

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

January 29, 1985

ALL-COUNTY INFORMATION NOTICE NO. 1-09-85

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: COUNTY CORRECTIVE ACTION PLANNING PROCESS - FORMAT AND HANDBOOK
FOR FOOD STAMPS

REFERENCE: ALL-COUNTY INFORMATION NOTICE I-100-84

Attached is the final version of the Food Stamp County Corrective Action Handbook. A draft Food Stamp Handbook was sent for your review and comment in November with the above referenced All-County Information Notice. We received comments from 13 counties and revised portions of the Handbook based on these county responses.

The majority of comments focused on the area of who needs to submit a Corrective Action Plan (CAP). Several commentors were concerned with the requirement that a CAP be submitted by any county with at least one error identified in the quality control sample. Counties stated that one error case does not represent a trend. We agree. This was not our intent. We do not expect counties to do a CAP on one error case. However, we do expect the counties to check other review sources such as supervisory reviews to see if a problem does exist. This is especially true of smaller counties with limited quality control sample sizes. All we ask is that these counties check to see if a problem exists and respond back to us. If a problem is identified, then the county should include a CAP with their response.

The revised format for submission of food stamp county corrective action plans will be in effect for all CAPs submitted after February 1, 1985. To assist in the transition the Food Stamp Corrective Action Bureau will be scheduling training sessions for all counties. You will receive notification of the place and time of the training session for counties in your area.

We want to express our appreciation to counties which submitted comments. If you have any questions about the reporting requirements or the Handbook, please contact your Food Stamp Corrective Action Bureau Consultant at (916) 322-5475.

A handwritten signature in black ink, appearing to read "Robert A. Horel".

ROBERT A. HOREL
Deputy Director

Attachment