

Hotel Invoices

EA

EA User's Guide: Emergency Assistance, SSI Special Benefits and BEACON Update 005

This update transmits the following information.

- Use the ITD Gateway, BA, option 2 to verify that the EA transaction has been transferred to FMCS.
- If the hotel/motel placement covers the entire month, send the SSPS invoice(s) to Community Service Network (CSN) on the last day of the month; or
- If the EA AU is placed in another hotel/motel during the month, both invoices are sent to CSN together at the end of the month; or
- If all hotel/motel placement completely ends before the last day of the month, correct the last date of service on the invoice and send it to CSN.
- If the hotel/motel placement is changed to another hotel/motel during the month, at least two invoices are needed. Put the actual end date (the last night's stay) on the original SSPS invoice and complete another invoice with the new hotel/motel information, submit to the Data Entry Clerk and file the invoices in the AU record until the last day of the month.
- Whichever AU Manager is assigned to the EA AU on the last day of the month sends the SSPS invoice to CSN, except when the AU record is being transferred and fewer than 14 days remain in the current month, then the SSPS invoice is sent to CSN before the record is transferred. If more than 14 days remain in the month, the SSPS invoice is filed in the AU record for the receiving TAO.
- When a record is being transferred to another TAO, the transferring AU Manager:
 - updates the TES-EPR-1 to extend placement by 14 days,
 - writes in the name of the receiving TAO in Section A, and
 - calls COHD with the TAO transfer information.

SSI Interim Reimbursement

EAEDC

A User's Guide: Transitional Assistance Programs and BEACON Update 023

- To become or remain eligible for EAEDC, anyone under age 65 with an impairment or age 65 or older must read and sign the revised *AP-SSI-I* form or the new *AP-SSI-IA* form.
- The *AP-SSI-IA* form is used in place of the *AP-SSI-I* only when the applicant or recipient states that he or she is appealing the termination or suspension of SSI benefits; in all other instances, the *AP-SSI-I* form must be used.
- The *AP-SSI-I* and the *AP-SSI-IA* form are valid until:
 - the Social Security Administration makes an initial or reinstated SSI payment;
 - the Social Security Administration makes a final determination on the SSI claim or appeal; or
 - the applicant or recipient agrees to terminate the authorization.

Begin using the new forms at application and at reevaluations.