

DEPARTMENT OF SOCIAL SERVICES

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January 30, 1980

ALL-COUNTY LETTER NO. 80-7 (Adm Supp Unit)

TO: All County Welfare Directors

ATTENTION: ALL QUALITY CONTROL STAFF

SUBJECT: CLARIFICATION OF QC PROCEDURES

REFERENCE:


The purpose of this letter is to clarify the circumstances under which an AFDC-QC review disposition of "listed in error" or "incomplete" would be appropriate.

Attached is a chart with definitions, suggested procedures and guidelines for review schedule (Form SRS-QQC-341) documentation. Complete, concise explanations of dropped cases should be entered in Section III of the review schedule and pertinent material should be maintained with QC files.

As you know, every effort must be made to keep the number of "incomplete" reviews to a minimum in order to maintain the validity of QC findings. Also, review schedules must be submitted in a timely manner. Situations which prevent completion of reviews by the established monthly deadlines should be discussed and coordinated with state QC regional or district managers.

County QC units will be informed when documentation of dropped cases is not adequate or does not substantiate the review disposition determination.

Sincerely,


PHILIP J. MANRIQUEZ
Deputy Director
Planning and Review Division

Attachment