

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



December 22, 2003

ALL COUNTY INFORMATION NOTICE NO. I-83-03

TO: ALL COUNTY WELFARE DIRECTORS
ALL FOOD STAMP COORDINATORS**REASON FOR THIS TRANSMITTAL**

- State Law Change
 Federal Law or Regulation Change
 Court Order
 Clarification Requested by One or More Counties
 Initiated by CDSS

SUBJECT: FOOD STAMP PROGRAM POLICY UNIT STAFFING – POLICY CLARIFICATION REQUESTS

This is to advise the counties that, due to our workload and current staffing shortages, effective January 1, 2004, the Food Stamp Policy Implementation Unit (PIU) and the Employment Bureau will be limited in the ability to respond to county food stamp, FSET and ABAWD policy issues. As a result, we are asking counties to only submit the following types of questions for policy clarification at this time:

- Quality Control (QC) error policy clarification requests regarding QC errors for which the county has been cited. The county is asked to follow the procedure outlined in Transmittal Number 02-05, QC Regulation Interpretation Request Form and provide all pertinent case details and references and its proposed answer.
- Statewide Automated Welfare Systems (SAWS) Consortia and Legacy systems requests for policy clarification. These are questions from the various SAWS consortia sent by each consortia's representative to PIU manager or Employment Bureau Manager for clarification.
- Counties may also continue to submit questions with statewide implications through the California Welfare Directors Food Stamp Committee in the usual manner.
- Counties requesting changes to current forms are to submit a formal written request along with justification for the requested changes.

Questions sent to the PIU or the Employment Bureau for clarification will need to be identified as belonging to one of the first two categories above and be formatted according to the guidelines provided in ACINs I-29-01 and I-26-03. Due the shortage of staff and conflicting priorities, we may not be able to adhere to our previous timelines for responding to policy questions. Following

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the guidelines provided in these ACINs will help us to give a policy response as soon as possible. Not doing so could result in a significant delay in receiving a reply to your inquiry.

We hope that these restrictions will be short lived, and that we will be able to return to regular process for requesting policy clarification soon. Again, thank you for your patience. If you have any questions regarding this letter, please contact Varaniece Hall of my staff at (916) 657-3500 or Gail Sullivan of the Employment Bureau at (916) 654-1464.

Sincerely,

Original Document Signed By:

RIGHTON YEE, Chief
Food Stamp Branch