

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



February 8, 1983

ALL-COUNTY INFORMATION NOTICE I-17-83

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CORRECTIVE ACTION STUFFER NOTICES

REFERENCE:

This transmits a series of stuffer notices developed from various counties' suggestions and in coordination with the Statewide Corrective Action Advisory Committee. The stuffer topics reflect an analysis of state/county Quality Control (QC) error findings for overpayments and ineligibles, and are designed to improve client understanding and reporting within the AFDC program. Also included is a release schedule showing the month when each stuffer is to be sent by the county to recipients. The six stuffer notices and release schedule are:

- Does Someone Work? (Attachment A)
- You Can Have Property and Receive AFDC (Attachment B)
- School Attendance Reminder (Attachment C)
- Income Tax Refunds and Earned Income Credits (Attachment D)
- Has There Been A Change? (Attachment E)
- Important Reminder to AFDC Recipients (Attachment F)
- AFDC Stuffers Release Schedule (Attachment G)

The purpose of these stuffers is to provide recipients with uniform information at appropriate times during the year with the objective of causing a reduction of major QC errors. All counties are encouraged to use the attached stuffers (language) and to follow the suggested release schedule. The release months are timed to alert clients and encourage client reporting when changes are most likely to occur during the year, i.e., beginning of the school term, receipt of income tax refund, etc. In addition, the timely use of stuffers in conjunction with providing recipients the AFDC Recipient Handbook (PUB 62) at intake and redetermination is intended to: 1) increase recipient awareness of what changes need to be reported, 2) potentially deter fraud, and 3) cause a reduction of major QC errors. Use of stuffers and Recipient Handbook are essential to the success and effectiveness of the corrective action plan.

Although supplies of these stuffers will not be available, reproducible copies in English are attached so that counties can print their own supply. Additional reproducible copies can be obtained by contacting the AFDC Forms Coordinator at the address below. Reproducible copies of the Spanish translation will be sent

to you in the near future. Counties are encouraged to use the least costly method of releasing the stuffers. Typically this can be accomplished by including the stuffers along with the Form CA 7, Monthly Eligibility Report, or the first of the month warrant mailing.

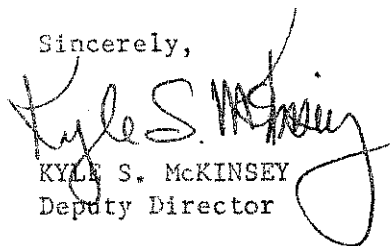
County costs incurred for the printing and any additional mailing of state developed stuffers are allowable as operating costs within your cost control allocations.

If you have any suggestions for future stuffers or other ideas for recipient directed information, please send them to:

AFDC Forms Coordinator
AFDC Program Systems Bureau
744 P Street, M.S. 16-31
Sacramento, CA 95814

If you have any questions, contact your AFDC Program Management Consultant at (916) 445-4458.

Sincerely,



KYLE S. McKINSEY
Deputy Director

Attachments

cc: CWDA