

FIELD OPERATIONS BUREAU FOOD STAMP UNIT (FSU)

TRANSMITTAL NUMBER: 06-04 (FS)

December 26, 2006

TO: All FAAC Committee Members and FOB Staff

SUBJECT/PURPOSE: Resubmission of Federal Sample Cases Changed From Drop to Complete

RELATED REFERENCE: None

SUPERSEDES: None

EFFECTIVE DATE: Upon Receipt

BACKGROUND:

The purpose of this transmittal is to clarify procedures for those situations in which Federal Sample cases that have been dropped need to be resubmitted to the Federal Data Reporting and Analysis Bureau (FDRAB) with different findings because the household has decided to cooperate or for some other reason.

Previous policy allowed counties five days to process and resubmit these cases, including the added step of Field Operations Bureau (FOB) Food Stamp Unit re-review. It was soon discovered that the five-day period was inadequate for the process to function effectively in part because of the additional case re-review step. After some discussion, the two CDSS bureaus agreed that counties will have ten days to retrieve and resubmit these cases.

INSTRUCTIONS:

Effective immediately for Federal Sample cases ONLY:

When the finding for a previously dropped case needs to be changed, use the current existing procedures to request and retrieve the case from FDRAB's Data Transmission and Validation Unit (DTVU). Resubmit the changed case to the FOB Food Stamp Unit re-reviewer. Make any changes based upon the re-reviewer's comments (if necessary) and then retransmit the case to the DTVU. The time for this process has been extended from five days to ten days.

INQUIRIES: Michael Bowman-Jones, Program Analyst

Original Signed by Hector Hernandez

Hector Hernandez, Chief
Field Operations Bureau