

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



July 30, 1976

ALL-COUNTY LETTER NO. 76-106

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: STATISTICAL REPORTING-FOOD STAMP MONTHLY STATISTICAL REPORT (FORM DFA 296) AND THE AFDC CASELOAD MOVEMENT AND EXPENDITURES REPORTS (FORMS CA 237 FG/U AND CA 237 BHI)

This is to bring to your attention several statistical reporting problems which could have an impact on the allocation of administrative funds for the county's AFDC and NAFS programs.

First, on the Food Stamp Monthly Statistical Report (Form DFA 296), some counties have included subsequent certifications (redeterminations of eligibility) with the count of new applications disposed of during the month (Item 4) because a new application form is completed in connection with each subsequent certification. Instructions issued in All-County Letters 75-5 and 75-120, dated January 3, 1975 and June 17, 1975 respectively, make it clear that the count of new applications does not include those received from cases that are currently certified for food stamps.

Please provide data to the extent possible on the count of subsequent certifications (redeterminations of eligibility without a break in benefits) which affected the totals reported in Part A (New Application Processing) of Form DFA 296. If your county has included data on subsequent certifications in Part A, for any month commencing with the July 1975 report, and if your data collection and recording processes permit, we would appreciate your informing us of, by month and by PA/NA status, the number of subsequent certifications included in Item 4. A letter or table showing this information should be mailed to:

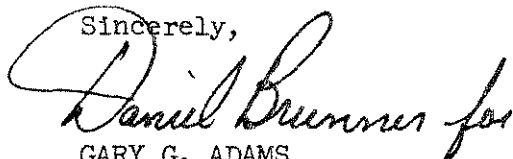
Department of Benefit Payments
Program Information Bureau
744 P Street, Mail Station 12-81
Sacramento, CA 95814

In addition to the GR/GA data presently required on Form DFA 296 (All-County Letter 75-224, dated October 21, 1975), it is now necessary to collect data on the number of GR certified households included in Items 8, 8a, and 8b under the PA column, effective with the July 1976 report month. To report this information please footnote: "GR/GA cases included in PA column, Items 8 _____, 8a _____, 8b _____." Even though your county may not have GR/GA food stamp cases classified as PAFS, the above footnote to your July 1976 and subsequent reports is necessary, with entries of "zero" or "none."

A second problem concerns the AFDC Caseload Movement and Expenditures Reports (Forms CA 237 FG/U and CA 237 BHI). Item 8 (Total Cases Open During Month) in Part B of these reports reflects the number of cases for which an official authorization for aid was in effect at some time during the month. This number is the sum of cases reported in Item 6 (Brought Forward From Last Month) and Item 7 (Cases Added During Month). Item 8 is used in the allocation of administrative costs. If cases leave the caseload by discontinuance or transfer out and the county fails to report them in Item 9 (Terminated or Changed in Status During Month), they will continue to be reported in Items 6, 8, 8b, and 10 indefinitely, or until the county reviews its caseload and corrects the counts by adjustments to Part B of the report. A similar problem can exist in Part A of Form CA 237 FG/U. Errors of this sort can be substantially reduced by periodic manual counts of actual applications and cases on hand, and by periodic reviews of reporting procedures.

Questions regarding statistical reporting should be directed to Program Information Bureau at (916) 322-2230. Any questions regarding administrative cost control should be directed to the County Administrative Expense Control Bureau at (916) 322-5802.

Sincerely,



GARY G. ADAMS
Deputy Director

cc: CWDA