INTERIM ASSISTANCE REIMBURSEMENT (IAR)

STATE HANDBOOK

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

Although the eIAR system automates the IAR reimbursement process, SSA has not changed the IAR authorization process. The method your State uses to notify SSA of receipt of the signed IAR authorization forms remain the same. Whether your State notifies SSA 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 a State participating in the Social Security Administration’s (SSA) Interim Assistance Reimbursement (IAR) program. The handbook contains SSA policy and procedures needed by a State to administer its IAR program. This handbook will give you information to process your IAR cases. For additional information, you can review the IAR agreement in force between your State and SSA.

When we use the term “State” we also include political subdivisions in the State or local agencies in the State.

When we use the term “SSI payment” we mean Supplemental Security Income 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 individual for meeting basic needs during the period that:

- the individual’s application for Supplemental Security Income (SSI) is pending until SSA makes an eligibility determination, and if found eligible, ending with and including the month the recipient’s recurring monthly benefit begins; or

- the individual’s SSI benefits are suspended or terminated, and subsequently reinstated beginning with the day the reinstatement was effective and ending with and including the month the individual’s recurring monthly benefit resumes.

If the State cannot stop, the last IA payment made to the recipient at the time SSA notifies the State, of the recipient’s eligibility, and possible beginning of the first recurring SSI monthly payment, SSA 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 SSA determines 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 be put off until SSA makes an SSI eligibility determination. Essential items include:

- food, clothing, and shelter
- personal hygiene items
- grooming items
- transportation to obtain basic needs, and
- emergency medical needs that are not reimbursable under another federal program.

This list is not all-inclusive. Other items can be considered basic needs as long as they meet the definition of basic needs and the assistance the State gives to the individual is in the form of cash or vendor payments that are financed wholly from State or local funds. SSA may have 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 SSA and a written authorization from the individual allowing SSA to reimburse the State from the individual’s SSI retroactive payment. SSA will pay the State using the eIAR system. See Sections 4–7 of this handbook for descriptions of the eIAR system.

**C. When individual dies or disappears before SSA determines SSI eligibility**

SSA will make a determination of eligibility or ineligibility whenever an SSI applicant, who authorized reimbursement to a State, dies or disappears (i.e., neither the State nor SSA know his whereabouts even after investigations to find the individual). If the applicant meets all SSI requirements for eligibility, SSA will pay IAR to the State. In addition, this policy applies to posteligibility cases where SSA determines 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 Commissioner of Social Security (COSS), must sign the Interim Assistance Reimbursement (IAR) Agreement. Signing the agreement allows the State to participate in the IAR program. Once the agreement becomes effective, all requirements are binding on the State and SSA.

2. Types of SSI cases eligible for IAR

A State has the option of receiving reimbursement for SSI initial claims (IC) cases, SSI posteligibility (PE) cases, or both IC and PE cases.

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 SSA field offices for emergency situations
- interim payments under section 1631(a)(8) of the Act, and
- provisional payments under section 1631(p)(7) of the Act.

See Section 8 of this handbook for an explanation of how SSA treats these payments when computing the SSI retroactive money available for reimbursement to the State.

SSA does 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 SSA 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 SSA responsibilities under the IAR Agreement

The following list summarizes SSA’s responsibilities. By signing an agreement, SSA agrees 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, and

3. Perform such functions as may be required by the terms of the agreement.

C. Summary of State responsibilities under in 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 individual or representative payee allowing SSA to withhold the first retroactive SSI payment due the individual if he or she becomes eligible for SSI. SSA will withhold the retroactive payment and directly deposit the IAR amount due into the State’s designated account at a financial institution.

2. Notify SSA that it has a signed authorization within a 30-day timeframe, which is determined by the method the State uses to notify SSA. The State can elect to use a manual process (paper form) or an automated process (electronic notification) to notify SSA that the State has a valid authorization.

3. Use the eIAR secure website to send SSA 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 the State can be paid IAR.

If the State does not submit its IA payments amounts within 10 working days, the payments are marked as overdue with a yellow caution sign. If the amounts are still not received after an additional 15 workdays from the 10th working day of the first request (a total of 25 workdays), SSA 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 SSA’s assistance.
4. Notify the individual in writing explaining:

- the amount of the IA payments requested by the State
- that SSA will send the recipient a letter explaining how SSA will pay any remaining SSI money, and
- the recipient’s right to a hearing before the State if he or she disagrees with any of the State's actions during the IAR process.

5. Maintain adequate records of all transactions relating to interim assistance, 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; and

6. Comply with other regulations that SSA finds necessary to administer the interim assistance provisions.
SECTION 3 – AUTHORIZATION FORM ALLOWING SSA TO REIMBURSE STATE

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A. Requirements for a valid authorization form

The State uses an authorization form to obtain an individual’s written permission allowing SSA to withhold the individual’s first initial claim (IC) retroactive payment or first posteligibility (PE) retroactive payment. SSA sends the State the appropriate IAR amount from the individual’s retroactive SSI payment. The individual 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 a form covering IC and PE cases.

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. SSA wrote model language for the State to use. If you need assistance when developing the form, the State should contact the SSA regional coordinator.

The SSA 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 SSA approval.

For the State to receive reimbursement, SSA must receive the signed authorization form before SSA sends 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 individual 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 an individual indicating the intent to file for SSI benefits. Protective filing applies only to IC. For IC involving IAR, SSA can use the authorization form to protect the individual’s filing date. The individual has sixty (60) days from the date the State receives the authorization to file for SSI.

If the individual files within the 60-day period, SSA establishes the protective filing date for SSI eligibility equal to 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 individual does not apply for SSI within the 60-day time period, the authorization form no longer serves as a protective filing for the individual 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 Social Security field office (FO) to notify SSA that the State has a valid authorization. The FO 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 FO is sometimes called a “manual State.”

2. Automated notification by State

When using automated notification, a State sends the authorization information to SSA through an electronic State data exchange (SDX) interface with the SSR. The State sends the information that the State has a valid authorization, the date the authorization is signed, and the date the State received the authorization. Through this SDX process, the GR code is recorded on the SSR. A State that electronically sends the form to SSA 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 SSA central office
- be signed and dated by the individual and the State representative, and
- 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 benefits for the individual and loss of reimbursement amounts for the State by changing the IAR period. For authorizations completed in person, the individual 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 SSA an authorization form

An authorization is not binding on the individual unless the State notifies SSA 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, SSA 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. SSA will not
assist the State with its request to the recipient.

2. Thirty-calendar day deadline for sending SSA an authorization form in a manual State

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

3. Thirty-calendar day deadline for sending SSA authorization information in an
automated State

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

An automated State notifies SSA by electronically sending the information with the date the
authorization was signed and the date the State received the form. When SSA receives 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 individual
and SSA will not reimburse the State.

4. Life of the authorization

The term “life of the authorization” means the period of time for which the State can use the
authorization to get reimbursement from SSA. 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 individual does not apply
for SSI within the 12 months. The 12-month period:

- begins with the date SSA receives the authorization, signed by the individual and a
State representative (in the case of an manual State), or
begins with the date that a State notifies SSA by an automated system that it has received an authorization, signed by the individual and a State representative (in the case of an automated State), and

ends 12 months later.

If the individual 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:

- SSA releases the initial payment of SSI retroactive benefits on the recipient’s claim
- SSA makes a final determination on the claim and no timely request for review is filed, or
- the State and the individual 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 with the date SSA receives the authorization, signed by the individual and a State representative (in the case of a manual State), or

begins with the date that the State notifies SSA by an automated system that it has received the authorization, signed by the individual and a State representative (in the case of an automated State), and

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 SSA regulations within which to request administrative or judicial review of the Commissioner's determination to suspend or terminate the individual's SSI benefits, whichever period of time is longer, unless the individual 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:

- SSA makes the first PE payment of retroactive SSI benefits following the suspension or termination of the individual’s benefits
- SSA makes a final determination on the PE case and no timely request for review is filed, or
• the State and the individual agree to terminate the authorization.
7. **Situations where a new authorization is required**

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

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 SSA makes a favorable final decision on the first application, we can reimburse the agency based on the dates for the first application. If SSA makes a final unfavorable determination on the first application, but SSA determines SSI eligibility on the second application, SSA can reimburse the agency based on the second application.

8. **FO returns the authorization to a manual State**

The FO will not post the GR data to the individual's record, and will return the authorization to the issuing State when:

- there is already a pending GR code posted on the individual'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 individual or State representative
- SSA receives the authorization form more than 30 calendar days from the date the individual signed the authorization
- the individual withdraws his/her SSI claim and the IC authorization is dated prior to the withdrawal, or
- the individual’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, SSA will post the GR data to the individual's record, but will send a reject message to the issuing State when:

- there is no SSI record for the individual
- there is already a pending GR code posted on the individual's record authorizing payment of the first retroactive SSI payment to another agency or State
• SSA receives the authorization information through SDX more than 30 days from the date the State matched the individual’s record on the State’s general assistance eligibility file with a pending SSI record

• the individual withdraws his/her SSI claim and the IC authorization is dated prior to the withdrawal, or

• the individual'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 digit 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 SSA records.

A. How SSA 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 SSA to pay the agency IAR. In addition, SSA uses the GR code to communicate various actions taken on an individual 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 SSA uses 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: SSA 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. SSA uses 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 SSA uses to identify all IAR cases for each individual 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. SSA assigns 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, SSA sends all communications and reimbursements to these agencies for cases under their jurisdiction.

B. Updating IA State information on the SSA eIAR system

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

- IA agency name or mailing address
- Direct deposit information
- Contact person information, and
- Email addresses that should receive SSA communications.
SECTION 5 – ELECTRONIC INTERIM ASSISTANCE REIMBURSEMENT (eIAR) PROCESS

The Electronic Interim Assistance Reimbursement (eIAR) process is available through SSA’s Government to Government Services Online (GSO) site. eIAR allows IA agencies to receive electronic communications from SSA, 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 will be a forum for you to ask SSA questions about the GSO IA application or SSA’s policy. This forum is NOT a forum to address issues about a specific case. Continue to refer these questions to your Regional SSA IAR coordinator.

A. Accessing eIAR

A registered State employee accesses the eIAR website through the Government to Government Services Online (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, SSA changed the process to reimburse States by going from a paper process to an electronic process. The electronic process allows SSA and IA agencies to communicate through an electronic process that decreases the processing and reimbursement time for IAR cases. Once an IA agency notifies SSA of the receipt of a valid authorization, SSA systems records 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 SSA field office. These cases are:

- Field office intervention cases (see Section 12)
- eIAR exception cases (see Section 13), and
- IAR proration cases if both IA and SSI are prorated for the same month (see Section 14).

C. How SSA communicates case status to State IA agencies using eIAR

SSA will notify the IA agencies of any change in status to the individual’s SSI record that would assist the State in managing their IAR workload.

SSA 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 SSA regarding the agency’s IAR cases through the “Acknowledge SSA 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:** SSA 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:** SSA determined the claimant is not eligible for SSI benefits.

**GR code added – SSI record showing a denial:** SSA 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. SSA has already determined the claimant is not eligible for SSI benefits.

**GR code deleted from SSI record:** SSA removed your agency’s GR code from the SSI pending record because SSA erroneously recorded your agency’s GR code.

**Changed from [old GR Code]:** SSA added your agency’s GR Code to a SSI pending record and removed another agency’s GR Code because SSA recorded the wrong GR code.

**Changed to [new GR Code]:** SSA replaced your agency’s GR code with another agency’s GR Code because SSA erroneously recorded your agency’s GR Code.

**Ineligible for IAR – GR code not reported timely:** SSA 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 Interim Assistance reimbursement.

**Appeal filed:** SSA determined the claimant was not eligible for SSI benefits and the claimant has appealed SSA’s denial determination.

**GR code added - SSI record showing appeal filed:** SSA determined the claimant was not eligible for SSI benefits and the claimant has appealed SSA’s denial determination.

**Unfavorable appeal decision:** The SSI claimant appealed SSA’s denial determination and SSA upheld on appeal the original denial determination.

**GR code added - SSI record showing appeal denied:** SSA 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 SSA’s denial determination and SSA 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 SSA’s 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**: SSA received an electronic notification of receipt or a paper copy of the IA authorization from your agency. SSA added your agency’s GR Code to the related SSI claim. 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 SSA’s final determination of eligibility and are payable for up to 6 months. Click on the communication description hyperlink for more information on presumptive payments.

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

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

**No retroactive payments available for IAR**: SSA determined the person is eligible for SSI. Also, SSA determined no retroactive amount is available for IA reimbursement.

**SSI case awarded – Request for IA payments State paid**: SSA determined the person is eligible for SSI. SSA will send a notification to your agency requesting any IA paid.

**SSI case reinstated- Request for IA payments State paid**: SSA determined the person is eligible for SSI. SSA will send a notification to your agency requesting the amount of any IA paid.

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

**[$9,999.99] in IA reimbursement paid**: SSA has 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 due the agency because SSA did not receive the amounts of the IA paid within 25 work days from the date that IA agency received the first request for the information.

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

**Claimant’s name has changed on SSI record**: SSA changed the person’s name on the person’s SSI claim. Either an error was recorded in the name or the person legally changed his/her name.
Claimant’s SSN has changed on SSI record: SSA changed the person’s Social Security Number (SSN) on the person’s SSI claim. Either an error was recorded in the SSN or, for an acceptable reason, SSA agreed to change the person’s SSN.

D. Expanded Definitions of Certain Communications

Changed from [old GR Code]: SSA added your agency’s GR Code to a SSI pending record and removed another agency’s GR Code because SSA recorded the wrong GR code.

Changed to [new GR Code]: SSA replaced your agency’s GR code with another agency’s GR Code because SSA erroneously recorded your agency’s GR Code.

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

No retroactive payments available for IAR: SSA determined the person is eligible for SSI. Also, SSA determined no retroactive amount is available for IA reimbursement. SSA may have started paying SSI monthly recurring payments.

SSI case awarded – Request for IA payments State paid: SSA determined the person is eligible for SSI. SSA will send a notification to your agency requesting any IA paid. You may want to consider redetermining whether interim assistance payments should continue.

SSI case reinstated- Request for IA payments State paid: SSA determined the person is eligible for SSI. SSA will send a notification to your agency requesting the amount of any IA paid. You may want to consider redetermining whether interim assistance payments should continue.

SSI case awarded - Changed to denial - No IAR due: Based on the information at the time, SSA awarded SSI. Very soon after the award determination, SSA 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

Table of Contents

SSA will send a notification to your Agency requesting you to report any IA paid. After SSA’s notification, you must report IA payments made using the eIAR Internet website.

Only State employees authorized to request IAR from SSA can request IA reimbursement through the eIAR Internet website.

A. Process for requesting reimbursement

1. Login 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 SSA has 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 given case from the date SSA requested your IA payments input on the eIAR website. All cases over 25 days will be dropped from this list. You may want to consider redetermining whether interim assistance payments should continue.

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

We recommend that you do not wait until the last few days of the 25-workingday 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 SSA’s 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. SSA actions when State’s reimbursement request is processed

Once the IA reimbursement request is processed, two actions can happen:
1. SSA will pay the State agency the amount due through direct deposit; or

2. SSA will communicate to the State that no reimbursement is due.

C. How State can access reimbursement information through eIAR

You can access the reimbursement determination for a particular case on the eIAR Internet 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 SSA reimbursement determinations will be identified as follows:

“$9,999.99 in IA reimbursement paid” or
“No IA due to State”

Both communications will contain a link to the reimbursement determination computation.

If SSA issued an IAR payment, the case will be listed in the “IA Reimbursements from SSA” 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 SSA

If the State recognizes a situation where the State received too much reimbursement money from SSA, the State must take the following action to be sure the refund is credited to the appropriate recipient’s Supplemental Security Income record (SSR). SSA will determine how to pay the recipient the money 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 to SSA. 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 social security number and the reason for returning the money. Recording “excess IAR payment” is sufficient for describing the reason.

2. Prepare a cover sheet for the SSA field office (FO) 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”. In addition, record the State’s identifying information including: the agency name,
GR code, address where SSA 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 FO. You can find the servicing FO by going to socialsecurity.gov and locating on the left-hand side of the screen “Locate a Social Security office.” Click on that box to go to the next screen. Enter the recipient’s zip code in the box at the bottom of the screen, and click on “Locate.” The next screen will display the address of the recipient’s servicing FO. The screen also shows the national toll-free number and the TTY number.
SECTION 7 – DESCRIPTION OF THE IA REIMBURSEMENT GUIDELINES SCREEN

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 clarifications. This screen discusses:

- the IAR period
- the months for which SSA 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, and
- the timeframe for submitting information on the “Enter IA Payments Made” screen.

IA REIMBURSEMENT GUIDELINES

The Interim Assistance Reimbursement (IAR) period ends with SSA’s 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:

- the first month for which such recipient received an SSI dollar amount payment, or
- the first day for which the recipient’s benefits were suspended or terminated, if the recipient is subsequently 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 SSA 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, SSA will release back payments due the SSI recipient based on SSA rules. SSA will not reimburse you for any IA assistance you paid.
SECTION 8 – SSA RULES FOR DETERMINING THE AMOUNT OF THE STATE’S REIMBURSEMENT

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 SSA notifies you that a SSI case has been awarded, SSA may have started paying SSI monthly recurring payments. If the recipient is not eligible for continuing SSI payments, no further SSI payments are due. You may want to consider redetermining whether 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 SSA sends the State so that SSA 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 still 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. SSA determines 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 an individual before SSA makes an eligibility determination. The payments are emergency advance payments, presumptive disability or presumptive blindness payments, immediate payments, interim payments, and temporary or preliminary benefits under section 1631(p) (7) of the Social Security Act. SSA deducts 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 individual up to the amount of the remaining money. The State must have paid IA in that month. For example, in August 2009, SSA paid an immediate payment of $400.00. After the final determination, SSA determined the recipient was due an additional $90.00 in August 2009 and included the amount in the SSI retroactive payment. SSA did deduct the $400.00 payment, but the State can claim some or all of the $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, SSA 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, SSA will use the money to reimburse the State.

6. When SSA determines the person is eligible for SSI, SSA may begin paying the monthly recurring SSI payment. If the State cannot stop delivery of the last IA payment made when the recipient’s monthly recurring SSI payment begins, the State can be reimbursed the amount of the last payment from the SSI money, assuming the recipient received SSI money and IA money in that month and SSI money is available.

7. If SSA recalculates an SSI payment for a month in the IAR period, and prior to the recalculation, SSA has 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 individual filed an application for SSI benefits and ends with, and includes, the month the individual’s recurring monthly benefit begins.

If the recipient is suspended from SSI within the IAR period, the SSI benefit 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 individual.

See Section 11 for an example of how SSA computes IAR in proration situations. See Section 14 for a discussion of how cases are processed if both the State and SSA 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 SSA 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 individual’s social security number (SSN), the month of the prorated IA payment, the amount of the prorated IA payment, and other information the IAR coordinator may request.

SSA’s 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 SSA field office for manual processing.
The IAR regional coordinator looks for the following information when reviewing the SSI record.

- Does SSA 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.

- Does SSA 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.

- Does SSA 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, the SSA must process the case manually using Form SSA-L8125-F6 (Notice of Interim Assistance Reimbursement). SSA will send this form to the State to get information about the IA payments the State paid the individual.

The IAR period begins with the day the reinstatement was effective for a period of suspense or termination, and ends with, and includes, the month the recipient’s recurring monthly benefit resumes, if the recipient is due any payments.

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 individual 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 individual is coming out of certain suspense codes. SSA prorates only 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 individual the full IA payment (nonprorated IA payment). SSA:

   Identifies the total IA payment made to the recipient;
   Identifies the date SSA uses as the day the recipient is first eligible for a SSI payment;
   Counts the number of days the recipient is eligible to receive a SSI payment;
   Multiplies the unprorated IA payment times the benefit days;

   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 individual a prorated IA payment in the same month SSA pays a prorated SSI payment. The SSA Field Office (FO) 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, SSA will prorate the first month of the reinstatement. For example:

On November 12, 2010, SSA determines the individual 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. SSA sends 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 individual or the State, SSA learns 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 benefit for November. In this situation, SSA will prorate the November SSI payment. If the State paid a nonprorated IA payment for November, SSA 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, SSA will be calculating the amount of IA money due the State and the amount of SSI money due 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 SSA, if different)

- that SSA will send a notice about how SSA will pay remaining SSI money (if any) due the recipient following SSI payment rules, and

- that the recipient has a right to a fair hearing before the State when he or she disagrees with anything the State has done concerning section 1631(g) of the Social Security Act.
SECTION 10 – IAR NOTICES SSA SENDS TO THE RECIPIENT

Table of Contents

A. Initial Claim Notice

SSA sends a SSA-L8025 (Notice of Award) to the recipient when SSA awards the SSI claim. When IAR is involved, the notice includes information that SSA is sending a portion of the recipient’s SSI retroactive payment to the State because the recipient signed a form authorizing SSA to reimburse the State for interim assistance the State paid the recipient. The notice includes how SSA will pay any remaining SSI money due based on SSI payment rules.

B. Posteligibility Notice

SSA sends the appropriate SSI notice to the individual when SSA reinstates the recipient’s SSI benefits. When IAR is involved, the notice includes information that SSA is sending a portion of the recipient’s SSI retroactive payment to the State because the recipient signed a form authorizing SSA to pay the State for interim assistance the State paid the recipient. The notice includes how SSA will pay any remaining SSI money due based on SSI payment rules.
SECTION 11 – EXAMPLES OF IAR COMPUTATIONS

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EXAMPLE 1 – All months in the IAR period are months of SSI eligibility

Scenario

4/13/18, Ms. Doe takes the authorization to the FO and applies for SSI benefits.

8/24/18, SSA determines Ms. Doe is eligible for SSI as of 4/13/18.

SSA sends an email notifying the State agency of an update. Through eIAR, SSA requests the IA payment amounts for the months 05/18 through 09/18. The State reports the following IA payment amounts within 25 working days:

<table>
<thead>
<tr>
<th>Month</th>
<th>IA Payment Reported</th>
<th>Eligible for Reimbursement</th>
<th>Amount of SSI Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2018</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>June 2018</td>
<td>$400.00</td>
<td>$400.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>July 2018</td>
<td>$400.00</td>
<td>$400.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Aug 2018</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Sept 2018</td>
<td>$400.00</td>
<td>$400.00</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

SSA determines the following amounts of SSI are available to reimburse the State:

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount of SSI Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2018</td>
<td>$500.00</td>
</tr>
<tr>
<td>June 2018</td>
<td>$500.00</td>
</tr>
<tr>
<td>July 2018</td>
<td>$500.00</td>
</tr>
<tr>
<td>Aug 2018</td>
<td>$500.00</td>
</tr>
<tr>
<td>Sept 2018</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interim Assistance Reimbursement Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>May 2018</td>
</tr>
<tr>
<td>June 2018</td>
</tr>
<tr>
<td>July 2018</td>
</tr>
<tr>
<td>Aug 2018</td>
</tr>
<tr>
<td>Sept 2018</td>
</tr>
<tr>
<td>Totals</td>
</tr>
</tbody>
</table>

SSA 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. SSA pays Ms. 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 due

Scenario

5/13/17, Ms. Smith takes the authorization to the FO and applies for SSI benefits.

06/09/18, SSA determines that Ms. Smith is eligible for SSI as of 5/13/17.

SSA sends the State agency an email notifying it of an update. Through eIAR, SSA requests the IA payment amounts for the months 06/17 through 06/18. The State reports the following IA payment amounts within 25 working days:

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2017</td>
<td>$200.00</td>
</tr>
<tr>
<td>July 2017</td>
<td>$200.00</td>
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<tr>
<td>Aug 2017</td>
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<tr>
<td>Sept 2017</td>
<td>$200.00</td>
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<tr>
<td>Oct 2017</td>
<td>$200.00</td>
</tr>
<tr>
<td>Nov 2017</td>
<td>$200.00</td>
</tr>
<tr>
<td>Dec 2017</td>
<td>$200.00</td>
</tr>
<tr>
<td>Jan 2018</td>
<td>$200.00</td>
</tr>
<tr>
<td>Feb 2018</td>
<td>$200.00</td>
</tr>
<tr>
<td>Mar 2018</td>
<td>$200.00</td>
</tr>
<tr>
<td>April 2018</td>
<td>$200.00</td>
</tr>
<tr>
<td>May 2018</td>
<td>$200.00</td>
</tr>
<tr>
<td>June 2018</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

SSA determines the following amounts of SSI are available to reimburse the State:

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>July 2017</td>
<td>$735.00</td>
</tr>
<tr>
<td>Aug 2017</td>
<td>$735.00</td>
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<tr>
<td>Sept 2017</td>
<td>$735.00</td>
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<tr>
<td>Oct 2017</td>
<td>$735.00</td>
</tr>
<tr>
<td>Nov 2017</td>
<td>$735.00</td>
</tr>
<tr>
<td>Dec 2017</td>
<td>$735.00</td>
</tr>
<tr>
<td>Jan 2018</td>
<td>$  0.00</td>
</tr>
<tr>
<td>Feb 2018</td>
<td>$  0.00</td>
</tr>
<tr>
<td>Mar 2018</td>
<td>$  0.00</td>
</tr>
<tr>
<td>April 2018</td>
<td>$  0.00</td>
</tr>
<tr>
<td>May 2018</td>
<td>$750.00</td>
</tr>
<tr>
<td>June 2018</td>
<td>$750.00</td>
</tr>
</tbody>
</table>
## Interim Assistance Reimbursement Details

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

The State agency submitted a total of $2,600.00 of IA paid. SSA determines the amount of SSI available to reimburse the State is $6,645.00. SSA will send the agency, by direct deposit, $1,800.00 based on the months and amounts of IA eligible payments and SSI available payments. SSA pays Ms. Smith 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 payment

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

5/13/17, Ms. Smith takes the authorization to the FO and applies for SSI benefits.

6/09/18, SSA determines that Ms. Smith is eligible for SSI as of 5/13/17. Ms. Smith started receiving a private disability pension of $549.00 in June 2017. Ms. Smith failed to report her pension to the State agency.

SSA sends the State agency an email notifying it of an update. Through eIAR, SSA requests 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, SSA determines 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

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

SSA 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. Ms. Smith does not receive any retroactive SSI payments.
EXAMPLE 4 – State does not request reimbursement for some months in the IAR period

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

5/13/17, Ms. Smith takes the authorization to the FO and applies for SSI benefits.

6/9/18, SSA determines that Ms. Smith is eligible for SSI as of 5/13/17.

SSA sends the State agency an email notifying it of an update. Through eIAR, SSA requests the IA payment amounts for the months 6/17 through 6/18.

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

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2017</td>
<td>$200.00</td>
</tr>
<tr>
<td>July 2017</td>
<td>$200.00</td>
</tr>
<tr>
<td>Aug 2017</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Sept 2017</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Oct 2017</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Nov 2017</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Dec 2017</td>
<td>$100.00</td>
</tr>
<tr>
<td>Jan 2018</td>
<td>$100.00</td>
</tr>
<tr>
<td>Feb 2018</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Mar 2018</td>
<td>$200.00</td>
</tr>
<tr>
<td>April 2018</td>
<td>$200.00</td>
</tr>
<tr>
<td>May 2018</td>
<td>$200.00</td>
</tr>
<tr>
<td>June 2018</td>
<td>$200.00</td>
</tr>
<tr>
<td>July 2018</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

On 6/15/18, SSA determines the amount of SSI available to reimburse the State is $1,400.00.

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2017</td>
<td>$735.00</td>
</tr>
<tr>
<td>July 2017</td>
<td>$735.00</td>
</tr>
<tr>
<td>Aug 2017</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Sept 2017</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Oct 2017</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Nov 2017</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Dec 2017</td>
<td>$735.00</td>
</tr>
<tr>
<td>Jan 2018</td>
<td>$750.00</td>
</tr>
<tr>
<td>Feb 2018</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Mar 2018</td>
<td>$750.00</td>
</tr>
<tr>
<td>April 2018</td>
<td>$750.00</td>
</tr>
<tr>
<td>May 2018</td>
<td>$750.00</td>
</tr>
<tr>
<td>June 2018</td>
<td>$750.00</td>
</tr>
</tbody>
</table>
### Interim Assistance Reimbursement Details

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

SSA will send the State agency, by direct deposit, $1,400.00 from the SSI available amount of $5,955.00. SSA pays Ms. Smith 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 requested

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

5/13/17, Ms. Smith takes the authorization to the FO and applies for SSI benefits.

06/09/18, SSA determines that Ms. Smith is eligible for SSI as of 5/13/17 but Ms. Smith is ineligible for SSI from June 2017 through December 2017.

SSA notifies the State agency in an email of a SSI update. Through eIAR, SSA requests the IA payment amounts for the months 06/17 through 06/18. The State reports the following IA payment amounts within 25 working days.

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2017</td>
<td>$300.00</td>
</tr>
<tr>
<td>July 2017</td>
<td>$300.00</td>
</tr>
<tr>
<td>Aug 2017</td>
<td>$300.00</td>
</tr>
<tr>
<td>Sept 2017</td>
<td>$300.00</td>
</tr>
<tr>
<td>Oct 2017</td>
<td>$300.00</td>
</tr>
<tr>
<td>Nov 2017</td>
<td>$300.00</td>
</tr>
<tr>
<td>Dec 2017</td>
<td>$300.00</td>
</tr>
<tr>
<td>Jan 2018</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Feb 2018</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Mar 2018</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>April 2018</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>May 2018</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>June 2018</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>July 2018</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

On 6/15/18, SSA determines the amount of SSI available to reimburse the State is $0.00.

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2017</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>July 2017</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Aug 2017</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Sept 2017</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Oct 2017</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Nov 2017</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Dec 2017</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Jan 2018</td>
<td>$750.00</td>
</tr>
<tr>
<td>Feb 2018</td>
<td>$750.00</td>
</tr>
<tr>
<td>Mar 2018</td>
<td>$750.00</td>
</tr>
<tr>
<td>April 2018</td>
<td>$750.00</td>
</tr>
<tr>
<td>May 2018</td>
<td>$750.00</td>
</tr>
<tr>
<td>June 2018</td>
<td>$750.00</td>
</tr>
<tr>
<td>Month</td>
<td>IA Payment Reported</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------</td>
</tr>
<tr>
<td>June 2017</td>
<td>$300.00</td>
</tr>
<tr>
<td>July 2017</td>
<td>$300.00</td>
</tr>
<tr>
<td>Aug 2017</td>
<td>$300.00</td>
</tr>
<tr>
<td>Sept 2017</td>
<td>$300.00</td>
</tr>
<tr>
<td>Oct 2017</td>
<td>$300.00</td>
</tr>
<tr>
<td>Nov 2017</td>
<td>$300.00</td>
</tr>
<tr>
<td>Dec 2017</td>
<td>$300.00</td>
</tr>
<tr>
<td>Jan 2018</td>
<td>$0.00</td>
</tr>
<tr>
<td>Feb 2018</td>
<td>$0.00</td>
</tr>
<tr>
<td>Mar 2018</td>
<td>$0.00</td>
</tr>
<tr>
<td>April 2018</td>
<td>$0.00</td>
</tr>
<tr>
<td>May 2018</td>
<td>$0.00</td>
</tr>
<tr>
<td>June 2018</td>
<td>$0.00</td>
</tr>
<tr>
<td>July 2018</td>
<td>$0.00</td>
</tr>
<tr>
<td>Totals</td>
<td>$2,100.00</td>
</tr>
</tbody>
</table>

SSA determines that there is $0.00 amount of SSI available; so the amount due the State is $0.00. Ms. Smith does not receive any retroactive SSI payment for the IA period.
EXAMPLE 6 – Prorated SSI payment in IAR period

Scenario
5/13/17, Jane Smith and a State agency representative sign an IAR authorization at the State welfare office. Ms. Smith 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, Ms. Smith takes the authorization to the FO and applies for SSI benefits.

06/09/18, SSA determines that Ms. Smith is eligible for SSI as of 5/13/17, but Ms. Smith is ineligible for SSI from August 2017 through part of December 2017. She regains her eligibility for SSI on 12/15/18.

SSA notifies the State agency by an email that there is an update. Through eIAR, SSA requests the IA payment amounts for the months 06/17 through 06/18. The State reports the following IA payment amounts within 25 working days.

<table>
<thead>
<tr>
<th>Month</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 17</td>
<td>$300.00</td>
</tr>
<tr>
<td>July 17</td>
<td>$300.00</td>
</tr>
<tr>
<td>Aug 17</td>
<td>$300.00</td>
</tr>
<tr>
<td>Sept 17</td>
<td>$300.00</td>
</tr>
<tr>
<td>Oct 17</td>
<td>$300.00</td>
</tr>
<tr>
<td>Nov 17</td>
<td>$300.00</td>
</tr>
<tr>
<td>Dec 17</td>
<td>$300.00</td>
</tr>
<tr>
<td>Jan 18</td>
<td>$300.00</td>
</tr>
<tr>
<td>Feb 18</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Mar 18</td>
<td>$300.00</td>
</tr>
<tr>
<td>April 18</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>May 18</td>
<td>$300.00</td>
</tr>
<tr>
<td>June 18</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>July 18</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

SSA pays the recipient the following amounts for June 2017 through June 2018.

<table>
<thead>
<tr>
<th>Month</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 17</td>
<td>$ 735.00</td>
</tr>
<tr>
<td>July 17</td>
<td>$ 735.00</td>
</tr>
<tr>
<td>Aug 17</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Sept 17</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Oct 17</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Nov 17</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Dec 17</td>
<td>$ 403.06 (SSI payment of $735.00 prorated based on 17 benefit days)</td>
</tr>
<tr>
<td>Jan 18</td>
<td>$ 750.00</td>
</tr>
<tr>
<td>Feb 18</td>
<td>$ 750.00</td>
</tr>
<tr>
<td>Mar 18</td>
<td>$ 750.00</td>
</tr>
<tr>
<td>April 18</td>
<td>$ 750.00</td>
</tr>
<tr>
<td>May 18</td>
<td>$ 750.00</td>
</tr>
<tr>
<td>June 18</td>
<td>$ 750.00</td>
</tr>
</tbody>
</table>
Proration computation for December 2017 (IA payment)

Monthly IA Payment Amount x Number of Benefit Days 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 benefit days
December 2017 has 31 days

$300.00 x 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 Benefit Days 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 benefit days
December 2017 has 31 days

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

Interim Assistance Reimbursement Details

<table>
<thead>
<tr>
<th>Month</th>
<th>IA Payment Reported</th>
<th>Eligible for Reimbursement</th>
<th>Amount of SSI Available</th>
<th>Reason for Reduction (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2017</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$735.00</td>
<td></td>
</tr>
<tr>
<td>July 2017</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$735.00</td>
<td></td>
</tr>
<tr>
<td>Aug 2017</td>
<td>$300.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Not eligible for SSI</td>
</tr>
<tr>
<td>Sept 2017</td>
<td>$300.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Not eligible for SSI</td>
</tr>
<tr>
<td>Oct 2017</td>
<td>$300.00</td>
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<td>$0.00</td>
<td>Not eligible for SSI</td>
</tr>
<tr>
<td>Nov 2017</td>
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<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Dec 2017</td>
<td>$300.00</td>
<td>$164.52</td>
<td>$403.06</td>
<td></td>
</tr>
<tr>
<td>Jan 2018</td>
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<td>$750.00</td>
<td></td>
</tr>
<tr>
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<td>$0.00</td>
<td>$0.00</td>
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<td>No IA Reimbursement Requested</td>
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<tr>
<td>Mar 2018</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$750.00</td>
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</tr>
<tr>
<td>April 2018</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>No IA Reimbursement Requested</td>
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</table>
SSA will send the State agency, by direct deposit, $1,964.52 from the SSI available amount of $4,873.06. SSA pays Ms. Smith the remaining amount of $2,908.54 ($4,873.06 – $1,964.52) using SSI payment rules.

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<th>May 2018</th>
<th>June 2018</th>
<th>July 2018</th>
<th>Totals</th>
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<tr>
<td></td>
<td>$ 300.00</td>
<td>$ 0.00</td>
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<tr>
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<tr>
<td></td>
<td>$ 750.00</td>
<td>$ 0.00</td>
<td>$ 750.00</td>
<td>$4,873.06</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>No IA Reimbursement Requested</td>
<td></td>
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</tbody>
</table>
A. Certain IAR cases require SSA FO intervention

While the eIAR process will complete most of the IAR cases, some cases must have SSA FO intervention in order to continue through the eIAR process. If State employees review cases displayed by the eIAR screens where a longer than normal period has passed without SSA reimbursing the State for its IA payments, the employees should consider that these cases might require FO intervention. The eIAR system identifies this situation and sends an alert to the SSA FO. Nothing additional is required of your State agency. The FO will take the necessary actions to ensure that the case is processed and that SSA reimburses the State.

B. Types of IAR cases that may require SSA FO intervention

The types of IAR cases are:

- IAR cases where the SSI system cannot automatically determine the reimbursement amounts for the entire IAR period.

- Certain couple cases where the SSA FO 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 SSA FO inputs the SSI payment amount manually.

- Certain 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 FO intervention process. These eIAR exception cases will require manual processing by SSA 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 notices SSA has not made a reimbursement that is due the State, and the processing time is longer than usual, you should contact the SSA regional office to inquire about the unreimbursed case. This notification can help SSA determine whether the case is an eIAR exception case. When the FO identifies an exception case, it will process the case using manual instructions.

B. How SSA FO will process eIAR exception cases

For eIAR exception cases, the State cannot record the reimbursement amounts through the eIAR system. The FO will need to complete the IAR part of the case through the manual process used prior to eIAR.

The FO will send an SSA-L8125-F6, 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-F6, as it did before SSA implemented eIAR, and return the form to the FO. Once the FO receives the completed SSA-L8125-F6, the FO will send the State the IAR amount due to the State.

C. State’s role in processing eIAR exception cases

The State agency cannot process an exception case through eIAR. The FO will send the State an SSA-8125-F6 with “Manual Completion Needed” at the top of the SSA-8125-F6. The State must complete the form and return it to the FO. The FO will send the agency a partially completed SSA-L8125-F6, Notice of Interim Assistance Reimbursement with the following information:

First page of notice:
Date
Claim Number
GR Code
State IAR Agency name and address
SSA FO Address – this address is the FO 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)
Date of SSI eligibility or reinstatement
Amount of SSI retroactive benefits due
Amount and month of recurring SSI payment
SSA FO Address—this address is the FO 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)
FO 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 SSA 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 individual, 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 SSA must use the SSA-L8125-F6 in the manual process. After the State completes the form, it will send the form to the FO address shown on page 3.

In addition, using the manual process requires a change to the notice the State sends to the individual. 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 SSA. The written notice will explain:

- The amount of the IA paid the individual and for which months
- The amount the State claimed for IA paid
- The amount SSA reimbursed the State for IA paid, and
- The individual’s right to a hearing before the State respecting any manner for which the individual believes he or she has been aggrieved by action taken by the State under section 1631(g) of the Social Security Act.
D. Exhibit of SSA-L8125-F6, Notice of Interim Assistance Reimbursement

Social Security Administration
Supplemental Security Income
Notice of Interim Assistance Reimbursement

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 to:

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. The information you provide will be used to determine the amount of interim assistance to reimburse the state.

The information you furnish on this form is voluntary. However, failure to provide the requested information may prevent an accurate and timely decision on the amount of reimbursement.

We rarely use the information you supply for any purpose other than for determining reimbursements. However, we may use it for the administration and integrity of Social Security programs. We may also disclose information to another person or to another agency in accordance with approved routine uses, which include but are not limited to the following:

1. To enable a third party or an agency to assist Social Security in establishing rights to Social Security benefits and/or coverage;
2. To comply with Federal laws requiring the release of information from Social Security records (e.g., to the Government Accountability Office and Department of Veterans’ Affairs);
3. To make determinations for eligibility in similar health and income maintenance programs at the Federal, state and local level; and
4. To facilitate statistical research, audit or investigative activities necessary to assure the integrity of Social Security programs.

We may also use the information you provide in computer matching programs. Matching programs compare our records with records kept by other Federal, state or local government agencies. Information from these matching programs can be used to establish or verify a person’s eligibility for Federally funded or administered benefit programs and for repayment of payments or delinquent debts under these programs.

Additional information regarding this form, routine uses of information, and our programs and systems, is available on-line at www.ssa.gov or at your local Social Security office.

Paperwork Reduction Act Statement - 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 control number. We estimate that it will take about 10 minutes to read the instructions, gather the facts, and answer the questions. SEND OR BRING THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE. The office is listed under U. S. Government agencies in your telephone directory or you may call Social Security at 1-800-772-1213 (TTY 1-800-325-0778). You may send comments on our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.

Form SSA-L8125-F6 (4-2009) EF (4-2009)
IAR PAYMENT PENDING CASE
STATE DUE PAYMENT******PRIORITY HANDLING
COMPLETE & RETURN WITHIN 10 WORKING DAYS:

******************CLAIMANT INFORMATION*****************
Initial Claim _____________ Posteligibility Claim _____________ Other _____________

Recipient’s Name ____________________________________________ SSN __________________
Representative Payee’s Name (If applicable) __________________________

Date of SSI Eligibility: __________________________
Amount of SSI Retroactive Benefits Due: __________________________
Amount and Month of Recurring SSI Payment: __________________________

TO: (Social Security Administration Address)


******************STATE’S ACCOUNT OF REIMBURSEMENT CLAIMED**********

<table>
<thead>
<tr>
<th>Date Returned To SSA</th>
<th>Welfas Telephone #</th>
<th>GR Code</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>AMOUNT</td>
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</table>

1. Amount of interim assistance paid to the individual

2. Amount of reimbursement claimed by the State

3. First month for which State paid IA during the interim period

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.

Signature
Title and Agency
Date

To Be Completed by SSA:

SSA Telephone Number ________________

Amount of reimbursement check released to the State __________________________

Date ________________ By __________________________

Form SSA-L8125-F8 (4-2009) EF (4-2009)
***************RETROACTIVE AMOUNT DUE SUMMARY***************

<table>
<thead>
<tr>
<th>Recipient’s Name</th>
<th>Recipient’s SSN</th>
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Form SSA-L8125-F8 (4-2009)  EF (4-2009)
***************RETROACTIVE AMOUNT DUE SUMMARY***************

Recipient’s Name ___________________________  Recipient’s SSN ____________

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<th>FROM</th>
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Form SSA-L8125-F6 (4-2009)  EF (4-2009)
**RETROACTIVE AMOUNT DUE SUMMARY**

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<th>THROUGH</th>
<th>AMOUNT EACH MONTH</th>
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Form SSA-L812S-F8 (4-2009) EF (4-2009)
SECTION 14 – PROCESSING PRORATION CASES WHEN BOTH SSA AND THE STATE PAY PRORATED BENEFITS FOR THE SAME MONTH

Table of Contents

A. Proration cases the eIAR system cannot process

The automated eIAR system and the FO intervention process cannot process IAR cases if both the State and SSA paid a prorated benefit for the same month. SSA 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 month, the State must call the SSA IAR regional coordinator. SSA 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 SSA regional IAR coordinator before completing the case if the State paid the individual a prorated IA payment for any month in the IAR period. The State user must provide the IAR coordinator with the individual’s social security number (SSN), the month of the prorated IA payment, the amount of the prorated IA payment, and other information the IAR coordinator may request.

SSA’s 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 SSA field office for manual processing.

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

- Does SSA 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.

- Does SSA 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.

- Does SSA 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, the SSA must process the case manually using Form SSA-L8125-F6 (Notice of Interim Assistance Reimbursement). SSA will send this form to the State to get information about the IA payments the State paid the individual.
SECTION 15 – REGIONAL OFFICE (RO) SAMPLE REVIEW PROCESS

A. RO Sample Reviews

SSA regional offices (RO) 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 conducts the IAR sample review of the State agency processes once every two or three years.

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, and
- 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-F6 completed by SSA and the State for eIAR exception cases (see Section 13 of this Handbook for an explanation of eIAR exception cases), and
- Required apportionment notice the State sends to the recipient. See Section 9 for instructions on preparing an apportionment notice.
D. 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 the SSA 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 SSA.

E. Retention Requirements for Documents

As stated in Article VIII of the IAR agreement between SSA 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

Table of Contents

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 SSA. See Section 16B for the SSA 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 SSA Regional Offices in the certification and registration process

The regional office staff that services each State will be responsible for initiating any certification and registration needed for State workers. The regional office 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

Certification 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 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 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.

<table>
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<tr>
<th>USER CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Organization / Agency Name:</td>
</tr>
<tr>
<td>If current GSO user, User ID:</td>
</tr>
<tr>
<td>ROLE: <strong>SELECT ONLY ONE</strong> - [ ] State Worker</td>
</tr>
<tr>
<td>[ ] State Oversight User</td>
</tr>
<tr>
<td>[ ] State Accounting User</td>
</tr>
<tr>
<td>GR Code (for State Worker only):</td>
</tr>
<tr>
<td>Street Address (Line 1):</td>
</tr>
<tr>
<td>Street Address (Line 2):</td>
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<tr>
<td>City:</td>
</tr>
<tr>
<td>Email Address:</td>
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<td>Sponsor (RC) Name:</td>
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<td>Sponsor (RC) email:</td>
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Sponsor (RC) Comments:

NOTE: The Sponsor (RC) is the eIAR Coordinator for the region.
SECTION 17—DEFINITIONS

Definitions

**Interim Assistance Reimbursement Agreement** is a signed document between SSA and the State in which the parties agree to terms governing the IAR process.

**Interim Assistance Reimbursement Authorization** is an individual’s written permission (in a form acceptable to SSA and the State) for SSA 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 individual that he has 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 SSA and a State, a political subdivision of a State.

**Interim Assistance** is assistance furnished to or on behalf of an individual financed totally from State and/or local funds, for meeting basic needs while the individual's application for SSI benefits was pending, or while the individual's SSI benefits were suspended or terminated.

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

**SSI benefit payment** is the Federal benefit, and any State supplementary payment, made by SSA on behalf of the State, which is due the individual at the time the retroactive payment is made. It does not include immediate payments issued to an individual for emergencies, including any emergency advance payments or payment based upon presumptive disability or presumptive blindness.
SECTION 18 – ACRONYMS USED IN THIS HANDBOOK

Table of Contents

Acronyms used in this handbook are:

- CO - Central office
- FO - Field 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
- SSA - Social Security Administration
- SSI - Supplemental Security Income
- SSR - Supplemental Security Record