

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

Program/Area: In-Home Supportive Services
Title: Application Process & Case Opening
Number: 1001
Effective Date: 08/15/06

Signature: On File
Revision Date: 12/05/18

POLICY

- A. The eligibility criteria for all IHSS applicants/recipients are as follows:
- You must be disabled, blind, or ages 65 years or older.
 - You must meet Medi-Cal eligibility criteria.
 - You must live at home or an abode of your own choosing (acute care hospital, long-term care facilities, and licensed community care facilities are not considered "own home").
 - You must be unable to live at home safely without help.
 - You must submit a completed Health Care Certification form
- B. The primary responsibilities of AU staff are: receiving initial inquiries regarding IHSS services, providing I&R services, beginning the case opening process, and forwarding IHSS Applications to the appropriate IHSS Unit Supervisor for assignment to a Social Worker (SW).
- C. All Applications and case openings shall be processed within timeframes mandated by Federal, State, and County regulations and procedures.
- D. Trafficking and Crime Victims Assistance Program (TCVAP) clients are eligible to apply for IHSS. This population is exempt from the Social Security Number (SSN) requirement.