AX CA ESSENTIAL RECORDS

DIVISION: (Required Field)	Program and Policy
DOCUMENT TYPE: (Required Field)	Manual
MEDIA:	**Select Media**
TOPIC: (Required Field)	Manual Revision
DOCUMENT TITLE:	Manual G Chapter: 31
DOCUMENT DATE/RANGE: (Required Field)	
DAN NUMBER:	**Select DAN Number**
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06/06/2017

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-99
Issued: January 20, 1982

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Ken Guza, SCAN 234-3812
or Non-SCAN 753-3812

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: CRISIS RESIDENTIAL CENTER 1982 VENDOR RATE INCREASES

Place this notice in front of Chapter 31, Manual G, and note on Green Notice Control Sheet the date Notice No. G-99 was entered.

The following vendor rate increases for crisis residential center services are effective January 1, 1982.

I. The following rate changes should be referenced in Section 31.16 A and B.

A. For family CRC, the daily rate of $23.09 and the monthly retainer rate of $115.45.

B. For group CRC, the daily rate of $40.41 and the monthly retainer rate of $115.45.

II. In Chapter 04, Appendix A, the service code data sheets for Family CRC and Group CRC Services should be revised as follows:

A. Family CRC to $23.09 for code 3101;

Family CRC retainer to $115.45 for code 3105;

B. Group CRC to $40.41 for code 3102;

Group CRC to $115.45 for code 3105.

III. Action Required:

A. Pay Clerks:

Because of the delay in finalizing rates for Family and Group CRCs, the foster care payment clerk should note these increases and adjust the January 1982 foster care invoices.

B. Service Workers:

1. Current or terminated service authorizations (DSHS 14-154/159) for the month of January 1982, and data processed by SO prior to January 25th, will be increased by SSPS through the automatic rate change procedure. No service worker action is necessary for these cases.

2. As of January 25, 1982, service workers must enter the new rates on new authorizations. Computer programs will be converted to only accept the new rates as of January 25, 1982.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-146
Issued: January 18, 1983

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Ken Guza, SCAN 234-3812
or Non-SCAN 753-3812

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: USE OF COUNTY JUVENILE DETENTION SERVICES

Place this notice in front of Chapter 31, Manual G, and note on Green Notice Control Sheet the date Notice No. 146 was entered.

ACTION REQUIRED:

Effective immediately, this Green Notice material replaces Manual G, Chapter 31.33 in its entirety.

A. Population to be Served

Children may be placed in county detention facilities that have been certified by the department and that have a current contract with the department. Placement may occur where the following circumstances exist:

1. A crisis residential center finds that the child is seriously assaultive or seriously destructive towards others and the center is unable to provide appropriate supervision and structure.

2. The crisis residential center cannot ensure that a child who has taken a previous unauthorized leave will not again take unauthorized leave.

Detention should not be used unless all appropriate and possible alternatives have been explored.

B. Authorization for Detention Placement

The responsibility for authorization of a detention placement rests with the department. While a Crisis Residential Center may be delegated the authority to initiate a detention placement, placements require the authorization of the department.

1. The authorization initially may be given by a phone call, but will be followed up as a written authorization (DSHS 14-154) to the detention facility from the department within 48 hours of the placement.

2. At the time of placement, a written statement from the Crisis Residential Center will be given to the contractor describing the behavior that requires the detention placement and specific observation requirements for the particular child.

3. Discharge planning is the responsibility of the department or its designee.

C. Service Expectations During the 48 Hour Maximum Detention Placement

1. Department staff will interview the juvenile as soon as possible,

2. Department staff will contact the juvenile's parents as soon as possible,

3. Department staff will conduct counseling interviews with the juvenile and his or her parents, to the end that resolution of the child/parent conflict is attained and the child is returned home where possible, and

4. Provide additional crisis counseling as needed to the extent that placement of the child in the detention facility and the crisis residential center will be required for the shortest time possible.

D. Payment and Monitoring Procedures

1. CSO staff must authorize placement in detention centers using SSPS Code 3104. The provider file gives a listing of certified and contracted facilities, by name, location and vendor unique rates. This information must be entered on the service authorization, DSHS 14-154. These procedures are defined in Chapter 4, Appendix A, Juvenile Detention Placement, Service Code 3104.

2. Detention centers will send the A-19, Invoice Voucher, to the CSO which authorized the detention placement to the attention of the CWS worker or supervisor designated by the CSO Administrator. The CSO Administrator will provide the detention contractor with the name of the CSO staff member designated to receive the A-19.

3. The designated CSO worker or supervisor must verify that child names listed on the A-19 were in fact placements authorized by CSO staff and initial the A-19. The CSO worker who authorizes a detention placement will forward a copy of the DSHS 14-154 authorizing placement to the designated staff member. The designated staff will use the DSHS 14-154 to verify the accuracy of the A-19.

4. Upon verification of the accuracy of the A-19, the designated worker or supervisor of CSO will forward the approved A-19 to the Bureau of Children's Services, OB 41, Attention: CRC Program Manager.

5. The Bureau of Children's Services will code for payment and submit A-19s for payment.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-113
Issued: April 14, 1982

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Ken Guza, SCAN 234-3812
or Non-SCAN 753-3812

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: CLAIMING FEDERAL EMERGENCY ASSISTANCE OR AFDC-FC FOR CRISIS RESIDENTIAL CENTER PLACEMENTS

Place this notice in front of Chapter 31, Manual G, and note on Green Notice Control Sheet the date Notice No. G-113 was entered.

I. BACKGROUND

To date, DSHS has not claimed for federal funding under the AFDC-FC or Federal Emergency Assistance programs to recoup the costs of the Crisis Residential Centers. The purpose of this notice is to provide service workers with procedures for documenting our claim for AFDC-FC or FEA match on eligible children placed in CRCs. For purposes of claiming federal match, CRC services are defined as "foster care" services.

II. ACTION REQUIRED

Effective immediately, the following procedures must be implemented by CSOs to assure that all CRC placements are screened for correct eligibility determination and that the appropriate funding source codes are entered on the paperwork.

The following amends Section 31.15 Eligibility and 31.31 Intake/Assessment.

A. To determine the correct category of eligibility and funding, the DSHS 14-139(X), Social Services Application, and DSHS 14-05(X), Application for Foster Care and Support Enforcement, should be completed for all children placed in a CRC. See Chapter 99 for form samples and instructions.

The funding sources available to children placed in crisis residential centers are:

1. AFDC-FC
2. Federal Emergency Assistance -FC
3. State Funds - FC

B. Eligibility for Federal Emergency Assistance - Title IVA

1. A child is eligible who:

a. Is under 18 years of age.

b. Lived with a relative of specified degree within six months prior to need for placement.

c. Is in financial need (child's income and resources do not exceed AFDC standards) and the need is not due to the child's or a relative's refusal without good cause to accept employment or training for employment.

d. Received less than one calendar month of Federal Emergency Assistance (FEA) within the last twelve months.

2. FEA is limited to 30 consecutive days in any twelve-month period for any type of care.

3. Claims for FEA may be made for one or more placements, even where there is a break in service of one or more days between placements. However, to claim FEA eligibility, all such placements must fall within the 30 consecutive days from the initial placement.

4. If placements(s) continue beyond 30 consecutive days, AFDC-FC or state funds must be used and the paperwork changed to document this.

5. FEA funds may be used for payment to any licensed home or facility.

C. Eligibility for Aid to Families with Dependent Children - Foster Care (AFDC-FC) - Title IV-E

A child is eligible who:

1. Is under 18 years of age.

2. Was removed from home by court determination of conditions contrary to his/her welfare and placed in foster care as a result of such determination.

3. Is under care or supervision of DSHS and placed in a licensed family foster home, nonprofit group home or nonprofit child care institution.

4. Was eligible for or receiving AFDC for the month in which court action was initiated, or

5. Lived with a relative of specified degree within six months prior to the month in which court proceedings were initiated, and would have been eligible for AFDC in that month had he/she been living with the relative. Relative of specified degree is defined in WAC 288-24-125 as:

a. Father, mother, grandmother, grandfather, brother, sister, stepfather, stepmother, stepbrother, stepsister, uncle,

aunt, first cousin, nephew or niece. Adoption of a child by a stepparent changes the relationship from stepparent to adoptive parent.

b. Relationships to persons of preceding generations as denoted by the prefixes of grand, great, or great-great are within this definition.

c. Persons who legally adopt a child. Relatives of persons who adopt children are included within the definition of "relative" above.

d. Spouses of any persons named in the above groups are within the scope of this provision, although the marriage is terminated by death or divorce.

D. Active cases (open service authorizations) should be reviewed to verify the accuracy and recency of the information found on the DSHS 14-05(X).

1. If the information on the DSHS 14-05(X) is inaccurate, the information should be corrected, initialed and dated by the worker.

2. A new DSHS 14-05(X) is required for new cases and for cases that are being reopened (after termination on a DSHS 14-159).

E. For all CRC placements, complete a DSHS 14-154(X), Social Service Authorization, as required in Manual G (31.31D). The appropriate funding source codes should be used in Item 31.

1. When the placement is expected to last less than 10 days, the DSHS 14-154(X) can be completed at the time the CSO placement ends.

2. When the CRC placement can be expected to last in excess of 10 days, the DSHS 14-154(X) should be completed at the time of placement, and when the placement ends. The DSHS 14-159 should be promptly terminated.

F. While there is no payment authorized for Regional CRCs at the CSO level through the SSPS System, identifying eligibility and the appropriate sources of funding will enable the DSHS Budget Office to determine what portion of Regional CRC expenditure can be claimed from federal funds. Paperwork must also be completed for children placed in Regional CRCs.

G. The service worker should explore Federal Emergency Assistance eligibility for:

1. Children in Crisis Residential Center care;

2. The 72-hour period of time when a court order is being requested for an otherwise AFDC-FC eligible child; and

3. The calendar month when financial services has been requested to determine eligibility for AFDC-FC.

H. When contacted for the Random Moment Time Sample, service workers should be alert and careful to accurately complete the DSHS 4-154(X), Social Service Cost Allocation System form, to reflect whether the child is AFDC-FC or FEA eligible.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-146
Issued: January 18, 1983

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Ken Guza, SCAN 234-3812
or Non-SCAN 753-3812

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: USE OF COUNTY JUVENILE DETENTION SERVICES

Place this notice in front of Chapter 31, Manual G, and note on Green Notice Control Sheet the date Notice No. 146 was entered.

ACTION REQUIRED:

Effective immediately, this Green Notice material replaces Manual G, Chapter 31.33 in its entirety.

A. Population to be Served

Children may be placed in county detention facilities that have been certified by the department and that have a current contract with the department. Placement may occur where the following circumstances exist:

1. A crisis residential center finds that the child is seriously assaultive or seriously destructive towards others and the center is unable to provide appropriate supervision and structure.

2. The crisis residential center cannot ensure that a child who has taken a previous unauthorized leave will not again take unauthorized leave.

Detention should not be used unless all appropriate and possible alternatives have been explored.

B. Authorization for Detention Placement

The responsibility for authorization of a detention placement rests with the department. While a Crisis Residential Center may be delegated the authority to initiate a detention placement, placements require the authorization of the department.

1. The authorization initially may be given by a phone call, but will be followed up as a written authorization (DSHS 14-154) to the detention facility from the department within 48 hours of the placement.

2. At the time of placement, a written statement from the Crisis Residential Center will be given to the contractor describing the behavior that requires the detention placement and specific observation requirements for the particular child.

3. Discharge planning is the responsibility of the department or its designee.

C. Service Expectations During the 48 Hour Maximum Detention Placement

1. Department staff will interview the juvenile as soon as possible,

2. Department staff will contact the juvenile's parents as soon as possible,

3. Department staff will conduct counseling interviews with the juvenile and his or her parents, to the end that resolution of the child/parent conflict is attained and the child is returned home where possible, and

4. Provide additional crisis counseling as needed to the extent that placement of the child in the detention facility and the crisis residential center will be required for the shortest time possible.

D. Payment and Monitoring Procedures

1. CSO staff must authorize placement in detention centers using SSPS Code 3104. The provider file gives a listing of certified and contracted facilities, by name, location and vendor unique rates. This information must be entered on the service authorization, DSHS 14-154. These procedures are defined in Chapter 4, Appendix A, Juvenile Detention Placement, Service Code 3104.

2. Detention centers will send the A-19, Invoice Voucher, to the CSO which authorized the detention placement to the attention of the CWS worker or supervisor designated by the CSO Administrator. The CSO Administrator will provide the detention contractor with the name of the CSO staff member designated to receive the A-19.

3. The designated CSO worker or supervisor must verify that child names listed on the A-19 were in fact placements authorized by CSO staff and initial the A-19. The CSO worker who authorizes a detention placement will forward a copy of the DSHS 14-154 authorizing placement to the designated staff member. The designated staff will use the DSHS 14-154 to verify the accuracy of the A-19.

4. Upon verification of the accuracy of the A-19, the designated worker or supervisor of CSO will forward the approved A-19 to the Bureau of Children's Services, OB 41, Attention: CRC Program Manager.

5. The Bureau of Children's Services will code for payment and submit A-19s for payment.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-146
Issued: January 18, 1983

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Ken Guza, SCAN 234-3812
or Non-SCAN 753-3812

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: USE OF COUNTY JUVENILE DETENTION SERVICES

Place this notice in front of Chapter 31, Manual G, and note on Green Notice Control Sheet the date Notice No. 146 was entered.

ACTION REQUIRED:

Effective immediately, this Green Notice material replaces Manual G, Chapter 31.33 in its entirety.

A. Population to be Served

Children may be placed in county detention facilities that have been certified by the department and that have a current contract with the department. Placement may occur where the following circumstances exist:

1. A crisis residential center finds that the child is seriously assaultive or seriously destructive towards others and the center is unable to provide appropriate supervision and structure.

2. The crisis residential center cannot ensure that a child who has taken a previous unauthorized leave will not again take unauthorized leave.

Detention should not be used unless all appropriate and possible alternatives have been explored.

B. Authorization for Detention Placement

The responsibility for authorization of a detention placement rests with the department. While a Crisis Residential Center may be delegated the authority to initiate a detention placement, placements require the authorization of the department.

1. The authorization initially may be given by a phone call, but will be followed up as a written authorization (DSHS 14-154) to the detention facility from the department within 48 hours of the placement.

2. At the time of placement, a written statement from the Crisis Residential Center will be given to the contractor describing the behavior that requires the detention placement and specific observation requirements for the particular child.

3. Discharge planning is the responsibility of the department or its designee.

C. Service Expectations During the 48 Hour Maximum Detention Placement

1. Department staff will interview the juvenile as soon as possible,

2. Department staff will contact the juvenile's parents as soon as possible,

3. Department staff will conduct counseling interviews with the juvenile and his or her parents, to the end that resolution of the child/parent conflict is attained and the child is returned home where possible, and

4. Provide additional crisis counseling as needed to the extent that placement of the child in the detention facility and the crisis residential center will be required for the shortest time possible.

D. Payment and Monitoring Procedures

1. CSO staff must authorize placement in detention centers using SSPS Code 3104. The provider file gives a listing of certified and contracted facilities, by name, location and vendor unique rates. This information must be entered on the service authorization, DSHS 14-154. These procedures are defined in Chapter 4, Appendix A, Juvenile Detention Placement, Service Code 3104.

2. Detention centers will send the A-19, Invoice Voucher, to the CSO which authorized the detention placement to the attention of the CWS worker or supervisor designated by the CSO Administrator. The CSO Administrator will provide the detention contractor with the name of the CSO staff member designated to receive the A-19.

3. The designated CSO worker or supervisor must verify that child names listed on the A-19 were in fact placements authorized by CSO staff and initial the A-19. The CSO worker who authorizes a detention placement will forward a copy of the DSHS 14-154 authorizing placement to the designated staff member. The designated staff will use the DSHS 14-154 to verify the accuracy of the A-19.

4. Upon verification of the accuracy of the A-19, the designated worker or supervisor of CSO will forward the approved A-19 to the Bureau of Children's Services, OB 41, Attention: CRC Program Manager.

5. The Bureau of Children's Services will code for payment and submit A-19s for payment.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-113
Issued: April 14, 1982

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Ken Guza, SCAN 234-3812
or Non-SCAN 753-3812

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: CLAIMING FEDERAL EMERGENCY ASSISTANCE OR AFDC-FC FOR CRISIS RESIDENTIAL CENTER PLACEMENTS

Place this notice in front of Chapter 31, Manual G, and note on Green Notice Control Sheet the date Notice No. G-113 was entered.

I. BACKGROUND

To date, DSHS has not claimed for federal funding under the AFDC-FC or Federal Emergency Assistance programs to recoup the costs of the Crisis Residential Centers. The purpose of this notice is to provide service workers with procedures for documenting our claim for AFDC-FC or FEA match on eligible children placed in CRCs. For purposes of claiming federal match, CRC services are defined as "foster care" services.

II. ACTION REQUIRED

Effective immediately, the following procedures must be implemented by CSOs to assure that all CRC placements are screened for correct eligibility determination and that the appropriate funding source codes are entered on the paperwork.

The following amends Section 31.15 Eligibility and 31.31 Intake/Assessment.

A. To determine the correct category of eligibility and funding, the DSHS 14-139(X), Social Services Application, and DSHS 14-05(X), Application for Foster Care and Support Enforcement, should be completed for all children placed in a CRC. See Chapter 99 for form samples and instructions.

The funding sources available to children placed in crisis residential centers are:

1. AFDC-FC
2. Federal Emergency Assistance -FC
3. State Funds - FC

B. Eligibility for Federal Emergency Assistance - Title IVA

1. A child is eligible who:

a. Is under 18 years of age.

b. Lived with a relative of specified degree within six months prior to need for placement.

c. Is in financial need (child's income and resources do not exceed AFDC standards) and the need is not due to the child's or a relative's refusal without good cause to accept employment or training for employment.

d. Received less than one calendar month of Federal Emergency Assistance (FEA) within the last twelve months.

2. FEA is limited to 30 consecutive days in any twelve-month period for any type of care.

3. Claims for FEA may be made for one or more placements, even where there is a break in service of one or more days between placements. However, to claim FEA eligibility, all such placements must fall within the 30 consecutive days from the initial placement.

4. If placements(s) continue beyond 30 consecutive days, AFDC-FC or state funds must be used and the paperwork changed to document this.

5. FEA funds may be used for payment to any licensed home or facility.

C. Eligibility for Aid to Families with Dependent Children - Foster Care (AFDC-FC) - Title IV-E

A child is eligible who:

1. Is under 18 years of age.

2. Was removed from home by court determination of conditions contrary to his/her welfare and placed in foster care as a result of such determination.

3. Is under care or supervision of DSHS and placed in a licensed family foster home, nonprofit group home or nonprofit child care institution.

4. Was eligible for or receiving AFDC for the month in which court action was initiated, or

5. Lived with a relative of specified degree within six months prior to the month in which court proceedings were initiated, and would have been eligible for AFDC in that month had he/she been living with the relative. Relative of specified degree is defined in WAC 288-24-125 as:

a. Father, mother, grandmother, grandfather, brother, sister, stepfather, stepmother, stepbrother, stepsister, uncle,

aunt, first cousin, nephew or niece. Adoption of a child by a stepparent changes the relationship from stepparent to adoptive parent.

b. Relationships to persons of preceding generations as denoted by the prefixes of grand, great, or great-great are within this definition.

c. Persons who legally adopt a child. Relatives of persons who adopt children are included within the definition of "relative" above.

d. Spouses of any persons named in the above groups are within the scope of this provision, although the marriage is terminated by death or divorce.

D. Active cases (open service authorizations) should be reviewed to verify the accuracy and recency of the information found on the DSHS 14-05(X).

1. If the information on the DSHS 14-05(X) is inaccurate, the information should be corrected, initialed and dated by the worker.

2. A new DSHS 14-05(X) is required for new cases and for cases that are being reopened (after termination on a DSHS 14-159).

E. For all CRC placements, complete a DSHS 14-154(X), Social Service Authorization, as required in Manual G (31.31D). The appropriate funding source codes should be used in Item 31.

1. When the placement is expected to last less than 10 days, the DSHS 14-154(X) can be completed at the time the CSO placement ends.

2. When the CRC placement can be expected to last in excess of 10 days, the DSHS 14-154(X) should be completed at the time of placement, and when the placement ends. The DSHS 14-159 should be promptly terminated.

F. While there is no payment authorized for Regional CRCs at the CSO level through the SSPS System, identifying eligibility and the appropriate sources of funding will enable the DSHS Budget Office to determine what portion of Regional CRC expenditure can be claimed from federal funds. Paperwork must also be completed for children placed in Regional CRCs.

G. The service worker should explore Federal Emergency Assistance eligibility for:

1. Children in Crisis Residential Center care;

2. The 72-hour period of time when a court order is being requested for an otherwise AFDC-FC eligible child; and

3. The calendar month when financial services has been requested to determine eligibility for AFDC-FC.

H. When contacted for the Random Moment Time Sample, service workers should be alert and careful to accurately complete the DSHS 4-154(X), Social Service Cost Allocation System form, to reflect whether the child is AFDC-FC or FEA eligible.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-99
Issued: January 20, 1982

FROM: Bruce Ferguson, Assistant Secretary
Community Services

FOR INFORMATION CALL:
Ken Guza, SCAN 234-3812
or Non-SCAN 753-3812

IF NOT DELIVERABLE RETURN TO: WP/MANUAL SECTION MS OB-45

SUBJECT: CRISIS RESIDENTIAL CENTER 1982 VENDOR RATE INCREASES

Place this notice in front of Chapter 31, Manual G, and note on Green Notice Control Sheet the date Notice No. G-99 was entered.

The following vendor rate increases for crisis residential center services are effective January 1, 1982.

I. The following rate changes should be referenced in Section 31.16 A and B.

A. For family CRC, the daily rate of $23.09 and the monthly retainer rate of $115.45.

B. For group CRC, the daily rate of $40.41 and the monthly retainer rate of $115.45.

II. In Chapter 04, Appendix A, the service code data sheets for Family CRC and Group CRC Services should be revised as follows:

A. Family CRC to $23.09 for code 3101;

Family CRC retainer to $115.45 for code 3105;

B. Group CRC to $40.41 for code 3102;

Group CRC to $115.45 for code 3105.

III. Action Required:

A. Pay Clerks:

Because of the delay in finalizing rates for Family and Group CRCs, the foster care payment clerk should note these increases and adjust the January 1982 foster care invoices.

B. Service Workers:

1. Current or terminated service authorizations (DSHS 14-154/159) for the month of January 1982, and data processed by SO prior to January 25th, will be increased by SSPS through the automatic rate change procedure. No service worker action is necessary for these cases.

2. As of January 25, 1982, service workers must enter the new rates on new authorizations. Computer programs will be converted to only accept the new rates as of January 25, 1982.