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# California Children's Services (CCS) Program Referrals

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This section describes guidelines for referring potential applicants to the California Children's Services (CCS) program.

## **CCS Referral**

A CCS referral is a request directed to the CCS program to authorize medical services for an applicant who meets the following conditions.

- The applicant is younger than 21 years of age.
- The applicant is not currently a CCS program recipient.
- The applicant has, or is suspected of having, a CCS-eligible medical condition.

A referral may originate from any source, including health care providers, parents, legal guardians, school nurses, regional center counselors, or other interested parties.

## **CCS Referral Requirements**

A CCS referral must include the following information about the applicant:

- Date of birth (applicant must be from birth up to 21 years of age)
- Address
- Telephone number
- First and last name of the applicant's parent(s) or legal guardian(s)
- Statement of services requested
- Name and address of the individual, provider or agency requesting authorization for CCS services

The CCS program notifies the potential applicant of a CCS referral and provides the applicant with the opportunity to complete an *Application to Determine CCS Program Eligibility* (form DHCS 4480).

## **CCS Referral Formats**

A CCS referral may be submitted using any of the following formats:

- *A New Referral CCS/GHPP Client Service Authorization Request (SAR) (form DHCS 4488)*
- Medical report or a letter with a specific request for services from CCS (A medical report or miscellaneous correspondence about a potential applicant that does not explicitly state services requested from CCS is not considered a formal CCS referral)
- Written request by a parent or legal guardian
- Information provided by telephone or in person at a CCS county office

## **Where to Submit CCS Referrals**

The CCS referral is submitted to the CCS county office where the applicant resides. The CCS county office independently, or in conjunction with a state regional office, determines the applicant's program eligibility and authorizes medically necessary health care services.

For a complete list of CCS county and state regional offices, refer to the *California Children's Services (CCS) Program County Office Directory* section in this manual.

## **CCS Program Application Requirements**

CCS referrals should be made to the CCS program as early as possible because CCS does not pay for health care services provided before the date of referral, unless the CCS client is a full-scope Medi-Cal recipient.

The applicant or applicant's parent or legal guardian is required to complete an *Application to Determine CCS Program Eligibility* form. CCS reviews the form and determines whether the applicant meets the medical, residential, age and income eligibility requirements of the CCS program.

For applicants who are recipients of full-scope Medi-Cal or are enrolled in a Healthy Families (HF) Program plan, CCS may authorize services requested on a CCS referral prior to the completion of the application process if the following criteria are met:

- CCS has received sufficient information to confirm the presence of a CCS-eligible medical condition
- The requested services are determined to be medically necessary
- The requested services are included in the applicant's
- full-scope Medi-Cal or HF Program plan benefits

The applicant or applicant's parent or legal guardian must complete the application process in order to be fully enrolled in the CCS program.

**«Legend»**

«Symbols used in the document above are explained in the following table.»

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