

# **FIELD OPERATIONS BUREAU FOOD STAMP UNIT (FSU)**

---

**TRANSMITTAL NUMBER: 10-03**

**August 25, 2010**

---

**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: None**

**SUPERSEDES: Transmittal 09-05 Imaging and Transmitting the Quality  
Control File**

**EFFECTIVE DATE: April 2010 FNS Sub-sample**

## **BACKGROUND:**

On March 11, 2009 FOB issued Transmittal 09-05 providing instructions for a new process on imaging and transmitting QC case reviews to FOB and to FNS. This process was implemented to address FNS' re-engineering the Federal review and validation efforts of the SNAP QC system. Although the process for transmitting imaged cases to FOB works well, FNS is experiencing difficulty accessing county QC cases sub-sampled for re-review primarily due to password security protocols. Therefore, to resolve access issues experienced by FNS, new instructions for transmitting imaged sub-sampled cases are described below.

## **INSTRUCTIONS:**

Effective with the FNS April 2010 sub sample, the Field Operations Bureau (FOB) will be responsible for sending the sub-sample files to FNS. The revised instructions are on page two under the section heading "Transmitting Imaged Sub-Sample Cases to FNS". The instructions for transmitting imaged case to FOB are unchanged.

### Transmitting Imaged Cases to FOB

- Instead of mailing paper QC files to the 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](mailto: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) will email the FNS letter containing the monthly federal sub-sample list.
- 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 [FNSsubsample@dss.ca.gov](mailto:FNSsubsample@dss.ca.gov).**
- Indicate in the "Subject:" line CASCAN.

**DO NOT SEND THE SUB SAMPLE FILES TO THE FOOD STAMP UNIT (FSU).**

**INQUIRIES:** Cheryl Henderson,  
Program Analyst  
Cheryl.Henderson@dss.ca.gov



---

**RICHARD TRUJILLO, Chief  
Field Operations Bureau**