



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
MARYE L. THOMAS, M.D., DIRECTOR

Alameda County Substitute Payee Program
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QIC 28005

Date: August 26, 2004
To: All Sub-Payee Case Managers and Contact Staff
From: Elsie Garcia, Sub-Payee Program Unit Supervisor
RE: Clearing Warrants

Unfortunately, there have been many issues regarding client's whose SSI is put into suspense because there is a warrant out for their arrest. Social Security considers clients with outstanding warrants as fugitives from justice and will stop their benefits. Social Security is informed by various criminal justice systems when there is an outstanding warrant, and will provide them with the warrant number, the date the warrant was issued and the name of the criminal justice agency or the jurisdiction. Social Security will then put the client's SSI into suspense and will not reinstate benefits until they receive written verification from the jurisdiction or the criminal justice system that the warrant has been cleared.

Whenever the Sub-Payee unit receives a letter from Social Security stating that there is an outstanding warrant for your client, we will provide you with the warrant number, the date of the warrant and the name of the jail or county of jurisdiction. It will then be your responsibility to provide the Sub-Payee PST with written verification that the warrant is cleared. The written verification must state the following:

1. The number of the warrant
2. The date the warrant was cleared or satisfied
3. The dates of incarceration for this particular warrant number. Both the incarceration and release dates must be provided.

Social Security will not reinstate your client's benefits without the written verification stating the required information. You will need to contact the police department or the criminal justice system and request written documentation. Below are some telephone numbers that may be helpful:

Alameda County Warrant Agency	510-667-3699	Criminal Records	510-667-3699
Superior Court of Alameda County	510-268-7715	San Quentin	415-454-1461
Santa Rita Booking	925-551-6767	Tieline: 46767	

If you call and the officer or person states that the warrant has been cleared, but will not provide you with written verification; you must write a memo to the Sub-Payee worker giving the warrant number, the date the warrant was cleared and the dates of incarceration. Also include date(s) you called and the name of the person(s) you spoke with stating they could not provide you with written documentation. We will submit a memo to Social Security and request them to call the person you talked with and/or use your memo as written verification. If Social Security will not accept this, we will be forced to file an appeal or reconsideration.

Your client may be without funds until written documentation is received by Social Security or an appeal decision is made. If you do not assist your client with this process and SSI is put into suspense, we may have not alternative but to terminate the client from the Sub-Payee Program.

If at all possible, your clients should be informed to always provide you with the documents they receive when they are released from custody. This may be all they need to clear the outstanding warrant. However, there may be other warrants that may need to be cleared.

