

**PPER E-Mail 2015-21: Proper Scanning of Authorization for Reimbursement of Interim Assistance Forms (AP-SSI-IAR) (Issued 6/16/15)**

The *Authorization for Reimbursement of Interim Assistance* form (AP-SSI-IAR) is used to authorize DTA reimbursement for initial SSI claims and SSI post-eligibility cases. If this form is completed, SSA will reimburse DTA for some or all of EAEDC benefits paid to a client during the time that SSA determines if the individual is eligible for SSI benefits.

With scanning, the original AP-SSI-IAR form must be available in the electronic case folder (ECF) for review by Central Office Administration and Finance, once SSA makes the determination to approve.

It has come to our attention that when scanning the original AP-SSI-IAR form to the Electronic Document Management Center (EDMC), some staff are scanning only the first and last page of the form. It is important to note that all four (4) pages of the AP-SSI-IAR must be scanned for transmittal to EDMC, otherwise the accurate reimbursement from SSA is placed in jeopardy. This ensures that the entire contents of the form are available for review.