

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814

**REASON FOR THIS TRANSMITTAL**

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

March 20, 2000

ALL COUNTY INFORMATION NOTICE NO. I-31-00

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CalWORKs PROGRAM MANAGERS  
ALL FOOD STAMP COORDINATORS

SUBJECT: FOOD STAMP (FS) PROGRAM REQUIRED CASE FILE DOCUMENTATION

The purpose of this notice is to remind counties of the documentation that must be part of a case file as a result of changes in the FS certification process since the implementation of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. Case file documentation is important to ensure that food stamp benefits are provided to eligible households, the Program is operating efficiently, and Program losses are detected and recovered.

The following list of documentation must be included in every case file to support the FS certification of eligibility, ineligibility, and benefit level determinations:

- A signed food stamp application (hard copy or electronic)
- Reports submitted during the certification period
- A worksheet of documentation providing sufficient information about how eligibility criteria was determined
- Benefit level computations
- Verification documents (written notes of verification if obtained orally)
- Notices of eligibility or adverse action
- Information verified through computer matches
- Related eligibility requirements and referrals (such as work registration)

Case file information may be contained in different locations (e.g., application in one file center and notices in another) provided all the information may be easily retrieved in one place. To provide an adequate audit trail, case files must be retained for three years as specified under 7 CFR 272.1(f) of the federal Food Stamp regulations and California Manual of Policy and Procedures (M.P.P) 63-201.6.

If you have any questions regarding these requirements, please contact Ms. Cindy MacDonald of the Food Stamp Bureau at (916) 654-1898.

Sincerely,

**Original document signed by  
Charr Lee Metsker on 3/20/00**  
CHARR LEE METSKER, Chief  
Employment and Eligibility Branch