

**County of Orange Social Services Agency  
Family Self-Sufficiency & Adult Services Division**

**Program/Area:** Adult Services/In-Home Supportive Services

**Title:** Inter-County Transfer

**Number:** 1005

**Status:** Revised

**Effective Date:** 9/2/2006

**Revision Date:** 9/25/2025

**Approved:** Signature on file

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**PURPOSE** To provide In-Home Supportive Services (IHSS) staff information regarding Inter-County Transfer (ICT) regulations.

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**POLICY** An ICT will be initiated by the sending county after receiving notification from the recipient/Authorized Representative (AR) of their move to another county. There will be no interruption or duplication of services when a recipient moves from one county to another.

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**DEFINITIONS** **Authorized Representative**  
An individual (18 years or older) designated by the applicant or recipient to accompany, assist, and represent them for specified purposes related to the IHSS program.

**Case Management Information and Payrolling System II (CMIPS II)**  
A computer system used by the Public Authority (PA) and IHSS in California to manage the IHSS program.

**Inter-County Transfer**  
The transfer of responsibility of IHSS services from one county to another when the recipient moves to a new county and continues to be eligible for IHSS.

**Receiving County**  
County to which the recipient moves to make their home.

**Sending County**  
County currently authorizing IHSS services.

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**TRANSFER PERIOD** The sending county will initiate an ICT in CMIPS II, within 10 calendar days from the notification that a recipient has moved to another county. The sending county is responsible for authorizing payment of IHSS services until the transfer period expires, at which time the receiving county becomes responsible. There will be no change in the recipient's authorized hours during the transfer period unless there is a significant change in living arrangement or other eligibility factors verified by the receiving county. If the recipient moves from the receiving county to a third

county during the transfer period, the sending county is responsible for canceling the original ICT and initiating an ICT to the new county.

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**RECEIVING  
COUNTY**

The receiving county has 30 calendar days to complete an ICT. The ICT process includes a face-to-face assessment with the recipient during the transfer period. The transfer period ends as soon as administratively possible but no later than the first day of the month following 30 calendar days after the notification of transfer from the sending county via CMIPS II.

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**REFERENCES**

Manual of Policies and Procedures

- MPP 30-701
- MPP 30-759.41
- MPP 30-759.9

SOC 839- In-Home Supportive Services Designation of Authorized Representative

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