



PROCEDURES FOR SSI DENIALS AND REFERRALS TO THE ALLIANCE FOR CHILDREN'S RIGHTS (LOS ANGELES)

In Los Angeles the Department of Children and Family Services makes the initial SSI application and additionally files a Request for Reconsideration if needed. Thereafter, all matters are routed to the Alliance for Children's Rights for further advocacy. The procedures below were established with DCFS and the Children's Law Center and designed to protect the confidentiality of the youth.

- 1) The DCFS SSI unit (**UNIT**) files an application pursuant to WIC 13757 with the local SSA office and designates itself to receive the decision from the SSA.
- 2) If the application is denied, **UNIT** files an appeal.
- 3) The **UNIT** then notifies the Minor's Attorney (**MA**) by email of the denial and requests referral to The Alliance (**ACR**).
- 4) **MA** refers the matter to **ACR** using the current referral form (see attached).
- 5) **ACR** contacts the **UNIT** and informs it that the matter has been referred
- 6) The **UNIT** forwards to **ACR** any and all communication from the SSA, including the denial letter and a copy of the Request for Reconsideration filing as well as all records that were submitted with the initial application*. Hopefully, this will include:
 - educational records
 - medical/psychiatric records
 - regional center records
 - copy of most recent status hearing report
- 7) Note: If the SSI **UNIT** does not have complete records, **ACR** will make efforts to obtain those records from **MA**, social workers, and others.
- 8) **ACR** investigates re representation and informs **MA** of its decision.

* All records are made available to The Alliance via a Blanket Order issued by the Presiding Judge of Juvenile Court for purposes of making records available that are necessary to support a claim for public benefits. In counties where there is no comparable mechanism, records can be obtained through the WIC 827 process.