

**A Referral for Other Benefits Requirements**

**REVISION 26**  
(10/01/13 - 12/31/13)

Determine whether any participants are potentially eligible for any of the [types of other benefits](#), and refer the following:

**CA EXCEPTION**

Participants **MUST** apply for and accept any other CASH benefits for which they may be eligible, EXCEPT SSI.

**NA EXCEPTION**

Referral for other benefits is not a requirement.

**WARNING**

Participants are not required to apply for NEEDS BASED benefits such as CA, SSI or any other benefits that count the applicant's income and resources in the eligibility determination.

When determined potentially eligible, refer the following participants:

- The adult participants who are required to apply for themselves.
- The financially responsible participant who is required to apply on behalf of children.

When any participants are potentially eligible for other benefits, refer as follows:

- Complete a Referral for Other Benefits (FA-009) form with applicable information.
- Give the completed form to the PI for referring any potentially eligible participants for benefits.

### EXCEPTION

Do NOT use the Referral for Other Benefits (FA-009) form to refer participants to apply for UI benefits.

Use the Information Request and Pending Information Agreement (FA-077) form or the [C011 notice](#) to request the participant apply for UI. Claims for UI benefits must be completed by telephone or on-line. (See [Filing for UI Benefits](#))

Review HOSC to verify that the participant has applied for UI benefits.

In order for eligibility to be approved, the participant must provide proof of compliance with the referral for other benefits.

- Set a 30 day alert in EWAL to follow up on the referral.

Determine the following:

Whether the participant has been approved for other benefits.

Whether the participant has complied with the requirement to apply for other benefits.

Complete the following when the participant complies by the timely approval date:

- When the participant is approved for other benefits, clear the alert on EWAL and redetermine eligibility.
- When the participant is not eligible for other benefits, clear the alert on EWAL.

When the participant complies by the timely approval date and the application for other benefits is pending, review the alert due date on EWAL and change as necessary.

When the participant who is potentially eligible for other benefits fails to comply by the timely approval date, determine whether good cause for noncompliance exists.

Good cause can be established for the following reasons:

- The participant was unable to apply due to illness, injury, or incapacitation.
- The participant had previously applied and had been denied for a reason that has not changed.

**NOTE** When the PI cannot provide proof of the denial, have the participant sign the Authority to Release Information (FA-059) form. Send the signed FA-059 to the agency that denied the application for other benefits, requesting proof of the denial.

When good cause for noncompliance is established, document CADO or the CADO Extension Form (CEF) with the reason for good cause. Approve the CA or MA case.

When good cause for noncompliance is not established, complete the following:

- For CA, deny or stop CA by keying the PB Denial or Closure Reason Code on AFED.
- For MA, deny or stop MA by keying the PB Denial or Closure Reason Code on MADA for all of the following:  
The participant who is responsible for applying for other benefits  
The participants who are potentially eligible for other benefits.