state

Beginning November 20, 2010, we changed the process to reimburse states by going from a paper process to an electronic process. The electronic process allows Social Security and IA agencies to communicate through an electronic process that decreases the processing and reimbursement time for IAR cases. Once an IA agency notifies us of the receipt of a valid authorization, our systems record the GR code on the SSI record and the eIAR process begins.

Three exceptions from the automated eIAR process exist. For these cases, the IAR process will require manual processing by the local Social Security office. These cases are:

- Local Social Security office intervention cases (see Section 12).
- eIAR exception cases (see Section 13). DMCS-5083: Publication 05-11002 - Annual Update
- IAR proration cases if both IA and SSI are prorated for the same month (see Section 14).

C. How we communicate case status to state IA agencies using eIAR

We will notify the IA agencies of any change in status to the person’s SSI record that would assist the state in managing their IAR workload.

We will send email(s) to the appropriate IA agencies to notify them that the eIAR system has been updated with information that agency staff needs to review.

The eIAR website will show the relevant communications from us regarding the agency’s IAR cases through the “Acknowledge Social Security Communications” page. The state user will review the

cases for which they have responsibility and acknowledge receipt of the communication. Refer to the eIAR Internet User's Guide for specific login and acknowledgement procedures.

The communication can be a change in status for a new or existing claim. The definitions of the communications are listed below.

GR code added to SSI record: We received an electronic notification of receipt or a paper copy of an IA authorization from your agency and added your agency's GR Code to the related SSI claim record.

SSI claim denied: We have determined that the claimant is not eligible for SSI.

GR code added – SSI record showing a denial: We received an electronic notification of receipt or a paper copy of an IA authorization from your agency and added your agency's GR Code to the related SSI claim. We have already determined the claimant is not eligible for SSI.

GR code deleted from SSI record: We removed your agency's GR code from the SSI pending record because we erroneously recorded your agency's GR code.

Changed from [old GR Code]: We added your agency's GR Code to an SSI pending record and removed another agency's GR Code because we recorded the wrong GR code.

Changed to [new GR Code]: We replaced your agency's GR code with another agency's GR Code because we erroneously recorded your agency's GR Code.

Ineligible for IAR – GR code not reported timely: We received an electronic notification of receipt or a paper copy of the IA Authorization for this SSI claim later than the 30-calendar-day deadline. Because your agency missed the deadline, your agency is not eligible for IAR.

Appeal filed: We have determined that the claimant was not eligible for SSI and the claimant has appealed our denial determination.

GR code added - SSI record showing appeal filed: We have determined that the claimant was not eligible for SSI and the claimant has appealed our denial determination.

Unfavorable appeal decision: The SSI claimant appealed our denial determination and we upheld on appeal the original denial determination.

GR code added - SSI record showing appeal denied: We received an electronic notification of receipt or a paper copy of the IA authorization from your agency and added your agency's GR Code to the related SSI record. The SSI record shows the claimant appealed our denial determination and we upheld on appeal the original denial determination.

SSI making presumptive disability or blind payments: The SSI record shows this claimant is receiving payments based on the strong likelihood that the claim will be allowed. The payments are made prior to our final determination of eligibility and are payable for up to 6 months. The payments are not used to determine the amount of IA reimbursement. Click on the communication description hyperlink for more information on presumptive payments.

GR code added - SSI making presumptive payments: We received an electronic notification of receipt or a paper copy of the IA authorization from your agency. We added your agency's GR Code to the related SSI claim. The SSI record shows the claimant is receiving payments based on the likelihood that the claim will be allowed. The payments are made prior to our final determination of eligibility and are payable for up to 6 months. Select the communication description hyperlink for more information on presumptive payments.

SSI record terminated: We closed the SSI claim for the person on this record. Usually, the reason is that the person is no longer eligible for SSI.

SSI awarded - Case review pending: We have determined that the person is eligible for SSI. However, we must review the case to determine how to distribute the retroactive SSI payments due on the claim. If we determine that retroactive SSI money remains to reimburse the state, we will notify your agency requesting the amount of any IA paid.

No retroactive payments available for IAR: We have determined that the person is eligible for SSI. We also made a determination, no retroactive amount is available for IA reimbursement.

SSI case awarded – Request for IA payments state paid: We have determined that the person is eligible for SSI. We will send a notification to your agency requesting any IA paid.

SSI case reinstated- Request for IA payments state paid: We have determined that the person is eligible for SSI. We will send a notification to your agency requesting the amount of any IA paid.

State sent IA payment amount to SSA: The agency sent us the monthly IA payment amount paid to the recipient.

[\$9,999.99] in IA reimbursement paid: We paid the appropriate amount of the IAR to the agency.

No IAR due to state: There are no agency IA payments during the IAR period or there is no reimbursement amount computed and due the agency.

Ineligible for IAR- IA payments not reported timely: No IAR is due the agency because we did not receive the amounts of the IA paid within 25 working days from the date that the IA agency received the first request for the information.

IAR payment returned to SSA: We paid the IAR amount to the agency, but for some reason, the amount was returned to us, usually by the agency's financial institution.

Claimant's name has changed on SSI record: We changed the person's name on their SSI claim. Either an error was recorded in the name or the person legally changed their name.

Claimant's SSN has changed on SSI record: We changed the person's Social Security number (SSN) on their claim. Either an error was recorded in the SSN or we agreed to change the person's SSN.

D. Expanded Definitions of Certain Communications

Changed from [old GR Code]: We added your agency's GR Code to an SSI pending record and removed another agency's GR Code because we had the wrong GR code.

Changed to [new GR Code]: We replaced your agency's GR code with another agency's GR Code because we recorded your agency's GR Code in error.

SSI awarded - Case review pending: We have determined that the person is eligible for SSI and may begin paying the monthly SSI recurring payment. Before we can release any retroactive SSI payments due on the claim, we will review the case to determine how to distribute the retroactive SSI payments due. If we determine that retroactive SSI money is available to reimburse the state, we will notify your agency and request the monthly IA payments paid.

No retroactive payments available for IAR: We have determined that the person is eligible for SSI and may have started paying SSI monthly payments. We also determined no retroactive amount is available for IA reimbursement.

SSI case awarded – Request for IA payments state paid: We have determined that the person is eligible for SSI. We will send a notification to your agency requesting any IA paid. You may want to consider if interim assistance payments should continue.

SSI case reinstated- Request for IA payments state paid: We have determined that the person is eligible for SSI. We will send a notification to your agency requesting the amount of any IA paid. You may want to consider if interim assistance payments should continue.

SSI case awarded - Changed to denial - No IAR due: Based on the information at the time, we awarded SSI. After the award determination, we received more information and denied the claim. Because of the denial, the claimant has no retroactive SSI payments to use for reimbursement to the state.

SECTION 6 – HOW THE STATE REQUESTS REIMBURSEMENT THROUGH eIAR

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We will send a notification to your agency to report any IA paid. After we send the notice, you must report IA payments made using the eIAR Internet website.

Only state employees authorized to request IAR from us can request IA reimbursement through the eIAR website.

A. Process for requesting reimbursement

1. Log in to the GSO eIAR website as an “Accounting” user. Refer to “Logging on to eIAR” and “eIAR Registrations” in the eIAR Internet User’s Guide.
2. Select the “Report IA Payment for Approved SSI Cases” option from the IAR Home page. The system displays the “Approved SSI Cases” page.
3. Follow the detailed instructions on the “Approved SSI Cases Page” in the eIAR Internet User’s Guide.

Cases that we have approved for payment from which your state agency can request IAR will be listed on this page. You have up to 25 working days to request reimbursement on a case from the date we requested your IA payments input on the eIAR website. All cases over 25 working days will be dropped from this list. You may want to consider if interim assistance payments should continue.

When counting the days for the 25-working days timeframe, we will not count federal holidays but will count state holidays.

We recommend that you not wait until the last few days of the 25-working day timeframe to submit the IA payment information. The 25-working days timeframe for submitting IA payment information for a particular recipient expires at 11:00 p.m. Eastern Time on the 25th day.

CAUTION: If you have not reported IA payments by the 25th day at 11:00 p.m. Eastern Time, the system will release the SSI retroactive money to the recipient based on SSI payment rules. The state must pursue recovery of any IAR amount due without our assistance.

IA reimbursement requests made after 11:00 p.m. Eastern Time, but before the 25th day, will not be processed until the next business day.

See Section 2C of this handbook for a summary of the 25-working day requirement.

B. Our actions when states reimbursement request is processed

Once the IA reimbursement request is processed, two actions can happen:

- We will pay the state agency the amount due through direct deposit.
- We will communicate to the state that no reimbursement is due.

C. How states can access reimbursement information through eIAR

You can access the reimbursement determination for a particular case on the eIAR website as follows:

- A communication will be listed in the “Acknowledge SSA Communications” screen. This screen is available from the IAR Home screen. Communications regarding our reimbursement determinations will be identified as one of the following:

- “\$9,999.99 in IA reimbursement paid.”
 - “No IA due to the state.”
- Both communications will contain a link to the reimbursement determination computation.
- If we issued an IAR payment, the case will be listed in the “IA Reimbursements from Social Security” screen. This screen is available from the “Query IA Cases” option on the IAR Home screen. You can select the link on the “Reimbursed” amount to see details of the reimbursement determination.
- Reimbursement determination information will also be listed under the case’s history. You can access a case’s history through the “Query IA Cases” option on the IAR Home screen.

D. State received too much reimbursement money from Us

If the state recognizes a situation where they received too much reimbursement money from us, the state must take the following action to be sure the refund is credited to the appropriate recipient’s SSR. We will determine how to pay the recipient based on SSI payment rules.

NOTE: The instructions in this section apply to excess IAR payments the state recognizes on its own and unilaterally returns the payments to us. For instructions for returning payments due a recipient based on identified errors discovered in a RO sample review, see Section 15, Regional Office (RO) Sample Review Process.

1. Prepare a check for the refund amount due the recipient. If the refund is for more than one recipient, prepare a check for each recipient. Record on the check the recipient’s SSN and the reason for returning the money. Recording “excess IAR payment” is sufficient for describing the reason.
2. Prepare a cover sheet for the local Social Security office with the recipient’s name, SSN, and reason for returning the check. Use the same reason as the one shown on the check, “excess IAR payment”. Also, record the state’s identifying information, including: the agency name, GR code, address where we should send the receipt, and contact information (e.g., phone number, email address or fax number).
3. Mail the check and cover sheet to the recipient’s servicing local office. You can find the servicing Social Security office by going to www.ssa.gov/locator to locate an office by zip code.

SECTION 7 – DESCRIPTION OF THE IA REIMBURSEMENT GUIDELINES SCREEN**[Table of Contents](#)**

To display the IA Reimbursement Guidelines screen you must be on the “Enter IA Payments Made” screen and select the link “IA Reimbursement Guidelines.” These guidelines reflect the IAR agreement rules as outlined in Section 2 of the handbook. These guidelines shown below and on the guidelines screen contain the most up-to-date information. This screen discusses:

- The IAR period.
- The months we will and will not pay reimbursement to the state.
- When an SSI payment is prorated.
- The rule that state IA payments must be wholly funded by state or local payments.
- The timeframe for submitting information on the “Enter IA Payments Made” screen.

IA REIMBURSEMENT GUIDELINES

The IAR period ends with our determination of SSI eligibility, including the month of the first recurring payment, if any. A state should reconsider whether state interim assistance (IA) payments should continue.

REQUIRED STATE ACTIONS

Complete the screen, "Enter IA Payments Made" by entering the amount of IA you paid for each listed month.

THINGS TO REMEMBER REGARDING YOUR AMOUNT OF REIMBURSEMENT

Federally reimbursable IA is assistance from state or local funds to a claimant for meeting basic needs. The IAR period begins with either:

- The first month for which such recipient received an SSI dollar amount payment.
- The first day for which the recipient’s payments were suspended or terminated, if the recipient is later found to be eligible for such payments and is paid an SSI dollar amount.

Both periods end with (and include) the month we notify you of the recipient’s SSI eligibility and that we paid the recurring SSI monthly payment, if any, to the recipient.

You may be reimbursed the assistance you paid for any month in a period as defined above for which both SSI and IA payments were made. You may not be reimbursed for any months prior to the month in which you began paying IA in this period. If a month is not listed on the screen, "Enter IA Payments Made", you cannot be reimbursed for the assistance you paid for that month.

If you have prepared and cannot stop delivery of the last assistance payment that you made at the time we notified you of the recipient's eligibility, and possible beginning of SSI monthly recurring payments, we may reimburse you for that payment if we show the month on the "IA Payments Made" screen.

In cases where SSI payments are prorated, the amount you recover for that month will be prorated. You will only be reimbursed the prorated amount for the IA paid for the month. You cannot be paid the difference between the IA prorated amount and the full IA amount from any other month in the IA period.

Assistance payments financed in whole or part from Federal funds (e.g. TANF) do not come within the meaning of interim assistance.

You must complete and submit the information on the screen "Enter IA Payments Made" within 25 working days from the date you receive the lists of months to be eligible for reimbursement. If this information is not received timely, we will release back payments due the SSI recipient based on our agency rules. We will not reimburse you for any IA assistance you paid.

SECTION 8 – RULES FOR DETERMINING THE AMOUNT OF THE STATE’S REIMBURSEMENT

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A. Rules for determining reimbursement amounts

Although the eIAR process will compute most IAR payments and send the payments to the state’s financial institution, the computation rules are included as a reference. When we notify you that an SSI case has been awarded, we may have started paying SSI monthly payments. If the recipient is not eligible for continuing SSI payments, no further SSI payments are due. You may want to consider if interim assistance payments should continue.

1. A state can be reimbursed only for months during the interim period where the recipient received an SSI dollar amount and an IA dollar amount in the same month.
2. The state must record any IA paid to the recipient on a monthly basis, using the months we send the state so that we can determine the correct amount of IAR due.

If the state pays IA in a month after the month the payment was due, and the payment is within the IAR period, the state can record the IA payment in the month the payment should have been paid. In addition, all other IAR requirements must have been met. For example, the IAR period is from March through June. The state paid rent for the claimant in May representing the rent that was due in April. On the eIAR screen, the state will record the rent amount for the month of April.

3. We determine the SSI money amount available to reimburse a state for IA by totaling the amounts in the months the recipient receives SSI payments within the IAR period and the amounts of IA paid by the state for the same months. Generally, a state can be reimbursed for the full amount of IA paid. However, there are situations where not enough SSI money is available. A state cannot recoup more SSI money than the recipient received in the interim period. Only qualifying SSI money in the retroactive period is available to pay the state.
4. Certain payments are not considered retroactive payments for IAR purposes. These types of payments are paid to a person before we make an eligibility determination. The payments include:
 - Emergency advance payments.
 - Presumptive disability or presumptive blindness payments.
 - Immediate payments.
 - Interim payments.
 - Temporary or preliminary payments under section 1631(p) (7) of the Social Security Act.

We deduct the amount of these payments from the retroactive SSI payment before considering the amount of IAR due a state.

If the amount of an excluded payment in a particular month is less than the monthly payment due, the state can recoup the IA paid to the person up to the amount of the remaining money. The state must have paid IA in that month. For example, in August 2009, we paid an immediate payment of \$400.00. After the final determination, we determined the recipient was due an additional \$90.00

in August 2009 and included the amount in the SSI retroactive payment. We deducted the \$400.00 payment, but the state can claim a portion or the entire \$90.00 for reimbursement depending on the details of the case.

5. If the recipient's record shows the recipient has a title II or title XVI (or both) collectible overpayment(s), and no appointed representative, we will deduct the amount(s) from the first retroactive check. Depending on the amount of the collectible overpayment(s), there may not be any SSI money remaining to pay the state. If there is any remaining SSI money, we will use the money to reimburse the state.
6. When we determine that the person is eligible for SSI, we may begin paying the monthly SSI payment. If the state cannot stop delivery of the last IA payment made when the recipient's monthly SSI payment begins, the state can be reimbursed the amount of the last payment from the SSI money, assuming the recipient received both SSI money and IA money in that month, and SSI money is available.
7. If we recalculate an SSI payment for a month in the IAR period, and prior to the recalculation, we have sent the IAR payment to the state, any additional SSI money due the recipient will be sent to the recipient and not the state. This type of payment is not considered available for IAR.

B. Rules that apply only to SSI initial claims

The IAR period begins with the month following the first month of eligibility in which the person filed an application for SSI and ends with, and includes, the month the person's recurring monthly payments begin.

If the recipient is suspended from SSI within the IAR period, the SSI payment due for the month of reinstatement can be prorated even though no recurring payment has been made. If the SSI payment is prorated for a month, then the corresponding IA reimbursement must be prorated even if the state paid the full IA amount to the person.

See Section 11 for an example of how we compute the IAR in proration situations. See Section 14 for a discussion of how cases are processed if both the state and Social Security prorate for the same month.

C. Rules that apply only to posteligibility cases

Whenever you prorate an IA payment for any month in the IAR period, you must call the Social Security regional IAR coordinator before completing the screen showing IA payments made. The IAR *coordinator will decide how you should compute the prorated month.

The state user must provide the IAR coordinator with the person's SSN, the month of the prorated IA payment, the amount of the prorated IA payment, and other information the IAR coordinator may request.

Our IAR regional coordinator will review the SSI record and determine if the case can be processed using eIAR or if the case will need to go to the local Social Security office for manual processing.

The IAR regional coordinator looks for the following information when reviewing the SSI record.

- Do we prorate an SSI payment in any month in the IAR period?
If no, the state can process the case through the eIAR system.
If yes, ask question #2.
- Do we prorate an SSI payment in a month other than the month the state has prorated the IA payment?
If yes, the state can process the case through the eIAR system.
If no, ask question #3.
- Do we prorate an SSI payment in the same month the state has prorated?
If no, the state can process the case through the eIAR system.
If yes, we must process the case manually using Form SSA-L8125 (Notice of Interim Assistance Reimbursement). We will send this form to the state to get information about the IA payments the state paid the person.

The IAR period begins with the day the reinstatement was effective for a period of suspense or termination. It ends with the entire month the recipient's recurring monthly SSI payments resume.

If the SSI payment for the first month of the reinstatement is prorated, then the corresponding IA payment must be prorated, even though you may have paid the person the full IA amount. The state cannot recoup any money not reimbursed because of the proration process. Usually, proration applies to PE cases only when the person is coming out of certain suspense codes. We only prorate the first month of reinstatement when the reinstatement day is other than the first day of the month.

D. Rules for computing reimbursement in proration cases

1. The following SSI proration computation rules are used in eIAR when the state pays the person the full IA payment (nonprorated IA payment). We:
 - Identifies the total IA payment made to the recipient.
 - Identifies the date we use as the day the recipient is first eligible for an SSI payment.
 - Counts the number of days the recipient is eligible to receive an SSI payment.
 - Multiplies the nonprorated IA payment times the days the person is eligible for SSI.
 - Divides the result by the total number of days in the month (to three decimal places), and rounds the result up to the next whole number if the third decimal place is other than zero.
 - The amount after performing these steps is the prorated IA reimbursement amount.
2. See Section 14 for SSI proration computation rules when the state pays the person a prorated IA payment in the same month we pay a prorated SSI payment. The local Social Security office performs this computation manually as was done prior to eIAR implementation.

E. Example of proration in an SSI initial claim

There can be IC cases where proration applies within the IAR period. In those cases, we will prorate the first month of the reinstatement. For example:

- On November 12, 2010, we determine the person became eligible for SSI on May 15, 2010.
 - The first month the recipient can be paid SSI is June 2010 and there is no SSI proration for June.
 - We send the first recurring monthly payment in December 2010, so the IAR period is June through December.
- Before any retroactive SSI money is paid to the person or the state, we find out that the recipient went to prison on August 23, 2010, and was released on November 5, 2010.
 - Due to the incarceration, the recipient was ineligible for SSI for the months of September and October and eligible for a prorated payment for November.
 - In this situation, we will prorate the November SSI payment. If the state paid a nonprorated IA payment for November, we will prorate the IA reimbursement for November using SSI proration rules.

SECTION 9 – STATE PREPARATION OF APPORTIONMENT NOTICE TO RECIPIENT**[Table of Contents](#)****A. When to send the required apportionment notice to the recipient**

After the state receives the IAR payment through direct deposit, the state **MUST** prepare an apportionment notice to the recipient within 10 working days from the date the state received the IAR payment.

B. Information the apportionment notice must include

Under the eIAR system, we will calculate the amount of IA money due the state and the amount of SSI money due to the recipient. Based on this process, the state needs to explain in the notice the following:

- The amount of the IA payment(s) the state paid to the recipient (or the amount billed to us, if different).
- That we will send a notice about how we will pay remaining SSI money (if any) due the recipient following SSI payment rules.
- That the recipient has a right to a fair hearing before the state when they disagree with anything the state has done concerning section 1631(g) of the Social Security Act.

SECTION 10 – IAR NOTICES SOCIAL SECURITY SENDS TO THE RECIPIENT[Table of Contents](#)**A. Initial Claim Notice**

We send a SSAL8025 (Notice of Award) to the recipient when we award the SSI claim. When IAR is involved, the notice includes information that we are sending a portion of the recipient's SSI retroactive payment to the state because the recipient signed a form authorizing us to reimburse the state for interim assistance the state paid the recipient. The notice includes how we will pay any remaining SSI money due based on SSI payment rules.

B. Posteligibility Notice

We send the appropriate SSI notice to the person when we reinstate the recipient's SSI payments. When IAR is involved, the notice includes information that we sent a portion of the recipient's SSI retroactive payment to the state because the recipient signed a form authorizing us to pay the state for interim assistance the state paid the recipient. The notice includes how we will pay any remaining SSI money due based on SSI payment rules.

SECTION 11 – EXAMPLES OF IAR COMPUTATIONS[Table of Contents](#)**EXAMPLE 1 – All months in the IAR period are months of SSI eligibility**Scenario

4/13/18, Jane Doe and the state representative sign an IAR authorization at the state welfare office. Jane Doe receives IA beginning 4/13/18.

4/13/18, Jane takes the authorization to the local Social Security office and applies for SSI.

8/24/18, We determine that Jane is eligible for SSI as of 4/13/18.

We send an email to the state agency to notify them of an update. Through eIAR, we request the IA payment amounts for the months 05/18 through 09/18. The state reports the following IA payment amounts within 25 working days:

May 2018	\$200.00
June 2018	\$400.00
July 2018	\$400.00
Aug 2018	\$200.00
Sept 2018	\$400.00

We determine the following amounts of SSI are available to reimburse the state:

May 2018	\$500.00
June 2018	\$500.00
July 2018	\$500.00
Aug 2018	\$500.00
Sept 2018	\$500.00

Interim Assistance Reimbursement Details

Month	IA Payment Reported	Eligible for Reimbursement	Amount of SSI Available	Reason for Reduction (if any)
May 2018	\$ 200.00	\$ 200.00	\$ 500.00	
June 2018	\$ 400.00	\$ 400.00	\$ 500.00	
July 2018	\$ 400.00	\$ 400.00	\$ 500.00	
Aug 2018	\$ 200.00	\$ 200.00	\$ 500.00	
Sept 2018	\$ 400.00	\$ 400.00	\$ 500.00	
Totals	\$1,600.00	\$1,600.00	\$2,500.00	

We will send the state agency, by direct deposit, \$1,600.00, based on the months and amounts of IA eligible payments and SSI available payments. We pay Jane Doe the remaining amount of \$900.00 (\$2,500.00 - \$1,600.00) using SSI payment rules.

EXAMPLE 2 – Reimbursement requested for months SSI is not dueScenario

5/13/17, Jane Smith and the state representative sign an IAR authorization at the state welfare office. Jane Smith receives interim assistance (IA) beginning 5/13/17.

5/13/17, Jane takes the authorization to the local Social Security office and applies for SSI.

06/09/18, We determine that Jane is eligible for SSI as of 5/13/17.

We send the state agency an email to notify them of an update. Through eIAR, we request the IA payment amounts for the months 06/17 through 06/18. The state reports the following IA payment amounts within 25 working days:

June 2017	\$200.00
July 2017	\$200.00
Aug 2017	\$200.00
Sept 2017	\$200.00
Oct 2017	\$200.00
Nov 2017	\$200.00
Dec 2017	\$200.00
Jan 2018	\$200.00
Feb 2018	\$200.00
Mar 2018	\$200.00
April 2018	\$200.00
May 2018	\$200.00
June 2018	\$200.00

We determine the following amounts of SSI are available to reimburse the state:

June 2017	\$735.00
July 2017	\$735.00
Aug 2017	\$735.00
Sept 2017	\$735.00
Oct 2017	\$735.00
Nov 2017	\$735.00
Dec 2017	\$735.00
Jan 2018	\$ 0.00
Feb 2018	\$ 0.00
Mar 2018	\$ 0.00
April 2018	\$ 0.00
May 2018	\$750.00
June 2018	\$750.00

Interim Assistance Reimbursement Details

Month	IA Payment Reported	Eligible for Reimbursement	Amount of SSI Available	Reason for Reduction (if any)
June 2017	\$ 200.00	\$ 200.00	\$ 735.00	
July 2017	\$ 200.00	\$ 200.00	\$ 735.00	
Aug 2017	\$ 200.00	\$ 200.00	\$ 735.00	
Sept 2017	\$ 200.00	\$ 200.00	\$ 735.00	
Oct 2017	\$ 200.00	\$ 200.00	\$ 735.00	
Nov 2017	\$ 200.00	\$ 200.00	\$ 735.00	
Dec 2017	\$ 200.00	\$ 200.00	\$ 735.00	
Jan 2018	\$ 200.00	\$ 0.00	\$ 0.00	Not eligible for SSI
Feb 2018	\$ 200.00	\$ 0.00	\$ 0.00	Not eligible for SSI
Mar 2018	\$ 200.00	\$ 0.00	\$ 0.00	Not eligible for SSI
April 2018	\$ 200.00	\$ 0.00	\$ 0.00	Not eligible for SSI
May 2018	\$ 200.00	\$ 200.00	\$ 750.00	
June 2018	\$ 200.00	\$ 200.00	\$ 750.00	
July 2018	\$ 0.00	\$ 0.00	\$ 0.00	
Totals	\$2,600.00	\$1,800.00	\$6,645.00	

The state agency submitted a total of \$2,600.00 of IA paid. We determine the amount of SSI available to reimburse the state is \$6,645.00. We will send the state agency, by direct deposit, \$1,800.00 based on the months and amounts of IA eligible payments and SSI available payments. We pay Jane the remaining amount of \$4,845.00 (\$6,645.00 - \$1,800.00) using SSI payment rules.

EXAMPLE 3 – Reimbursement requested for months where SSI is less than the IA paymentScenario

5/13/17, Jane Smith and a state agency representative sign an IAR authorization at the state welfare office. Jane receives IA beginning 5/13/17.

5/13/17, Jane takes the authorization to the local Social Security office and applies for SSI.

6/09/18, We determine that Jane is eligible for SSI as of 5/13/17. Jane started receiving a private disability pension of \$549.00 in June 2017. Jane failed to report her pension to the state agency.

We send the state agency an email to notify them of an update. Through eIAR, we request the IA payment amounts for the months 06/17 through 06/18. The state reports the following IA payment amounts within 25 working days.

June 2017	\$200.00
July 2017	\$200.00
Aug 2017	\$200.00
Sept 2017	\$200.00
Oct 2017	\$200.00
Nov 2017	\$200.00
Dec 2017	\$200.00
Jan 2018	\$200.00
Feb 2018	\$200.00
Mar 2018	\$200.00
April 2018	\$200.00
May 2018	\$200.00
June 2018	\$200.00

On 6/15/18, We determine the amount of SSI money available to reimburse the state is \$1,041.

June 2017	\$ 63.00
July 2017	\$ 63.00
Aug 2017	\$ 63.00
Sept 2017	\$ 63.00
Oct 2017	\$ 63.00
Nov 2017	\$ 63.00
Dec 2017	\$ 63.00
Jan 2018	\$100.00
Feb 2018	\$100.00
Mar 2018	\$100.00
April 2018	\$100.00
May 2018	\$100.00
June 2018	\$100.00

Interim Assistance Reimbursement Details

Month	IA Payment Reported	Eligible for Reimbursement	Amount of SSI Available	Reason for Reduction (if any)
June 2017	\$ 200.00	\$ 200.00	\$ 63.00	
July 2017	\$ 200.00	\$ 200.00	\$ 63.00	
Aug 2017	\$ 200.00	\$ 200.00	\$ 63.00	
Sept 2017	\$ 200.00	\$ 200.00	\$ 63.00	
Oct 2017	\$ 200.00	\$ 200.00	\$ 63.00	
Nov 2017	\$ 200.00	\$ 200.00	\$ 63.00	
Dec 2017	\$ 200.00	\$ 200.00	\$ 63.00	
Jan 2018	\$ 200.00	\$ 200.00	\$ 100.00	
Feb 2018	\$ 200.00	\$ 200.00	\$ 100.00	
Mar 2018	\$ 200.00	\$ 200.00	\$ 100.00	
April 2018	\$ 200.00	\$ 200.00	\$ 100.00	
May 2018	\$ 200.00	\$ 200.00	\$ 100.00	
June 2018	\$ 200.00	\$ 200.00	\$ 100.00	
July 2018	\$ 0.00	\$ 0.00	\$ 0.00	
Totals	\$2,600.00	\$2,600.00	\$1,041.00	

We will send the state agency, through direct deposit, \$1,041.00 based on the months and amounts of IA eligible payments and available SSI payments. Jane does not receive any retroactive SSI payments.

EXAMPLE 4 – State does not request reimbursement for some months in the IAR periodScenario

5/13/17, Jane Smith and a state agency representative sign an IAR authorization at the state welfare office. Jane receives IA beginning 5/13/17.

5/13/17, Jane takes the authorization to the local Social Security office and applies for SSI.

6/9/18, We determine that Jane is eligible for SSI as of 5/13/17.

We send the state agency an email to notify them of an update. Through eIAR, we request the IA payment amounts for the months 6/17 through 6/18.

The state reports the following IA payment amounts within 25 working days.

June 2017	\$200.00
July 2017	\$200.00
Aug 2017	\$ 0.00
Sept 2017	\$ 0.00
Oct 2017	\$ 0.00
Nov 2017	\$ 0.00
Dec 2017	\$100.00
Jan 2018	\$100.00
Feb 2018	\$ 0.00
Mar 2018	\$200.00
April 2018	\$200.00
May 2018	\$200.00
June 2018	\$200.00
July 2018	\$200.00

On 6/15/18, We determine the amount of SSI available to reimburse the state is \$1,400.00.

June 2017	\$735.00
July 2017	\$735.00
Aug 2017	\$ 0.00
Sept 2017	\$ 0.00
Oct 2017	\$ 0.00
Nov 2017	\$ 0.00
Dec 2017	\$735.00
Jan 2018	\$750.00
Feb 2018	\$ 0.00
Mar 2018	\$750.00
April 2018	\$750.00
May 2018	\$750.00
June 2018	\$750.00

Interim Assistance Reimbursement Details

Month	IA Payment Reported	Eligible for Reimbursement	Amount of SSI Available	Reason for Reduction (if any)
June 2017	\$ 200.00	\$ 200.00	\$ 735.00	
July 2017	\$ 200.00	\$ 200.00	\$ 735.00	
Aug 2017	\$ 0.00	\$ 0.00	\$ 0.00	No IA Reimbursement Requested
Sept 2017	\$ 0.00	\$ 0.00	\$ 0.00	No IA Reimbursement Requested
Oct 2017	\$ 0.00	\$ 0.00	\$ 0.00	No IA Reimbursement Requested
Nov 2017	\$ 0.00	\$ 0.00	\$ 0.00	No IA Reimbursement Requested
Dec 2017	\$ 100.00	\$ 100.00	\$ 735.00	
Jan 2018	\$ 100.00	\$ 100.00	\$ 750.00	
Feb 2018	\$ 0.00	\$ 0.00	\$ 0.00	No IA Reimbursement Requested
Mar 2018	\$ 200.00	\$ 200.00	\$ 750.00	
April 2018	\$ 200.00	\$ 200.00	\$ 750.00	
May 2018	\$ 200.00	\$ 200.00	\$ 750.00	
June 2018	\$ 200.00	\$ 200.00	\$ 750.00	
July 2018	\$ 200.00	\$ 0.00	\$ 0.00	Not Eligible for SSI
Totals	\$1,600.00	\$1,400.00	\$5,955.00	

We will send the state agency, by direct deposit, \$1,400.00 from the SSI available amount of \$5,955.00. We pay Jane the remaining amount of \$ 4,555.00 (\$5,955.00 – \$1,400.00) using SSI payment rules.

EXAMPLE 5 – No SSI due for all months in which IAR is requestedScenario

5/13/17, Jane Smith and a state representative sign an IAR authorization at the state welfare office. Jane receives interim assistance (IA) beginning 5/13/17.

5/13/17, Jane takes the authorization to the FO and applies for SSI.

06/09/18, We determine that Jane is eligible for SSI as of 5/13/17 but Jane is ineligible for SSI from June 2017 through December 2017.

We send an email to the state agency to notify them of an SSI update. Through eIAR, we request the IA payment amounts for the months 06/17 through 06/18. The state reports the following IA payment amounts within 25 working days.

June 2017	\$300.00
July 2017	\$300.00
Aug 2017	\$300.00
Sept 2017	\$300.00
Oct 2017	\$300.00
Nov 2017	\$300.00
Dec 2017	\$300.00
Jan 2018	\$ 0.00
Feb 2018	\$ 0.00
Mar 2018	\$ 0.00
April 2018	\$ 0.00
May 2018	\$ 0.00
June 2018	\$ 0.00
July 2018	\$ 0.00

On 6/15/18, We determine the amount of SSI available to reimburse the state is \$0.00.

June 2017	\$ 0.00
July 2017	\$ 0.00
Aug 2017	\$ 0.00
Sept 2017	\$ 0.00
Oct 2017	\$ 0.00
Nov 2017	\$ 0.00
Dec 2017	\$ 0.00
Jan 2018	\$ 750.00
Feb 2018	\$ 750.00
Mar 2018	\$ 750.00
April 2018	\$ 750.00
May 2018	\$ 750.00
June 2018	\$ 750.00

Interim Assistance Reimbursement Details

Month	IA Payment Reported	Eligible for Reimbursement	Amount of SSI Available	Reason for Reduction (if any)
June 2017	\$ 300.00	\$0.00	\$0.00	Not eligible for SSI
July 2017	\$ 300.00	\$0.00	\$0.00	Not eligible for SSI
Aug 2017	\$ 300.00	\$0.00	\$0.00	Not eligible for SSI
Sept 2017	\$ 300.00	\$0.00	\$0.00	Not eligible for SSI
Oct 2017	\$ 300.00	\$0.00	\$0.00	Not eligible for SSI
Nov 2017	\$ 300.00	\$0.00	\$0.00	Not eligible for SSI
Dec 2017	\$ 300.00	\$0.00	\$0.00	Not eligible for SSI
Jan 2018	\$ 0.00	\$0.00	\$0.00	No IA Reimbursement Requested
Feb 2018	\$ 0.00	\$0.00	\$0.00	No IA Reimbursement Requested
Mar 2018	\$ 0.00	\$0.00	\$0.00	No IA Reimbursement Requested
April 2018	\$ 0.00	\$0.00	\$0.00	No IA Reimbursement Requested
May2018	\$ 0.00	\$0.00	\$0.00	No IA Reimbursement Requested
June 2018	\$ 0.00	\$0.00	\$0.00	No IA Reimbursement Requested
July 2018	\$ 0.00	\$0.00	\$0.00	
Totals	\$2,100.00	\$0.00	\$0.00	

We determine that there is \$0.00 amount of SSI available, so the amount due the state is \$0.00. Jane does not receive any retroactive SSI payment for the IA period.

EXAMPLE 6 – Prorated SSI payment in IAR periodScenario

5/13/17, Jane Smith and a state agency representative sign an IAR authorization at the state welfare office. Jane receives interim assistance (IA) beginning 5/13/17. The state pays Jane Smith \$300.00 (the full IA amount) for June 2017.

5/13/17, Jane takes the authorization to the local Social Security office and applies for SSI.

6/09/18, we determine that Jane is eligible for SSI as of 5/13/17, but Jane is ineligible for SSI from August 2017 through part of December 2017. She regains her eligibility for SSI on 12/15/18.

Social Security sends an email to the state agency to notify them of an update. Through eIAR, we request the IA payment amounts for the months 06/17 through 06/18. The state reports the following IA payment amounts within 25 working days.

June 2017	\$300.00
July 2017	\$300.00
Aug 2017	\$300.00
Sept 2017	\$300.00
Oct 2017	\$300.00
Nov 2017	\$300.00
Dec 2017	\$300.00
Jan 2018	\$300.00
Feb 2018	\$ 0.00
Mar 2018	\$300.00
April 2018	\$ 0.00
May 2018	\$300.00
June 2018	\$ 0.00
July 2018	\$300.00

We pay the recipient the following amounts for June 2017 through June 2018

June 2017	\$ 735.00
July 2017	\$ 735.00
Aug 2017	\$ 0.00
Sept 2017	\$ 0.00
Oct 2017	\$ 0.00
Nov 2017	\$ 0.00
Dec 2017	\$ 403.06 (SSI payment of \$735.00 prorated based on 17 days)
Jan 2018	\$ 750.00
Feb 2018	\$ 750.00
Mar 2018	\$ 750.00
April 2018	\$ 750.00
May 2018	\$ 750.00
June 2018	\$ 750.00

Proration computation for December 2017 (IA payment)

Monthly IA Payment Amount x Number of Days you're eligible for SSI in the Month
 Divided by Total Number of Days in the Month

December 2017 IA amount -- \$300.00
 Number of days IA can be paid in December 2017 – 17 days
 December 2017 has 31 days

$\$300.00 \times 17 = \$5,100$
 $\$5,100.00$ divided by 31 days = \$164.52 (rounded up)
 \$164.52 -- prorated rate for December 2017

Proration computation for December 2017 (SSI payment)

Monthly SSI Payment Amount x Number of Days you're eligible for SSI in the Month
 Divided by Total Number of Days in the Month

December 2017 SSI payment -- \$735.00
 Number of days SSI can be paid in December 2017 – 17 days
 December 2017 has 31 days

$\$ 735.00 \times 17 = \$ 12,495.00$
 $\$12,495.00$ divided by 31 days = \$403.06
 \$403.06 – prorated rate for December 2017

Interim Assistance Reimbursement Details

Month	IA Payment Reported	Eligible for Reimbursement	Amount of SSI Available	Reason for Reduction (if any)
June 2017	\$ 300.00	\$ 300.00	\$ 735.00	
July 2017	\$ 300.00	\$ 300.00	\$ 735.00	
Aug 2017	\$ 300.00	\$ 0.00	\$ 0.00	Not eligible for SSI
Sept 2017	\$ 300.00	\$ 0.00	\$ 0.00	Not eligible for SSI
Oct 2017	\$ 300.00	\$ 0.00	\$ 0.00	Not eligible for SSI
Nov 2017	\$ 300.00	\$ 0.00	\$ 0.00	Not eligible for SSI
Dec 2017	\$ 300.00	\$ 164.52	\$ 403.06	
Jan 2018	\$ 300.00	\$ 300.00	\$ 750.00	
Feb 2018	\$ 0.00	\$ 0.00	\$ 0.00	No IA Reimbursement Requested
Mar 2018	\$ 300.00	\$ 300.00	\$ 750.00	
April 2018	\$ 0.00	\$ 0.00	\$ 0.00	No IA Reimbursement Requested

We
will
send
the
state

May 2018	\$ 300.00	\$ 300.00	\$ 750.00	
June 2018	\$ 0.00	\$ 0.00	\$ 0.00	No IA Reimbursement Requested
July 2018	\$ 300.00	\$ 300.00	\$ 750.00	
Totals	\$3,300.00	\$1,964.52	\$4,873.06	

agency, by direct deposit, \$1,964.52 from the SSI available amount of \$4,873.06. We pay Jane the remaining amount of \$2,908.54 (\$4,873.06 – \$1,964.52) using SSI payment rules.

SECTION 12 – SOCIAL SECURITY OFFICE INTERVENTION CASES[Table of Contents](#)**A. Certain IAR cases requires local Social Security office intervention**

While the eIAR process will complete most of the IAR cases, some cases must have intervention from the local Social Security office to continue through the eIAR process. If state employees review cases displayed on the eIAR screens where a longer than normal period has passed without our reimbursing the state for its IA payments, the employees should consider that these cases might require the local office's intervention. The eIAR system identifies this situation and sends an alert to the local Social Security office. Nothing additional is required of your state agency. The local Social Security office will take the necessary actions to ensure that the case is processed and that we reimburse the state.

B. Types of IAR cases that may require local Social Security office intervention

The types of IAR cases are:

- IAR cases where the SSI system cannot automatically determine the reimbursement amounts for the entire IAR period.
- Couple cases where the local Social Security office must input information so that the eIAR process can continue to determine the amount of IAR due a state agency, e.g., couples cases where members of the couple have different dates of SSI eligibility.
- SSI cases where IAR is due, but the local Social Security office inputs the SSI payment amount manually.
- Terminated SSI case records that show IAR involvement.

SECTION 13 – eIAR Exception Cases[Table of Contents](#)**A. Description of eIAR exception cases**

A small number of IAR cases cannot be processed by eIAR or by the local Security office intervention process. These eIAR exception cases will require manual processing by us similar to the process required before implementation of eIAR. The eIAR system does not cause these case situations. The cases are complex ones that will occur whether IAR is involved or not.

If your state agency notice we have not made a reimbursement that is due the state, and the processing time is longer than usual, you should contact our RO to inquire about the unreimbursed case. This notification can help us determine whether the case is an eIAR exception case. When the local Social Security office identifies an exception case, it will process the case using manual instructions.

B. How we will process eIAR exception cases

For eIAR exception cases, the state cannot record the reimbursement amounts through the eIAR system. The local Social Security office will need to complete the IAR part of the case through the manual process used prior to eIAR.

The local Social Security office will send an SSA-L8125, Notice of Interim Assistance Reimbursement, with the handwritten statement “Manual Completion Needed,” to provide information about the case to the state. The state, in turn, will need to process its request for reimbursement by completing the SSA-L8125, as it did before we implemented eIAR, and return the form to the local Social Security office. Once the office receives the completed SSA-L8125, the office will send the state the IAR amount due to them.

C. State’s role in processing eIAR exception cases

The state agency cannot process an exception case through eIAR. The local Social Security office will send the state an SSA-8125 with “Manual Completion Needed” at the top of the SSA-8125. The state must complete the form and return it to the local Social Security office. The local Social Security office will send the agency a partially completed SSA-L8125, Notice of Interim Assistance Reimbursement with the following information:

First page of notice:

- Date.
- Claim Number.
- GR Code.
- State IAR Agency name and address.
- Local Social Security office address – this address is the local office that sent the form.

Third page of notice:

- Whether case is an IC or a PE case or Other.
- Recipient’s name.
- Recipient’s SSN.

- Representative Payee's name (if applicable).
- D Whether case is an IC or a PE case or Other ate of SSI eligibility or reinstatement.
- Amount of SSI retroactive payments due.
- Amount and month of recurring SSI payment.
- Local Social Security office address—this address is the local office that receives the completed form.

Fourth, fifth, and sixth pages of notice:

- Recipient's Name.
- Recipient's SSN.
- List of SSI payments in the IAR period (includes From, Through, and Amount Each Month columns).
- Local office will use as many lines on the pages as needed.

The state will complete the information on page 3, under the heading "STATE'S ACCOUNT OF REIMBURSEMENT CLAIMED."

The fields are self-explanatory, but differ from the information the state gives to us under eIAR. Because we process this claim manually and not using eIAR, the state must determine: the IAR period; the amount of IA paid to the person; the amount of reimbursement claimed by the state; and the first month for which the state paid IA during the interim period.

The certification statement is similar to the one displayed on the eIAR screen, Review & Submit IA Payments Made, and is acceptable because we must use the SSA-L8125 in the manual process. After the state completes the form, it will send the form to the local Social Security office address shown on page 3.

In addition, using the manual process requires a change to the notice the state sends to the person. The notice must include the information previously sent when the manual process was used. The state must release the notice no later than 10 days from the date the state receives the reimbursement check from us. The written notice will explain:

- The amount of the IA paid to the person and for which months.
- The amount the state claimed for IA paid.
- The amount we reimbursed the state for IA paid.
- The person's right to a hearing before the state regarding any manner for which the person believes they have been affected by action taken by the state under section 1631(g) of the Social Security Act.

D. Exhibit of SSA-L8125, Notice of Interim Assistance Reimbursement

Page 1 of 6
OMB No. 0960-0546

Social Security Administration
Supplemental Security Income
Notice of Interim Assistance Reimbursement

Form **SSA-L8125** (07-2024) UF
Discontinue Prior Editions

Date:

Claim Number:

GR CODE:

Action Required By The State

Complete the State's Account of Reimbursement Claimed section by using the information in the "Retroactive Amount Due Summary." Return all but this page within 10 working days.

IAR-Payment Pending Case
Social Security Administration

Things to Remember When Determining Your Amount of Reimbursement

- Federally Reimbursable Interim Assistance (IA) is assistance from State or local funds to an individual for meeting basic needs during the period beginning with the first month for which such individual received an SSI dollar amount payment; or, beginning with the first day for which the individual's benefits were suspended or terminated, if the individual was subsequently found to have been eligible for such payments, and paid an SSI dollar amount ending with (and including) the month payment is made.

- You may recoup the assistance you paid for any month in a period as defined above for which both SSI and IA payments were made. You may not recoup for any months prior to the month in which you began paying IA in this period. If a month is not listed in the "Retroactive Amount Due Summary" you cannot recoup the assistance you paid for that month. However, if you have prepared and cannot stop delivery of the last assistance payment that you made to an individual when you receive this notice from SSA, you may recoup that assistance payment even though it is not listed in the "Retroactive Amount Due Summary."
- In cases where SSI payments were prorated, you must prorate the amount you recover for that month. You may only recoup the prorated amount of the full IA payable for that month. A month's amount is prorated if the day is other than the first of the month.
- Assistance payments financed in whole or part from Federal funds (e.g., TANF) do not come within the meaning of interim assistance.

Privacy Act Statement Collection and Use of Personal Information

Section 1631(g), of the Social Security Act, as amended, authorizes us to collect this information. We will use the information you provide to determine the amount of interim assistance to reimburse the State or local Interim Assistance Reimbursement agency.

Furnishing us this information is voluntary. However, failing to provide us with all or part of the information may prevent an accurate and timely decision on the amount of reimbursement.

We rarely use the information you supply us for any purpose other than for reimbursement determinations. However, we may use the information for the administration of our programs including sharing information:

1. To comply with Federal laws requiring the release of information from our records (e.g., to the Government Accountability Office and Department of Veterans Affairs); and,
2. To facilitate statistical research, audit, or investigative activities necessary to ensure the integrity and improvement of our programs (e.g., to the Bureau of the Census and to private entities under contract with us).

A complete list of when we may share your information with others, called routine uses, is available in our Privacy Act System of Records Notice 60-0103, entitled, Supplemental Security Income Record and Special Veterans Benefits. Additional information about this and other system of records notices and our programs is available online at www.socialsecurity.gov or at your local Social Security office.

We may share the information you provide to other health agencies through computer matching programs. Matching programs compare our records with records kept by other Federal, State or local government agencies. We use the information from these programs to establish or verify a person’s eligibility for federally funded or administered benefit programs and for repayment of incorrect payments or delinquent debts under these programs.

Paperwork Reduction Act - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. We estimate that it will take about 30 minutes to read the instructions, gather the facts, and answer the questions.

Send only comments relating to our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401.

IAR Payment Pending Case State Due Payment Priority Handling

Complete & Return Within 10 Working Days:

Claimant Information

Initial Claim	Post-eligibility Claim	Other
Recipient's Name		SSN

Representative Payee's Name (if applicable)

Date of SSI Eligibility

Amount of SSI Retroactive Benefits Due

To: (Social Security Administration Address)

State's Account of Reimbursement Claimed

Date Returned to SSA	Welfare Telephone #	GR Code
1. Amount of interim assistance paid to the individual		Amount
2. Amount of reimbursement claimed by the State		Amount
3. First month for which State paid IA during the interim period		Month/Year

I certify that the above is an accurate statement of the amount of assistance paid and the amount of reimbursement claimed in accordance with our agreement negotiated pursuant to P.L. 93-368, as amended.

Typed/Printed Name	Title and Agency	Date
--------------------	------------------	------

To Be Completed by SSA

SSA Telephone Number

Amount of reimbursement check released to the State

Recipient's Name		SSN
From	Through	Amount Each Month

(Deleted additional rows to save space)

SECTION 14 – PROCESSING PRORATION CASES WHEN BOTH SOCIAL SECURITY AND THE STATE PAY PRORATED PAYMENTS FOR THE SAME MONTH

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A. Proration cases the eIAR system cannot process

The automated eIAR system and the local Social Security office intervention process cannot process IAR cases if both the state and Social Security paid a prorated amount for the same month. We must manually process these cases to ensure that the state and the SSI recipient are paid correctly.

If the state has paid the recipient a state-determined prorated IA amount for any month, the state must call the Social Security IAR regional coordinator. We will determine whether the case must be processed manually.

B. Determining if a proration case must be processed manually

When the eIAR system notifies the state of an approved case and the state user is ready to select the “Report IA Payment for Approved SSI Cases,” the state user must contact the Social Security regional IAR coordinator before completing the case if the state paid the person a prorated IA payment for any month in the IAR period. The state user must provide the IAR coordinator with the person’s SSN, the month of the prorated IA payment, the amount of the prorated IA payment, and other information the IAR coordinator may request.

Our IAR regional coordinator will review the SSI record and determine if the case can be processed using eIAR or if the case will need to go to the local Social Security office for manual processing.

The IAR regional coordinator looks for the following information when reviewing the SSI record.

- Do we prorate an SSI payment in any month in the IAR period?
If no, the state can process the case through the eIAR system.
If yes, ask question #2.
- Do we prorate an SSI payment in a month other than the month the state has prorated the IA payment?
If yes, the state can process the case through the eIAR system.
If no, ask question #3.
- Do we prorate an SSI payment in the same month the state has prorated?
If no, the state can process the case through the eIAR system.
If yes, we must process the case manually using Form SSA-L8125 (Notice of Interim Assistance Reimbursement). We will send this form to the state to get information about the IA payments the state paid the person.

SECTION 15 – REGIONAL OFFICE (RO) SAMPLE REVIEW PROCESS

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A. RO Sample Reviews

Our ROs conduct sample reviews of a state's account records for paid IAR cases to verify the state's compliance with the requirements to receive reimbursement. Generally, the RO starts planning their reviews at the beginning of the fiscal year. They conduct the IAR sample review of the state agency processes once every two or three years from the start of the last review period.

B. RO Contacts State about Sample Review

The RO will notify the state in writing about the need to do an IAR sample review. The notification usually includes the:

- Purpose of the IAR sample review.
- Authority for conducting the review which is Article VIII of the IAR agreement.
- Types of state IAR records that the RO will need to examine.
- Need to have a state worker available who is familiar with IAR processing and accounting procedures.

C. RO Sample Review Process

For each sample case, the RO will review for accuracy that the state obtained the proper documentation and claimed the correct reimbursement money amount for the appropriate months. In order to verify the documents, money amounts, and the appropriate months, the RO will review the:

- IAR authorization form.
- eIAR computer screens showing the IA amounts posted by the state.
- State records showing the amount of IA the state paid to the recipient for each month in the IAR period.
- SSA-L8125 completed by us and the state for eIAR exception cases (see Section 13 of this handbook for an explanation of eIAR exception cases).
- Required apportionment notice the state sends to the recipient. See Section 9 for instructions on preparing an apportionment notice.

RO Reports the Results of Sample Review

Once the RO completes the sample review, the RO will prepare and submit a report to the state with the RO's findings. In addition, the RO will send a copy of the report to the IAR policy component at our central office.

In some cases, the RO will request the state to refund to the SSI recipient any IAR money paid to the state because some documentation is missing or the state processed the case incorrectly. When the RO discovers the type of case that requires the state to return the reimbursement money, the RO will usually instruct the state to send the money directly to the recipient.

For situations where the state identifies cases where the state received too much IAR money, and the RO is not involved, see Section 6 of this handbook for instructions for returning the IAR money to us.

D. Retention Requirements for Documents

As stated in Article VIII of the IAR agreement between Social Security and the state, the state must retain all IAR documents for each of the state's IAR cases, for three years from the end of the Federal fiscal year (FY) of issuance. The state must retain the documents longer than 3 years if the sample review started before the end of the third year and will be completed in the next FY. If litigation is involved, the retention period can be even longer.

SECTION 16 – CERTIFICATION AND REGISTRATION OF STATE USERS

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A. Certification and registration requirements for using the eIAR system

A high-level manager such as the Agency director must certify all accounting and oversight state employees to use the eIAR system. In addition, the accounting user is certified to use the system to send the IA payment amounts to us. See Section 16B for our RO role in getting the state certification.

The state worker users do not need to be certified for the eIAR system but must be registered as an eIAR user who is allowed access to eIAR.

B. Role of our Regional Offices in the certification and registration process

The RO staff that services each state will be responsible for initiating any certification and registration needed for state workers. The RO staff must use the Certificate of Authority form (below) and must ensure appropriate level state management sign and certify the form. A traditional pen-and-ink or “wet signature” on the Certificate of Authority is required before any other actions can be taken on state user access. If you have any questions about these processes, please contact the IAR Coordinator for your state. The IAR Coordinators are also the “sponsors” (see D. below).

NOTE: This certification is for 3 users only. If your state requires additional users, it must be approved by the regional coordinator.

C. Exhibits of the certification forms

- 1. Certification for State with one IA agency

Certificate of Authority

Interim Assistance Reimbursement (IAR)

Agency

Director

I certify that the following incumbents of this Agency are authorized to sign documents reporting the receipt and disbursement of Interim Assistance Reimbursement received in accordance with the Supplemental Security Income Agreement between the State of _____ and the Commissioner of the Social Security Administration:

(Only one is needed)

Name, Job Title _____

Email address _____

Telephone Number _____ Ext _____

Name, Job Title _____

Email address _____

Telephone Number _____ Ext _____

Name, Job Title _____

Email address _____

Telephone Number _____ Ext _____

Contact Person

Name, Job Title _____

Email address _____

Telephone Number _____ Ext _____

Agency Identifying Information

GR Code _____

Agency Name _____

Mailing Address _____

City _____

State _____

Zip Code _____

Agency Name in _____

In Notices to

Claimant

Financial Direct Deposit Information

Direct Deposit Routing Number _____

Direct Deposit Account Type (checking/saving) _____

Direct Deposit Account Number _____

Remarks

Certifying Official's Signature _____ Title _____

2. Certification for a state with two IA agencies

Certificate of Authority

Interim Assistance Reimbursement (IAR)

Agency

Director

I certify that the following incumbents of this Agency are authorized to sign documents reporting the receipt and disbursement of Interim Assistance Reimbursement received in accordance with the Supplemental Security Income Agreement between the State of _____ and the Commissioner of the Social Security Administration:

(Only one is needed)

Name, Job Title _____

Email address _____

Telephone Number _____ Ext _____

Name, Job Title _____

Email address _____

Telephone Number _____ Ext _____

Name, Job Title _____

Email address _____

Telephone Number _____ Ext _____

Agency Identifying Information

GR Code _____

Agency Name _____

Mailing Address _____

City _____

State _____

Zip Code _____

Servicing Agency Identifying Information

GR Code _____
 Agency Name _____
 Mailing Address _____

 City _____
 State _____
 Zip Code _____

Agency Name in _____
 In Notices to
 Claimant

Contact Person
 Name, Job Title _____
 Email address _____
 Telephone Number _____ Ext _____

Servicing Agency Direct Deposit Information

Direct Deposit Routing Number _____
 Direct Deposit Account Type (checking/saving) _____
 Direct Deposit Account Number _____

Agency Certifying Official's Signature _____ Title _____

Addendum for any changes needed to original certification

Addendum

Certificate of Authority

Interim Assistance Reimbursement (IAR)

The following are authorized to sign documents reporting the receipt and disbursement of IAR

Names/Email Addresses

Certifying Official's Signature

Title

Date

D. Exhibit of the Registration form

GSO eIAR Website Registration Form

Complete the following information to obtain access to Government to Government Services Online. Sponsors (Regional Coordinators) should email the completed form to **^DCO OAS eIAR Mailbox**. Each new user will receive an email containing the Username and a phone call to provide the password. **If you are already a GSO User, you need to complete the form, AND enter your current GSO User ID.**

Please **tab** from field to field.

USER CONTACT INFORMATION		
Name:		
Organization / Agency Name:		
If current GSO user, User ID:		
ROLE: <u>SELECT ONLY ONE</u> - <input type="checkbox"/> State Worker <div style="text-align: right;"><input type="checkbox"/> State Oversight User</div> <input type="checkbox"/> State Accounting User		
GR Code (for State Worker only):		
Street Address (Line 1):		
Street Address (Line 2):		
City:	State:	Zip Code:
Email Address:		
Phone (Include area code):		

SPONSOR (REGIONALCOORDINATOR-RC) VERIFICATION (For completion by Sponsor-RC only):		
Sponsor (RC) Name:		Phone: (Include area code)
Sponsor (RC) email:		
Sponsor (RC) address:		
Sponsor (RC) region:		
Sponsor (/RC) Comments:		
NOTE: The Sponsor (RC) is the eIAR Coordinator for the region.		

SECTION 17—DEFINITIONS[Table of Contents](#)

Definitions

Interim Assistance Reimbursement Agreement is a signed document between Social Security and the state in which the parties agree to terms governing the IAR process.

Interim Assistance Reimbursement Authorization is a person's written permission (in a form acceptable to Social Security and the state) for us to withhold the first retroactive payment and send it to the state. An IC authorization could contain protective filing language.

Protective filing language advises the person that they have 60 days from the date the state receives the signed IC authorization to file an SSI application and use the receipt date as the protective filing date for SSI.

State refers to a state of the United States, the District of Columbia, the Northern Mariana Islands, or, where provided for in the IAR agreement between Social Security and a state, a political subdivision of a state.

Interim Assistance is assistance furnished to or on behalf of a person financed totally from state and/or local funds, for meeting basic needs while the person application for SSI was pending, or while the person's SSI payments were suspended or terminated.

The **Interim Assistance Period** begins with the month following the month in which the person filed an application for SSI, and was determined to be eligible to receive SSI payments. It ends with (and includes) the **first** month that the person's payments may have started. In addition, the IA period is during the period beginning with the day the person's payments were reinstated after a period of suspense or termination and ending with (and including) the month that the person payments may have resumed.

SSI payment is the Federal payment, and any state supplementary payment, made by Social Security on behalf of the state, which is due the person at the time the retroactive payment is made. It does not include immediate payments issued to a person for emergencies, including any emergency advance payments or payment based upon presumptive disability or presumptive blindness.

SECTION 18 – ACRONYMS USED IN THIS HANDBOOK

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Acronyms used in this handbook are:

CO Central office
GA General Assistance
GR Grant reimbursement
GRC Grant Reimbursement Code
IA Interim assistance
IAR Interim Assistance Reimbursement
IC Initial claims
PE Posteligibility
RO Regional office
SSI Supplemental Security Income
SSR Supplemental Security Record