

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



October 30, 2002

ALL COUNTY INFORMATION NOTICE I-80-02

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: RECIPIENT CLAIMS SELF-ASSESSMENT GUIDE

REFERENCE: ALL COUNTY INFORMATION NOTICE I-51-02

The purpose of this notice is to distribute the Recipient Claims Self-Assessment Guide as mentioned in All County Information Notice (ACIN) I-51-02. This guide was created by the United States Department of Agriculture, Food and Nutrition Service (FNS) as a means for counties to evaluate their claims and collections processes and performance.

The attached Recipient Claims Self-Assessment Guide contains four modules: the Local Office Claims Establishment Module, Local Office Claims Collections and Management Module, Central Office Claims Processes Module, and FNS-209 Report Validation Module. These modules should be distributed to the appropriate personnel in the corresponding areas of claims management for completion and self-assessment.

As stated in ACIN I-51-02, FNS and CDSS consider recipient claims management a priority issue. The Recipient Claims Self-Assessment Guide will allow counties to evaluate their individual claims establishment and collection performance and identify where improvements can be made. The California Department of Social Services will review county self assessment information along with the county's overissuance collection efforts in the federally mandated management evaluation reviews scheduled for FFY 2003.

If you have any questions regarding this notice or the attached Recipient Claims Self-Assessment Guide, please contact Bill Mullinax, Program Analyst, Food Stamp Policy Bureau, at (916) 657-3418 or Teena Arneson, Program Analyst, Fraud Bureau, at (916) 263-5725.

Sincerely,

**Original signed by**  
GARY SWANSON, Chief  
Food Stamp Branch

Attachments