County of Orange Social Services Agency
Family Self-Sufficiency & Adult Services Division

Program/Area:	Adult Services/In-Home Supportive Services		
Title:	Proration of Services Shared Living Arrangements		
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PURPOSE

To provide guidelines and instructions for proration of services in shared living arrangements for the In-Home Supportive Services (IHSS) needs assessment process.

POLICY

IHSS Social Workers must differentiate between those services that are exclusively provided to the IHSS recipient and those that are met in common with other household members and prorate accordingly.

Social Workers must document the reason for any non-proration.

Domestic & Related (D&R) services should be prorated if IHSS recipients, living in the same household, share common needs **and** services are provided by the same provider.

DEFINITIONS

Able and Available Spouse - When an IHSS recipient has a spouse who does not receive IHSS, the spouse is presumed able to perform certain specified tasks unless he/she provides medical verification of his/her inability to do so.

Housemate - A housemate is a person who shares a living unit with an IHSS recipient. An able and available spouse or a live-in provider is not considered a housemate.

Landlord – Tenant - One housemate--the landlord, allows another--the tenant, to share housing facilities in return for monetary or in-kind payment for the purpose of augmenting the landlord's income. A landlord/tenant arrangement is not considered to exist between an IHSS recipient and his/her live-in provider.

Live-In Provider - A provider who is not related to the IHSS recipient and who lives in the IHSS recipient's home expressly for the purpose of providing IHSS-funded services.

Proration – The process of determining the recipient's individual need when the recipient has housemates.

Shared Living Arrangement - One or more IHSS recipients reside in the same living unit with one or more persons A shared living arrangement does not exist if an IHSS recipient is residing only with his/her able and available spouse.

PROCEDURE

The following steps generally apply to assessing needs for IHSS recipients who live with other person(s). IHSS pays only for the recipient's share of services **met in common** with housemates.

Domestic Services and Heavy Cleaning

The living area in the house will be divided into areas used solely by the IHSS recipient, areas used in common with others, and areas not used by the IHSS recipient.

- No need will be assessed for areas not used by the IHSS recipient.
- The need for services in common living areas shall be equally prorated to all the housemates. The IHSS recipient's need is the prorated share.
- For areas used solely by the IHSS recipient, the assessment will be based on the IHSS recipient's individual need and will not be prorated.

Related Services (Meal Preparation, Meal Clean-up, Routine Laundry, Shopping and Errands)

Consider the following: Needs met in common, the number of people sharing the service, whether practices differ on some days.

- When the need is being met in common with those of other housemates, the need will be prorated to all the housemates involved. The IHSS recipient's need is his/her prorated share.
- When the service is not being provided by a housemate, and is being provided solely to the IHSS recipient, the assessment will be based on the client's individual need.

Protective Supervision

- When two (or more) IHSS recipients live together and both require Protective Supervision, the need shall not be considered a common need and proration will not be applied.
- For existing recipients with prorated Protective Supervision due to a shared living arrangement, the removal of proration may result in an increase in authorized hours.
    - Recipients should be reminded about workweek limitations and that additional providers might be necessary to provide for increased IHSS hours.
    - Recipients and/or parent/legal guardian/conservator or authorized representative should be informed about the Extraordinary Circumstances Exemption if applicable.

Teaching and Demonstration

- When two (or more) IHSS recipients live together and have a common need, the need will be met in common when feasible.

Yard Hazard Abatement (Remove Weeds & Rubbish)

Yard hazard abatement (Remove Weeds & Rubbish and/or Remove Ice, Snow) will not be assessed in shared living arrangements, except when all housemates fall into one or more of the following categories:

- Other IHSS recipients are unable to provide such services.
- Other persons are physically or mentally unable to provide such services.
- Children are under the age of 14 years.

IHSS Recipient's Child

When the IHSS recipient is a parent living with his/her child(ren) who is under 14 years of age and who is not eligible or does not need IHSS:

- The IHSS recipient's need for domestic and heavy cleaning services in common living areas, and for related services, will be assessed as if the child(ren) did not live in the home.
- The child(ren)'s needs shall not be considered when assessing the need for services, including domestic or heavy cleaning in areas used solely by the child(ren).

IHSS Recipient in Relative's Home

If an IHSS recipient has moved into a relative's home primarily for the purpose of receiving services, the need for domestic and heavy cleaning services will be assessed only for the living areas used solely by the IHSS recipient.

Landlord - Tenant

1. When the IHSS recipient is the landlord:
    - The need for domestic and heavy cleaning services will be assessed for all living areas not used solely by the tenant.
    - Any services the tenant is obligated to perform under the rental agreement will be excluded from the assessment.
2. When the IHSS recipient is the tenant:
    - Domestic and heavy cleaning services shall be assessed only for the living areas used solely by the IHSS recipient.
    - Yard hazard abatement will not be assessed.
    - Any services the landlord is obligated to perform under the rental agreement will be excluded from the assessment.

Live-In Provider

- Domestic and heavy cleaning services will not be assessed in areas used solely by the provider.
- The need for related services may be prorated between the provider and IHSS recipient, if the provider and IHSS recipient agree.

REFERENCES	All County Letter (ACL) 20-111 – IHSS Protective Supervision Proration Changes MPP 30-701 and 763