

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



May 9, 1990

ALL COUNTY INFORMATION NOTICE NO. I-29-90

TO: ALL COUNTY WELFARE DIRECTORS

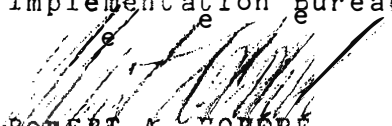
SUBJECT: EVENTS TO TRIGGER IMPLEMENTATION OF A TWO-COLUMN FORMAT
FOR AUTOMATED AFDC NOTICES OF ACTION (NOAs) AND SYSTEMS
STANDARDS FOR AUTOMATED EQUIPMENT USED TO PRODUCE NOAs

REFERENCE: All County Welfare Director's Letter, June 11, 1986
All County Letter Nos. 86-57, June 30, 1986; 86-75,
August 11, 1986; and, 86-78, August 14, 1986

This letter is a reminder of the upcoming January 1, 1992, mandated deadline for converting County EDP systems to produce automated Notices of Action (NOAs) in the required two-column format. The two-column format is currently being used in manual systems and some automated Counties. All County Letter (ACL) No. 86-78 transmitted the Automated Triggers and the Systems Standards for producing automated NOAs in the Turner Court approved two-column format. Attached to this letter is a copy of the triggers (Attachment A) and standards (Attachment B).

Those Counties using or planning to use automated equipment to issue AFDC NOAs must submit an implementation plan by January 1, 1991. The plan is to be sent to the AFDC and Food Stamp Policy Implementation Bureau, 744 P Street, MS 16-31, Sacramento, CA 95814. Submission of a plan is only necessary if the County has not already implemented the conversion or if a major EDP event is not expected to occur prior to the mandated deadline of January 1, 1992. This plan is in addition to the required EDP requests submitted to the County Approvals Unit.

If you have any questions regarding requests for automation, please contact the County Approvals Unit at (916) 323-4305 or ATSS 473-4305. If you have any questions regarding AFDC program requirements, please contact Joe Carleton of the AFDC/FS Policy Implementation Bureau at (916) 323-8431 or ATSS 473-8431.


ROBERT A. ORDE
Deputy Director

Attachments

cc: CWDA

Events to Trigger Implementation of a
Two Column Format for Automated AFDC NOAs

(Automated Triggers)

Implementing a format change along with other major electronic data processing (EDP) changes will minimize the conversion costs by combining similar steps. When counties reprogram for a changed format while programming for another major change, the costs of reprogramming are reduced to those additional steps, if any, not required by the first task. In addition, the costs of the steps required by both changes are shared by both.

Therefore, major EDP events that occur in a county will serve as triggers for implementing the two column NOA format. Major EDP events are described as those involving a major portion of the EDP system and can be events associated with hardware, software and/or county programming. Specific triggers are given below.

Counties using EDP systems to produce NOAs as of May 1, 1987 shall convert to the two column NOA format no later than January 1, 1992. This 4.5 year period is allowed for counties to thoroughly plan for the change and to coordinate it with any anticipated trigger events. If a county does not expect a trigger event to occur prior to the mandated implementation date (January 1, 1992) that county shall submit a plan of implementation to the AFDC and Food Stamp Policy Implementation Bureau, Compliance Unit prior to January 1, 1991. The plan must show the anticipated date of implementation of the two column format as well as the time frames allowed for the interim steps. This plan would be in addition to the EDP requests filed with the County Approvals Section (CAS) but it must mention any EDP requests already filed or expected to be filed with CAS.

Counties may make the conversion at any time within the time frames outlined above, but are mandated to change no later than January 1, 1992, affecting the February 1, 1992 grants.

The following are the specific automated triggers for the mandatory conversion of currently automated NOAs to the two column format:

1. Conversion to NOAs prepared by automated equipment. This includes:
 - a) The reprogramming of an existing county automated system to include NOA production for the first time, or

- b) The significant expansion of an existing automated system that increases the types of NOAs produced. (A trigger would occur when a computation is automated but not when additional messages are added to the table), or
 - c) The implementation of a new system, a significant part or all of which is dedicated to NOAs. (A trigger will not necessarily occur when a county joins an existing EDP consortium.)
2. The implementation of a Statewide Automated Welfare System (SAWS) module that involves NOAs. (A trigger does not occur when a county implements the SAWS Central Data Base module.)
 3. A change in the type of printer(s) used for NOA production. For instance, a trigger would occur when a county changes from line printers to laser printers as this would require significant programming involving NOA production capabilities. A trigger would not occur when a county replaces a line printer with a compatible model as this change would require only minor adjustments.
 4. A change in the type of computer or computer system, used for NOA production when that change establishes new systems capabilities.

Systems Standards For Automated Equipment
Used to Produce AFDC NOAs
(Systems Standards)

The Systems Standards as shown below will become part of the review and approval criteria used for county electronic data processing (EDP) requests on September 1, 1986. Only those requests for printers or for new or expanded systems to be used in the production of AFDC NOAs will be affected.

The Systems Standards as approved are:

- 1) EDP equipment approved for purchase after September 1, 1986 must be capable of printing AFDC NOAs in the format currently approved by the Turner process for the manual AFDC NOA forms;
- 2) EDP equipment must be capable of producing AFDC NOAs according to the "County Standards for AFDC Notices of Action (NOA), Stuffer Messages, Informing Notices, etc.", (see ACL 86-75 August 11, 1986);
- 3) Counties planning to purchase automated printers to produce AFDC NOAs must purchase equipment capable of printing both upper and lower case letters if it is system compatible and cost effective.

The "Statement of Problem" and "Feasibility Study/Advance Planning Document" portions of county EDP requests must both address all the standards as appropriate.

In addition, county requests for new printers must specifically address the third standard above by:

- 1) Proposing to purchase a printer capable of printing both upper and lower case letters; or
- 2) Provide documentation that supports another compatible selection that is more cost effective.

NOAs produced by automated equipment must convert to the two column format and adhere to the long term standards by January 1, 1992. Therefore, the automated equipment used for NOA production must meet the first two systems standards (above) no later than January 1, 1992. The third standard must be met whenever it is cost effective and system compatible in light of overall system needs including upper and lower case letters.