

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064

Reason for this Transmittal

- State Law or Regulation Change
- Federal Law or Regulation Change
- Court Order or Settlement Change
- Clarification requested by One or More Counties
- Initiated by DCSS

October 15, 2003

CSS LETTER: 03-21

ALL IV-D DIRECTORS  
 ALL COUNTY ADMINISTRATIVE OFFICERS  
 ALL BOARDS OF SUPERVISORS

SUBJECT: SUPPLEMENTAL SECURITY INCOME RESOURCE TEST SELF-CERTIFICATION FORM (CSS 4311)

REFERENCE: CSS LETTER 02-15 AND CALIFORNIA CODE OF REGULATIONS (CCR) SECTION 116100(a)(3)(B)

This letter transmits the Supplemental Security Income Resource Test Self-Certification form (CSS 4311) dated 8/03.

The SSI self-certification form CSS 4311 is required by CCR Section 116100(a)(3)(B) and CSS letter 02-15 in all cases where the obligor is receiving Social Security Disability Insurance (SSDI) benefits and would be eligible for Supplemental Security Income/State Supplementary Program (SSI/SSP) benefits, except for excess income. The self-certification form is necessary since the Social Security Administration does not conduct a resource test if an SSI applicant does not meet the requirements of the SSI income test.

The SSI self-certification form requires the obligor to certify under penalty of perjury that the obligor meets the SSI resource test limits. This self-certification form will provide local child support agencies (LCSA) with proof and authorization to attach only five percent of the obligor's SSDI monthly benefits, as provided by CCR Section 116100(a)(3)(B).

LCSAs must begin using this CSS 4311 form effective the date of this letter. A Protected Document Format copy of the form is attached with this letter for those counties not utilizing JetForms. For questions regarding the JetForms or diskette copy, please contact Terri Willhite at (916) 464-5486 or Rita Carroll at (916) 464-5217.

If you have any questions or concerns regarding this matter please contact

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Shar Schroepfer, Chief of the Policy Branch at (916) 464-5055.

Sincerely,

DONNA S. HERSHKOWITZ  
Deputy Director  
Child Support Services Division

Attachment

## SUPPLEMENTAL SECURITY INCOME (SSI) RESOURCE TEST SELF CERTIFICATION FORM

**If you receive monthly Social Security Disability Insurance (SSDI) benefits and you have limited resources, you may qualify to have only 5% of your SSDI benefits attached for payment toward your child support arrearage balance. This SSI resource test will be used to determine if you qualify.**

NAME (Last)	(First)	(Middle Initial)
MAILING ADDRESS		
CITY	COUNTY	STATE ZIP CODE
SOCIAL SECURITY NUMBER		CHILD SUPPORT CASE NUMBER

I don't have resources worth more than:

- \$2,000 for one person
- \$3,000 for a couple

### Resources:

Resources are things you own such as cash; bank accounts; land; life insurance and personal property.

### Resources that DON'T COUNT when deciding if you meet the SSI resource limit:

- The home you live in and the land it is on.
- Household goods and personal property that are not worth more than \$2,000.
- One wedding ring and one engagement ring.
- The value of one automobile.
- Burial spaces for you and your spouse.
- Burial funds up to \$1,500.
- Life insurance worth \$1,500 or less.
- Resources such as wheelchairs, respirators, care services, etc.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature

Date