

DEPARTMENT OF SOCIAL SERVICES

14 P Street, Sacramento, CA 95814



April 6, 1979

ALL-COUNTY INFORMATION NOTICE I-36-79

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: ADULT PROGRAMS - MONTHLY STATISTICAL REPORT (Form ABD 216)

REFERENCE: SECTION 26-216, STATISTICAL REPORTS MANUAL, DSS

This All-County Information Notice is being issued to clarify the reporting requirements for Part B of the Adult Program monthly statistical report (Form ABD 216).

Counties are reminded that only those cases that are receiving an allowance for housing repairs up to a maximum of \$300.00 in a 12-month (renewable cycle) period are reported in Part B, Line Item 8. Those cases that have received the maximum allowable amount as reported in Part B, Line Item 8 (refer to Section 46-425.21, DSS Manual EAS) and are issued a one-time (in case history) payment of up to \$450.00 for supplemental housing repairs or unmet shelter needs (refer to Section 46-425.22, DSS Manual EAS) should be reported in Part B, Line Item 9.

The County should closely account for all payments in a 12-month period to a recipient found eligible for housing repair allowances. A recipient is only eligible on a one-time basis for an allowance to meet supplemental housing repairs or unmet shelter needs once the recipient has reached the maximum \$300.00 allowance for housing repairs in a 12-month period.

The following examples should aid in reporting correctly:

EXAMPLE 1

A recipient is issued a warrant in the amount of \$550.00 to meet housing repairs and supplemental housing repairs. This recipient has not been issued any previous allowances in the preceding 11-month period for housing repairs. Report one case in Part B, Line Item 8, Column (1), and the amount of \$300.00 in Column (2). Report one case in Part B, Line Item 9, Column (1), and the amount of \$250.00 in Column (2). Assuming no other payments were made, a total of two cases would be reported in Part B, Line Item 6, Column (1), and the amount of \$550.00 would be reported in Column (2).

EXAMPLE 2

A recipient is issued a warrant in the amount of \$550.00 to meet housing repairs and supplemental housing repairs. This recipient has previously been issued an allowance of \$200.00 in the previous 11-month period. Report one case in Part B, Line Item 8, Column (1), and the amount of \$100.00 in Column (2). Report one case in Part B, Line Item 9, Column (1), and the amount of \$450.00 (the maximum amount allowable) in Column (2). Assuming no other payments were made, a total of two cases would be reported in Part B, Line Item 6, Column (1), and the amount of \$550.00 would be reported in Column (2).

In addition to the above instructions, please note that, in Part B, subitems 11a + 11b equal Item 11 for both Columns (1) and (2). Refer to Section 46-425.24, DSS Manual EAS.

Please insure that staff responsible for the completion of the ABD 216 monthly statistical report are routed a copy of this All-County Information Notice immediately upon receipt.

Should there be any questions or concerns, please contact the Statistical Services Bureau at (916) 322-2230 or (ATSS) 492-2230.

Sincerely,



R. H. REICH
Deputy Director
Administration Division

cc: CWDA