

FIELD OPERATIONS BUREAU

CalFresh Review Unit

~~TRANSMITTAL NUMBER: 10-06~~

~~January 5, 2011~~

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: Transmittal 10-03 Imaging and Transmitting the Quality Control File

EFFECTIVE DATE: OCTOBER 2010 FNS Sub-sample

BACKGROUND:

The purpose of this transmittal is to provide the new naming instructions and passwords for all federal case reviews. The new federal fiscal year began the first of October. Therefore the naming of case files must be changed to reflect the new federal fiscal year. Also, FNS has requested that the review number be identified first in naming of the case files. The passwords that are used to transmit the cases to Field Operation Bureau (FOB) and FNS have been updated.

INSTRUCTIONS:

Effective with the FNS October 2010 sub-sample follow the new instructions under the section heading 'Transmitting Imaged Cases to FOB' (bullet three) for the naming of the cases for FOB. The new password used to transmit the cases to FOB is listed under bullet six. The instructions for naming the sub sampled cases are listed under the section heading 'Transmitting Imaged Sub-Sample Cases to FNS' bullet three. The new password is listed in bullet six.

NOTE: The address for submitting the cases to FOB will change effective January 2011. The new name is listed in bullet five under Transmitting Imaged Cases to FOB.

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 case review number, _ Underscore, County number FFY.** For example, case 203005 from Los Angeles County will be named 203005_1911.pdf.
- Indicate in the "Subject:" line CASCAN

- Email the encrypted QC file as an attachment to cfureviews@dss.ca.gov.
- ***The new password is wtwfob11.***
- CalFresh Review Unit (CFRU) 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 case review number, Underscore followed by the date of the FNS letter.*** For example, in a FNS letter dated March 4, 2010, case review number 203005 is listed as a sub-sampled case, so the file will be named 203005_030410.pdf.
- Indicate in the "Subject:" line CASCAN.
- Email the encrypted QC file as an attachment to FNSsubsample@dss.ca.gov.
- ***The new password is fnsbro11.***

DO NOT SEND THE SUB SAMPLE FILES TO THE CalFresh Review Unit (CFRU).

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Original Signed By Marlene Fleming

**MARLENE FLEMING, Acting Chief
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