

**DSS ADMINISTRATIVE LETTER**

**FAMILY SUPPORT AND CHILD WELFARE SERVICES**

**FSCWS- #14-07**

**TO:** County Directors of Social Services

**ATTENTION:** Work First Supervisors  
Program Integrity Supervisors

**DATE:** October 31, 2007

**SUBJECT:** Social Security Cost- of-Living Increase for 2008 (COLA)

**EFFECTIVE DATE:** January 1, 2008

**I. GENERAL INFORMATION**

The purpose of this letter is to outline procedures for implementing the 2008 Social Security cost-of-living increase for Work First cases only. Effective January 1, 2008, recipients of Social Security (RSDI) and Supplemental Security Income (SSI) will receive a 2.3 % cost-of-living increase (COLA) in the January 2008 payment. Since this will not be a State conducted mass change, counties will be required to add this increase in the income at the household's first change in situation, application or review on or after January 1, 2008.

**II. IMPLEMENTATION PROCEDURES**

- A. Apply this policy to the next review, application, or change in situation on or after January 1, 2008. Do not key any new SSA/SSI increases prior to January 1, 2008.
- B. Verify the new account of the household's SSA/SSI payment using the Online Verification System (OLV).
- C. When the increase in SSA/SSI income is added at the household's first change in situation, application or review, no overpayment will exist for the prior months. If the increased income is not included in that first change in situation, application, or review, any overpayment that occurs in the following months is a county responsible overpayment and should not be charged to the household.

**III. EFFECTIVE DATE**

This policy is effective January 1, 2008. Should you need additional guidance, please contact your Work First Representative.

Sincerely,



Esther T. High, Acting Chief  
Family Support and Child Welfare Services Section

ETH:gbw

cc: Sherry S. Bradsher  
Jo Ann Lamm  
Sarah Barham  
Hank Bowers  
Family Support and Child Welfare Team Leaders  
Work First Program Representatives  
Local Business Liaisons