

FIELD OPERATIONS BUREAU FOOD STAMP UNIT (FSU)

TRANSMITTAL NUMBER: 09-05

March 11, 2009

TO: All Food Assistance Action Committee (FAAC) Members and Field Operations Bureau (FOB) staff

SUBJECT/PURPOSE: Imaging and Transmitting the Quality Control (QC) File

RELATED REFERENCE: Text

SUPERSEDES: None

EFFECTIVE DATE: Upon Receipt

BACKGROUND:

The Food and Nutrition Service (FNS) is in the process of reengineering the Federal review validation process of the Supplemental Nutrition Assistance Program (SNAP) QC system. They are concentrating primarily on the Federal validation review portion of the QC system. Before full automation can become reality, they need to make the State/Federal QC operation paperless. Currently about 80 percent of State agencies are providing QC records in an electronic format for FNS to review. Scanning records to a CD or similar medium is the most common electronic format currently being used. Providing records in this manner for Federal review provides a more secure mechanism for protecting this sensitive data.

Early last year at a Food Assistance Action Committee (FAAC) meeting, counties were surveyed as to their possessing equipment that can image (scan) documents and the capability to encrypt this information before emailing. All but a few counties have this capability.

INSTRUCTIONS:

Transmitting Imaged Cases to FOB

- Instead of mailing paper QC files to the Field Operations Bureau (FOB) Food Stamp Unit (FSU) for re-review, counties will email imaged QC files.
- Arrange and image the QC file per the guidelines specified in Transmittal 09-04 Quality Control (QC) File Structure Desk Guidelines dated March 11, 2009.
- Name the QC file using the county number, two digit FFY, Underscore (Shift Dash key), and the case review number For example, case 203005 from Los Angeles County will be named 1909_203005.pdf
- Email the encrypted QC file as an attachment to fsureviews@dss.ca.gov.
Note: The Password will be sent via a separate notice.
- Indicate in the "Subject:" line CASCAN

- FSU will re-review the case and provide feedback in RADEP.
- If a county is currently unable to image and email the QC file, the present mailing procedures will apply.

Transmitting Imaged Sub-Sample Cases to FNS

- The Federal Data Reporting and Analysis Bureau (FDRAB) Kevin Fong, will email the FNS letter containing the monthly federal sub-sample list.
- Instead of mailing the paper QC file, the county will email an imaged file to FNS.
- Arrange and image the QC file per the guidelines specified in Transmittal 09- **04** Quality Control (QC) File Structure Desk Guidelines dated March 11, 2009.
- Name the QC file using the date of the FNS letter, Underline (Shift Dash key), followed by the case review number. For example, in a FNS letter dated March 04, 2009, case review number 203005 is listed as a sub-sampled case, so the file will be named 030409_203005.pdf.
- Email the encrypted QC file as an attachment to the appropriate FNSQC reviewer: Kathryn.McQueen@fns.usda.gov or Jaime.Ortega@fns.usda.gov and
- cc Dawn.Baker@fns.usda.gov
Note: The Password will be sent via a separate notice.
- Indicate in the "Subject:" line CASCAN
- If a county is currently unable to image documents, the county will mail the copied QC file to FOB and FOB will image the file and email it to FNS.

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Original Signed By Richard Trujillo

RICHARD TRUJILLO, Chief
Field Operations Bureau