

**County of Orange Social Services Agency  
Family Self-Sufficiency & Adult Services/In-Home Supportive Services**

**Program/Area:** In-Home Supportive Services  
**Title:** Case Termination  
**Number:** 1026  
**Effective Date:** 12/1/2007  
**Approved:** Signature on File

**Status:** Final  
**Revision Date:** 11/12/2020

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**POLICY**

When an IHSS recipient has an open case and the recipient no longer meets the eligibility criteria for IHSS or the recipient/authorized representative (AR) chooses to terminate their case, the IHSS case needs to be terminated promptly to avoid an overpayment.

An adequate and timely Notice of Action (NOA) discontinuing IHSS must be mailed to the recipient at least ten (10) calendar days in advance of the effective date of the intended action, unless the recipient has passed away. In this situation a timely NOA is not required. The termination date will be the date of death, unless client had been hospitalized earlier and died in the hospital. Then the effective date would be the date the client entered the hospital.