

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



November 25, 1985

ALL COUNTY LETTER NO. 85-117

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: COUNTY MEASURES TO PREVENT INTERNAL FRAUD

Due to recent incidents involving embezzlement by county food stamp personnel, we are asking that counties review their operations for potential weaknesses or informal office practices which are contrary to the following regulations and to make corrections accordingly.

- o MPP 63-202.3 - Counties shall establish an organizational structure which divides the responsibility for eligibility determinations and coupon issuance among certification, data management and issuance units.
- o MPP 63-402.641 - County welfare employees who are involved in the certification or issuance processes may not act as authorized representatives.
- o MPP 63-602.381 and .382 - Counties are required to have specific requirements for written authorization and identification of emergency authorized representatives.
- o MPP 63-706 - Counties are to reconcile all issuances as per this section of the regulations.
- o MPP 63-707.4 - Blank food stamp identification cards must be securely stored and access limited to authorized personnel.
- o MPP 63-708.2 - Counties are required to provide a controlled access to documents which establish household eligibility.

In addition, counties should consider the following activities to prevent the creation of fictitious cases by county employees:

- o Periodic, unannounced rotation of intake and continuing cases.
- o Periodic reviews of intake cases.

For those counties that have been targeted for an Integrated Review and Improvement Study (IRIS) and that either conduct their own issuance or where there is reason to believe potential problems exist, an in-depth review will also be conducted of those areas noted above.

Thank you for your attention to this matter. If you have questions, contact your Food Stamp Corrective Action Consultant at (916) 322-5475.



ROBERT A. HOREL
Deputy Director

cc: CWDA