

An interim assistance authorization (IAA) is the client's written permission allowing the State to recover the cost of state-funded cash assistance the client receives while awaiting approval or reinstatement of their Supplemental Security Income (SSI).

If the client is later approved for SSI, the Social Security Administration (SSA) will reimburse the Minnesota Department of Human Services (DHS) from the client's retroactive SSI payment (also called back pay) to repay the interim assistance that was provided. This ensures compliance with federal and state regulations and prevents duplicate benefits.

Interim assistance refers to state-funded cash assistance issued during the same period covered by the client's retroactive SSI payment. These benefits include:

- General Assistance (GA); and
- Group Residential Housing (GRH)

Interim assistance may be paid directly to the client or to a vendor (such as a housing provider) on the client's behalf.

#### **Interim Assistance Authorization (IAA) Requirements**

To receive reimbursement from SSA, there must be a valid [SSI Interim Assistance Authorization \(DHS-1795\)](#) (SSI IAA) on file.

The authorization remains in effect through all levels of the SSI appeal process and continues to be valid until one of the following occurs:

- The client receives their first SSI payment; or
- SSA denies the application and the client does not file an appeal.

Refer to specific policy provisions for guidance on when an SSI IAA is required.

#### **Initial vs Post-Eligibility Claims**

Workers must determine the purpose of the SSI IAA and check the appropriate box on the form

An initial claim: a new SSI application or appeal; or

- A post-eligibility claim: when SSI benefits are currently suspended and awaiting a decision.

#### **Requirements for a Valid SSI IAA**

A valid SSI IAA must include:

- The signature and date of the client or their legal guardian;
- If signed by a legal guardian, a copy of the court order appointing guardianship; and
- Entry of the client's signature date into MAXIS within 30 days of receipt.

Acceptable signature types include:

- Electronic signature
- Pen capture signature (stylus, touchscreen, or specialized signature pad)
- Handwritten "wet ink" signatures

Note: Verbal consent is not accepted by SSA as a valid signature.

For more information about other maintenance benefits, see [0012.12 \(Applying for Other Benefits\)](#).

If the client is being referred to apply for RSDI or other maintenance benefits, see [0012.12.02 \(Interim Assistance Authorization for RSDI and OMB\)](#).

Refer to the sections below for policy specific provisions on when an SSI interim Assistance Authorization is required.

**MFIP, DWP, SNAP:**

No provisions.

**MSA:**

A client may no longer have a MSA basis of eligibility if their SSI is suspended or terminated. See [0013.09 \(MSA Bases of Eligibility\)](#), [0008.06.03 \(Change in Basis of Eligibility\)](#), [0005.09.06 \(When Not to Require Completion of an Application\)](#). If the client has a basis of eligibility for GA while waiting for their SSI to be reinstated, obtain a [SSI Interim Assistance Authorization \(DHS-1795\)](#) before approving GA. See GA provisions listed below.

**GA:**

GA is a state-funded cash assistance program subject to SSI interim assistance reimbursement. Clients who have applied for SSI, are appealing a SSI decision, or whose SSI benefits are suspended must authorize DHS to receive reimbursement of GA benefits by completing the [SSI Interim Assistance Authorization \(DHS-1795\)](#). Failure to complete the SSI IAA when required makes the client ineligible for GA due to non-cooperation.

**THE FOLLOWING REQUIREMENTS ARE WHEN AN SSI IAA IS NEEDED:****SSI IAA REQUIREMENTS AT INITIAL APPLICATION:**

An applicant must sign and date the [SSI Interim Assistance Authorization \(DHS-1795\)](#) when they:

- Have a pending SSI application or are appealing the decision
- Are referred by the agency to apply for SSI
- Report they are applying for SSI
- Qualify for GA under any of the following bases of eligibility:
  - Permanent illness
  - Temporary illness
  - Placement in a facility
  - Unemployable
  - Developmental disability/mental illness
  - RSDI/SSI application/appeal pending
  - Advance age
  - Learning disabled; or
- Have SSI benefits suspended and a decision by SSA is pending

Do not approve GA benefits until a signed and dated SSI IAA is received and entered into MAXIS. If the client refuses to complete the SSI IAA, deny the GA application for failure to cooperate. See [0010.18.01 \(Mandatory Verifications Cash Assistance\)](#), [0010.21 \(Verification Due Dates\)](#), and TE02.05.116 (PBEN Entry).

If good cause is granted for not referring the client to apply for SSI under any of the GA bases listed above, the SSI IAA must be entered in MAXIS. See TE02.06.08 (PBEN IAA & Good Cause Workaround).

**SSI IAA REQUIREMENTS TRIGGERED BY DAIL MESSAGES:**

A client must sign and date an [SSI Interim Assistance Authorization \(DHS-1795\)](#) when the following DAIL messages are received:

- SSI PENDING BUT NO IAA DATE ON PBEN
- SSI PENDING/MAXIS CREATED PBEN/NEED IAA DATE
- IAA DATE IS MORE THAN 12 MONTHS OLD/NEED NEW IAA

These DAIL messages indicate that the client has a pending or appealing SSI application and an SSI IAA is required, regardless of the client's GA basis of eligibility. The agency must take action within 10 calendar days of receiving the DAIL message. See

TE02.12.14 (PBEN IAA DAIL Messages).

If the client does not return the signed SSI IAA or submits an incomplete form by the verification due date, issue a 10-day notice of adverse action to close GA for failure to cooperate. See [0010.21 \(Verification Due Dates\)](#), and [0026.15 \(Notice of denial, termination, or suspension\)](#).

**SSI IAA REQUIREMENTS AT RECERTIFICATION OR CHANGE IN CIRCUMSTANCE S:**

A client must sign and date an [SSI Interim Assistance Reimbursement Authorization \(DHS-1795\)](#) when:

- The agency refers the client to apply for SSI due to a change in circumstances
- The client applies for SSI and there is no valid SSI IAA on file

If the client does not return the signed SSI IAA or submits an incomplete form by the verification due date, issue a 10-day notice of adverse action to close GA. See [0010.21 \(Verification Due Dates\)](#), and [0026.15 \(Notice of denial, termination, or suspension\)](#).

If good cause was granted to not apply for SSI at initial application, reassess whether the client should now be referred to apply. An SSI IAA is not required at recertification if good cause still applies. See [0012.12 \(Applying for Other Benefits\)](#), and TE02.06.08 (PBEN Good Cause Workaround).

**Clients are not required to complete a new SSI IAA at recertification unless one of the above conditions applies.**

**GRH:**

GRH is a state-funded public assistance program that is subject to SSI interim assistance reimbursement. Clients receiving GRH have their payments paid directly to their GRH vendor. Clients who have applied for SSI, are appealing a SSI decision, or whose SSI benefits are suspended must authorize DHS to receive reimbursement of GRH benefits by completing the [SSI Interim Assistance Authorization \(DHS-1795\)](#). Failure to complete the SSI IAA when required makes the client ineligible for GRH due to non-cooperation.

**THE FOLLOWING REQUIREMENTS ARE WHEN AN SSI IAA IS NEEDED:**

**SSI IAA REQUIREMENTS AT INITIAL APPLICATION:**

An applicant must sign and date an [SSI Interim Assistance Authorization \(DHS-1795\)](#) when they:

- Have a pending SSI application or are appealing the decision
- Are referred by the agency to apply for SSI
- Have suspended SSI benefits and are waiting on a decision by SSA

Do not approve GRH benefits until a signed and dated SSI IAA is received and entered into MAXIS. If the client refuses to complete the SSI IAA, deny the GRH application for failure to cooperate. See [0010.18.01 \(Mandatory Verifications Cash Assistance\)](#), [0010.21 \(Verification Due Dates\)](#), and TE02.05.116 (PBEN Entry).

If good cause is granted for not referring the client to apply for SSI, the SSI IAA must be entered in MAXIS. See TE02.06.08 (PBEN IAA & Good Cause Workaround).

**Exemption from SSI IAA Requirement:**

Clients are exempt from completing an SSI IAA if they meet any of the following criteria:

- Are receiving GRH under the Transition from Residential Treatment basis
- Are currently receiving SSI
- Are receiving RSDI with total gross income over the SSI FBR
- Are married and living in the same GRH setting, with combined income over the SSI FBR for couples
- Have countable gross income over the SSI FBR. See [0017 \(Determining Gross Income\)](#)

**SSI IAA REQUIREMENTS TRIGGERED BY DAIL MESSAGES:**

A client must sign and date an [SSI Interim Assistance Authorization \(DHS-1795\)](#) when the following DAIL messages are received:

- SSI PENDING BUT NO IAA DATE ON PBEN
- SSI PENDING/MAXIS CREATED PBEN/NEED IAA DATE
- IAA DATE IS MORE THAN 12 MONTHS OLD/NEED NEW IAA

These DAIL messages indicate that the client has a pending or appealing SSI application and an SSI IAA is required. The agency must take action within 10 calendar days of receiving the DAIL message. For more information see TE02.12.14 (PBEN IAA DAIL Messages).

If the client does not return the signed SSI IAA or submits an incomplete form by the verification due date, issue a 10-day notice of adverse action to close GRH for failure to cooperate. See [0010.21 \(Verification Due Dates\)](#), and [0026.15 \(Notice of denial, termination, or suspension\)](#).

**SSI IAA REQUIREMENTS AT RECERTIFICATION OR CHANGE IN CIRCUMSTANCES:**

A client must sign and date an [SSI Interim Assistance Reimbursement Authorization \(DHS-1795\)](#) when:

- The agency refers the client to apply for SSI due to a change in circumstances;
- The agency receives new information that the client applied for SSI and there is no valid SSI IAA on file;

If the client does not return the signed SSI IAA or submits an incomplete form by the verification due date, issue a 10-day notice of adverse action to close GRH. See [0010.21 \(Verification Due Dates\)](#), and [0026.15 \(Notice of denial, termination, or suspension\)](#).

If good cause was granted to not apply for SSI at initial application, reassess whether the client should now be referred to apply. An SSI IAA is not required at recertification if good cause still applies. See [0012.12 \(Applying for Other Benefits\)](#) and TE02.06.08 (PBEN IAA & Good Cause Workaround).

**Clients are not required to complete the SSI IAA at recertification unless any of the above conditions apply.**